



Handbook for Transportation



**Board of Education Building
201 N. Forest Avenue
Independence, Missouri 64050
(816) 521-5300
www.isdschools.org**



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Web Access: www.isdschools.org

INTRODUCTION

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District Mission

District Vision Statement:

A community united to improve the quality of life through education.

District Mission Statement:

By providing a quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

District Values Statements:

- All students can learn.
- All people have the right to be accepted and treated with respect.
- Schools will be safe, orderly and caring environments.
- Effective teaching/learning is the responsibility of the family, school, and community.
- High academic and behavioral standards are expected.

District Level Goals

- Increase student achievement and performance.
- Align district programs and services for continuity and cohesiveness.
- Maximize resources to facilitate learning.

Board of Education

President
Vice President
Treasurer
Director
Director
Director
Director

Mr. Greg Finke
Mrs. Denise Fears
Dr. Matt Mallinson
Mrs. Jill Esry
Mr. Blake Roberson
Mrs. Carrie Dixon
Mr. Eric Knipp

Central Office Administration

Superintendent of Schools
Deputy Superintendent-Instruction/Early Education/Student Services
Deputy Superintendent of Operations
Director of Human Resources
Director of Human Resources
Assistant Superintendent-High Schools/NGL Academies
Assistant Superintendent-Middle Schools/Curriculum/Instruction/Assessment
Assistant Superintendent of Elementary Education
Director of Technology
Director of Special Services
Director of Community Relations
Director of Public Relations
Director of Business and Benefits
Director of Youth Development and Education
Director of Neighborhood Family Services
Director of Facilities Services
Director of Nutrition Services
Director of Transportation Services
Director of Health Services
Director of Public Safety
Director of Head Start

Dr. Dale Herl
Dr. Cindy Grant
Dr. Lance Stout
Dr. Pamela Boatright
Mr. Dean Katt
Mr. Randy Maglinger
Ms. Prissy LeMay
Dr. Janet Richards
Mr. Todd Theen
Ms. Sherry Potter
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Mrs. Molly Johnson
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Mr. Salum Stutzer
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Mr. Daryl Huddleston
Mrs. Lori Halsey
Mr. Dennis Green
Dr. Patti White



*Dr. Dale Herl, Superintendent
201 North Forest Avenue
Independence, MO 64050
(816) 521-5300*

Dear Employee:

On behalf of the Board of Education and the Independence School District, we welcome you to the 2018-2019 school year.

Your role is very important to the Independence School District and we appreciate your decision to join our staff. Included in this handbook is information that will answer many of your questions regarding the practices and services of the School District. If you have other questions, please contact Dr. Pam Boatright or Mr. Dean Katt.

We hope that you enjoy working with the teachers, students, parents, and administrators. We appreciate you sharing part of your life with our School District and look forward to working with you during the 2018-2019 school year.

Best wishes,

Dale Herl
Superintendent of Schools

An Equal Opportunity Employer

SECTION A: GENERAL INFORMATION

A-1: Transportation Objectives

The success of any District is most dependent upon its employees and how they go about their daily tasks. Independence School District makes every effort to recruit, hire and retain only the best people. In return, the District expects its employees to always exhibit good, positive citizenship. Examples of such include, but are not limited to the following behaviors:

- Searching for ways to improve the workplace and discussing with supervisors
- Displaying a positive attitude and working to overcome negative ones
- Accepting accountability rather than pointing out weakness in others
- Promoting teamwork, trust and good will
- Treating every District team member as a valued colleague
- Being a mentor and helper to colleagues
- Basing every action and decision upon common sense and good judgment
- Obeying all Federal, State, Local laws, and Board of Education policies

A-2: Employee Medical Exams

To help assure that employees are able to perform their duties safely, medical examinations will be required on an annual basis. Employees must have the sufficient physical strength, mental ability and dexterity to satisfactorily perform all job functions of the position he/she fills.

After an offer has been made to an applicant entering a job category, a medical examination will be performed at Independence School District's expense by a health professional of District's choice. The offer of employment and assignment of duties will be contingent upon satisfactory completion of the examination.

CDL Drivers will be required to take yearly medical examinations according to DESE requirements to determine fitness for duty, typically physicals will be completed between July 1st & Aug 1st. Examinations will be scheduled at reasonable times and intervals and performed at District's expense if completed by health professional of District's choice

Employees, may at their expense choose to see their personal physician for their physical. Physician must complete all paperwork completely and it will be subject to review. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidential. Access to this information will be limited to those who have a legitimate need to know.

A-3: Motor Vehicle Record Checks

Employees operating district vehicles and other employees of the Independence School District that transport students on public streets must have and maintain at all times what the District considers a “good” motor vehicle driving record.

All applicants and current employees must do everything in their power to assist the District in learning all possible information about past and current records in all states. This includes, but is not limited to signing consent forms, getting records from government agencies, or other reasonable requests that might be made by the District at any time.

All CDL drivers must report moving violations received both in personal vehicles within 24 hours of issue. Moving violations received in a district vehicle shall be reported immediately.

The District will conduct License Checks at least twice a year. Employees holding licenses outside Missouri will be required to obtain a License check when requested at the operator’s expense.

The following is a list of motor vehicle record entries that disqualify a person from driving for Independence School District. This list includes specific examples that disqualify, but does not include all possible disqualifying entries. Other entries will be judged solely by the District as to whether they disqualify a person or not. In all cases those items listed by the State of Missouri shall apply.

- * Manslaughter or Leaving the Scene of an Accident
- * Careless and Imprudent Driving or Reckless Driving in past five years
- * More than two moving citations of any kind in the past ten years in a non-district vehicle
- * A pattern of driving violations
- * Driving while intoxicated or impaired by alcohol or drugs
- * Speeding
 - * In a School zone
 - * In a Work zone
 - * More than 15 mph over the posted limit

A-4: Criminal Records

All Transportation employees shall have and maintain at all times what the District considers a “good” criminal record.

All applicants and employees must do everything in their power to assist the District in learning all possible information about past and current criminal records in all jurisdictions. This includes, but is not limited to signing consent forms, getting records from government agencies, or other reasonable requests that might be made by the District at any time.

Any changes in the criminal record on file with the District must be reported to the Director as soon as possible after known to the employee.

The following list of criminal record entries automatically disqualifies a person from employment. This list includes specific examples that disqualify, but does not include all possible disqualifying entries. Other entries will be judged solely by the District as to whether or not they disqualify a person from employment. In all cases those items listed by the State of Missouri shall apply such as;

- * Any conviction of a crime of violence or sexual offense
- * Any offense involving the production or distribution of drugs or controlled substances
- * Any conviction involving child or any kind of pornography
- * Any conviction for civil disorder, weapons violations or similar offenses
- * Any felony conviction of any kind in the past five years
- * Any conviction for driving while intoxicated or impaired by alcohol or drugs in the past ten years
- * Any incarceration in a federal or state correctional institution during the past ten years
- * Currently on parole or probation
- * Currently under arrest or charged with a felony or misdemeanor

A-5: Return of Property

Employees are responsible for all property, materials or written information issued to them or in their possession or control. Employees must return all Independence School District property immediately upon request or upon termination of employment. Where permitted by applicable laws, Independence School District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Independence School District may also take all action deemed appropriate to recover or protect such property.

A-6: Telephone Calls

Personal calls should not come to the office except in an emergency. Except for such emergencies, office staff will not take messages or pass on messages to employees. Except for emergencies, the District's business phone may not be used for personal calls. **Employees** (not guests) may use the phone in the lounge. Calls are restricted to five minutes.

A-7: Employee Standards of Conduct

To ensure orderly operations and provide the best possible work environment, Independence School District expects employees to follow standards of conduct that will protect the interests and safety of all employees and the District.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of standards of conduct that may result in disciplinary actions, up to and including termination of employment:

1. Theft, inappropriate removal or possession of property
2. Working under the influence or in possession of alcohol or illegal drugs
3. Insubordination or other disrespectful conduct
4. Sexual or other unlawful or unwelcome harassment
5. Unauthorized use of telephones, mail system or other District-owned equipment
6. Commission of an unsafe act or failure to report accidents and unsafe acts
7. Exhibition of abusive language, physical threats, violence, or fighting
8. Failure to display a clean, neat and orderly appearance while on duty
9. Gambling illegally while on duty or on District premises
10. Failure to complete child check after each run
11. Dishonesty, including falsifying time records, employment application or District reports
12. Possessing or using guns, explosives, or weapons while on duty or on District vehicles or premises
13. Incompetence
14. Inappropriate use of the 2-way radio
15. Violation of personnel policies

A-8: Attendance

To Report an Absence:

- If you must be absent from work due to an illness or other emergency, you must report your absence by the times given below. **Failure to do so will result in a dock in pay and further disciplinary action.**
 - 5:30 am for Morning routes
 - 10:00 am for Mid-day routes
 - 12:00 pm for Afternoon routes

*Specific situations may require earlier notification times

You must report your absence unless you are physically unable to do so. You must talk to a person, DO not leave a message on voicemail that you will be absent. You must call personally (it is not acceptable to have someone call for you). Texting is not permissible for notification.

(816) 521-5335, select option #3 to reach dispatch

Absence Request Forms – Must be turned in advance or **within 24 hours** of returning to work after your absence.

Failure to report for duty or neglect to report absences for three (3) consecutive days will be considered by the employer as employee job abandonment.

A-9: Sick/Personal Days

Board Regulation 4320

Regular attendance is essential in providing District students with a high quality of instruction.

9 month part-time support staff is provided 5 sick days, 2 of which may be used as a personal day. Personal days require prior approval. Such approval will only be granted when the leave request does not conflict with operational needs.

Employees should treat their sick days like insurance, only using when absolutely necessary. Sick leave days will accumulate.

Accumulated sick time can only be used during the normal school year. Time/days missed during summer school, extended school year and other times will be docked.

A-10: Open Door

Employees are encouraged to bring questions, concerns, ideas and complaints to the attention of the Director or Assistant Director, or any supervisor. Our doors are open to all employees. To insure that both parties can get together with time to fully discuss the issues at hand, the employee should schedule an appointment.

A-11: Time Clock and Exception Sheets

All hourly employees are required to use the Time Clock in accordance with District Policy.

- Time punches must match assigned work/route
- Requirements
 - Punch in – 7 minutes prior to assigned clock in time
Example: AM start time 5:45 = clock in time 5:38
 - Report to Dispatch for check in and key (Drivers must display their valid Commercial Driver’s License)
 - Failure to present license as required will result in disciplinary action up to and including termination.
 - Driving a district vehicle without a valid license will result in disciplinary action up to and including termination.
 - Report *immediately* to bus
 - Pre-Trip – attendants also
 - Check route for changes
 - Depart to 1st stop/school
 - Layover close to 1st stop so you will arrive on time

- **Missed punches could result in a delay in pay and / or discipline**
 - Forgot or Did Not Take exceptions are subject to Director review and may result in disciplinary action
- Misc. Time
 - All extra work, including field trips, must be recorded at actual starting and ending time
 - Field Trip: Field trip form must be completed within 24 hours.
 - Meeting: Time permitted will depend on meeting topic and length.
 - Any other time must be approved by the Director
 - Falsification of time entries will result in disciplinary actions

A-12: Drug and Alcohol Testing

All employees of the Transportation Department are required to undergo Drug and Alcohol testing in accordance with Federal, State and District requirements.

The testing will include:

- Pre-employment – All employees, both CDL holders and non CDL holders, must be successfully passed prior to employment
- Random – (CDL drivers only)
 - Employees picked by a neutral third party (computer)
 - Director schedules time (must be unannounced)
 - Once announced you must take the test (refusal is a positive)
 - Testing will take place in private and if possible on campus
 - Once the test process is started you cannot leave the testing area until complete
 - Failure to submit the required sample in the time allowed by DOT will result in a positive test
- Reasonable cause –Trained supervisor has the discretion based on their observations to request that any Transportation employee be tested. Failure to take the test constitutes a positive result.
- Post-accident- A driver may be required to submit to testing in accordance with applicable policies, regulations and laws. Remember 3-T's (ticketed, towed, transported)
- **Failure to take any test will constitute a positive result**

Independent Medical Review Officer will determine all test results; all positive test results will be reported directly to the Director after Medical Review Officer consults with employee.

A positive test result will result in disciplinary action up to and including termination.

A-13: Payroll

Transportation employees are paid according to the scale approved by the Independence Board of Education. Credit for prior experience on the pay schedule may be given at the discretion of the Director of Transportation. If district finances allow, employees are advanced one step on the scale at the beginning of the fiscal year (July 1). This movement does not apply to new employees who are hired after April 1. These employees will remain on their step until the following year.

Employees who are scheduled to work at least twenty-five (25) hours a week are paid on an “even pay” basis. This means that their annual salary is divided into twenty four (24) equal payments, no matter how many days are worked in the month.

The pay days and time frames will be posted in the lounge.

A-14: Benefits

Transportation staff that are hired to work a minimum guarantee of twenty-five (25) hours a week may participate in the Board of Education health, dental, and life insurance programs. They are also eligible for long-term disability insurance. Staff employed with a minimum guarantee of twenty (20) hours a week must be enrolled into retirement through PEERS. Detailed information concerning benefits may be obtained by contacting the Benefits Office (521-5300) at Central Office.

A-15: Confidentiality

Federal and state laws, as well as Board of Education Policy, prohibit staff members from sharing any information about students. Information about students’ behavior, medical conditions and educational progress are confidential and you cannot share anything that you see or hear with others. Intentionally disclosing confidential information will result in disciplinary action up to and including termination.

A-16: Evaluation

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation. Although you may be evaluated at any time during the year, evaluations generally are completed in the spring. Your supervisor will discuss the evaluation with you and ask that you sign the evaluation. Please take time to study this evaluation and discuss any questions with your supervisor.

A-17: Supervisors

- A.** Supervisors have a large responsibility to drivers. They should, at all times, encourage good driving habits, safety practices and conduct that are complimentary to a profession directly responsible for the safety and welfare of school children. They should support the actions of drivers in dealing with complaints and attempt to coordinate their efforts with the school and parents, so that drivers may concentrate on their job of driving.
- B.** Questions and or problems should be directed to the immediate supervisor or his/her delegated representative.
- C.** Supervisors have the responsibility of providing the safest most convenient transportation program possible. They should employ and retain only the most capable and proficient drivers possible in carrying out the program. They should also exercise initiative insofar as the general conduct of children is concerned.
- D.** A supervisor is responsible to the profession in that he/she should continually attempt to upgrade the standards of his/her particular contract and transportation program, and his/her personnel.

A-18: Human and Personal Relations

- A. Loyalty and dedication to one's employer is a job requirement wherever one is employed. We are all engaged in work that affects the safety and welfare of children. Therefore, it is important that all of us work closely together toward the accomplishment of this goal.
- B. Transporting students is a highly responsible job. We expect every effort from all employees toward upgrading and improving transportation's responsible position.
- C. Independence School District expects employees to act toward each other in a way that promotes good order and harmony among themselves, students and administrative personnel.

A-19: Breakroom / Computer Lab Expectations

The breakroom is for all employees and should be a location where everyone feels comfortable. The following are basic expectations to provide a clean and relaxing atmosphere conducive both to rest and other duties.

Employees must not "hold" empty seats for their belongings or "save" seats for other employees.

Employees are expected to assist in maintaining the cleanliness of the breakroom by removing their trash.

Music/Videos are personal choices and should only be listened to with earbuds or headphones.

We must refrain from inappropriate conversations/behavior. Examples of these include, but are not limited to, the following:

All controversial topics such as Religion, Politics, Sexually oriented conversations, threatening or foul language.

Be mindful of other's personal space and belongings.

SECTION B: SAFETY AND TRAINING

B-1: Safety

To assist in providing a safe and healthful work environment for employees, staff, and visitors, Independence School District has established a workplace safety program. This program is a top priority for Independence School District. The Transportation Director has the responsibility for implementing, administering, monitoring and evaluating the program. Its success depends on the alertness and personal commitment of all employees.

Independence School District provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos or other written communications.

Some of the best safety improvement ideas come from our colleagues. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to bring them to the Director of Transportation. Reports and concerns about workplace safety issues may be made anonymously, if the employee so wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution, common sense and good judgment in all work activities. Employees must immediately report any unsafe condition or act to a supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or remedy such situations or fail to use common sense and good judgment in such situations may be subject to disciplinary action, up to and including termination of employment.

All accidents, regardless of how insignificant, shall immediately be reported to the Transportation Director. Such reports are necessary to comply with laws and initiate insurance procedures.

Work related injuries:

- Should be reported immediately to your supervisor or as soon as possible but no more than 24 hours after the injury.
- An Employee Accident/Injury Report form must be completed and signed by the employee at the time the incident is reported even if no medical treatment is needed.
- Depending on severity, work related injuries can be treated by The Independence School District Clinic or other designated facilities you are directed to by your Supervisor.
- If the injury occurs after hours and it is a true emergency, you can be treated at the Centerpoint Medical Center or Truman Medical Center Lakewood. Limit all visits to the ER to injuries that cannot possibly wait until the Clinic is open.

Please refer to Independence School District Employee Manual for further information.

ISD Clinic 201 N Forest, Independence, MO 64050 (866) 959-9355 or (816) 521-5316
7:00am-7:00pm Mon-Fri. / Saturday hours vary

Student Injuries:

- **Does not require immediate assistance:** if the incident happens on your bus or at the stop/school and does *NOT* require medical attention;
 - Document the issue when you return to Base using the pink Incident Report.
 - Dispatch will file incase documentation is needed later
- **Requires Assistance:** if the student has a minor injury that does not require a 911 call
 - Contact Dispatch
 - Dispatch will try to contact parents/school to alert them
 - Someone will need to meet the bus before releasing student
- **Requires 911:** if the student has an injury that requires a 911 call
 - Contact Dispatch with the following:
 - Location
 - Student Name
 - Type of Injury
 - Dispatch will contact 911
 - Do not move – stay at location until assistance arrives
 - Administer assistance consistent with your training

B-2: Unsafe Acts

Nothing is more critical to the Transportation Department then safety. Independence School District is committed to providing a safe and protective environment for all students and employees. While secondary to human safety, the protection of property is also an important consideration.

The commission of an unsafe act by an employee which includes a near miss accident situation may subject the employee to progressive discipline as outlined in this handbook as well as extensive required retraining.

A **serious unsafe act** is defined as an unsafe act that causes, or has the potential to cause, serious injury or death to a person or any combination of injury or damage claims in the amount of \$3,000.00 or more. The commission of a serious unsafe act may cause the employee to be severely disciplined or discharged on the first offense.

B-3: Daily Vehicle Inspection

The District requires the operator to perform a pre-trip inspection. This inspection shall be performed with Zonar Wand prior to driving the bus.

- First Operation of Day – Full documented pre-trip with Zonar wand
- Each Operation after 1st – Walk Around Inspection (documentation of any defects found with the Zonar Wand)

Post-Trip Inspection must be completed with the Zonar wand after each operation. The Driver must hang the Bus Empty placard as part of the Post Trip inspection.

Attendant

The District requires the attendant to perform a pre-trip inspection prior to the bus leaving the lot. The results of that inspection must be recorded properly on the form supplied by the District or with the Zonar Wand when available. The form must be kept on the vehicle while the vehicle is in service and properly turned in each week. Communication shall be made with the Driver to report any equipment defects with the Zonar Wand.

- First Operation of Day – Full document pre-trip
- Each Operation after 1st – Walk-Around Inspection (to include documentation of any defects found)

Failure to properly inspect and record the results of the inspection prior to vehicle operation is a *serious unsafe act* and a violation of state and federal policy.

Operating a vehicle with a safety related defect is prohibited. Employees must notify dispatch immediately to get the vehicle repaired or another vehicle assigned.

Child Search is Vital.

- Must be completed by the driver (Driver & Attendant on Special Needs/Early Ed Routes)
 - Prior to leaving schools/drop off location each time students are unloaded and bus is emptied.
 - At schools/drop off location that a child check cannot be done on site, the child check must be completed at a safe location in close proximity to school/drop off location prior to proceeding.
- Must walk entire bus
- Must look on and under seats
- Failure to complete the child check will result in disciplinary action
- Cell Phone/Personal electronic device use is prohibited while performing the Child Search
- Leaving a child unattended in your bus or returning a child to the lot on a Special Needs/Early-Ed Route will be considered a Serious Unsafe Act, resulting in disciplinary action up to and including termination.

B-4: Citations/Traffic Tickets

Employees receiving traffic (on or off duty) or parking (on duty only) citations must notify the Director immediately. If the citation was received while on duty, the employee must pay any fine or costs associated with it unless there is a proven vehicle defect that could not have been found in the pre-trip inspection or unless the operator was following a specific instruction from dispatch. Citations for negligent driving with a loaded or unloaded bus shall result in disciplinary action up to and including termination.

B-5: Accident Procedures

An accident occurs any time that a vehicle comes in contact with another object of any kind or anytime the operator or a student is injured. All accidents of any kind must be reported to dispatch immediately.

In a vehicular accident, the operator must not move the vehicle unless it is an immediate safety hazard or unless specifically instructed to do so by officers of the law or Dispatch.

Employees must not make statements to anyone other than District investigators, except to answer direct questions from law enforcement officers. Such answers should be short and concise.

Employees should not leave the bus unless they are evacuating the bus with the students.

In an accident in which the operator is not injured, he/she must attempt to collect as much of the following information as possible (use Red emergency packet provided):

- Date, time, road and weather conditions
- Names and telephone numbers of all students injured or otherwise
- Names of other driver(s) and passengers in other vehicles
- Address(es), telephone number(s), and insurance company of other driver(s)
- Make, year, model and license number of all involved vehicles
- Name and badge number of officer(s) investigating
- Police report number
- Names and telephone numbers of all witnesses

Post-accident Drug and Alcohol Testing A general rule for testing is the 3 T's: Ticketed, Transported or Towed. Other accidents or incidents may require testing at the discretion of the Director of Transportation.

Rear-end accidents deserve special mention. Independence School District believes that nearly all rear-end accidents are a result of following too close, going too fast for road or weather conditions, or the operator was not watching the road. Rear-end accidents will be considered a *serious unsafe act*.

Each Bus is furnished with an Emergency Packet. The packet is clearly identified and should be located in an easily identifiable location, typically on the front bulkhead. Drivers need to check the contents of their accident packets as part of the pre-trip to ensure the following are inside. Any items removed from the accident folder must be replaced – this is the driver's responsibility to Zonar missing items.

- **Vehicle Accident Procedure**
- **Accident Report**
- **Student Seat Location Form**
- **Insurance Card**
- **Director's Business Card**
- **Tornado Warning Instruction**

B-6: Tornado

If you should encounter a tornado alert locate the nearest brick & mortar structure preferable with a basement such as:

- School
- Post Office
- Fire Station
- Bank

Be sure to count students and double check bus, if time allows.

Once evacuated do the following

- Contact Dispatch, Using the land line at the shelter location is best, Call (816) 521-5335
- Select Option **“2”** to leave a message, Phones will be jammed so please use option 2 and leave the information for us to retrieve off the recording
- Speak slowly & clearly, as the number may appear in the digital recording, leave the following:
 - Your Name
 - Bus Number
 - Shelter Location
 - Phone numbers you can be reached at – Land Line at location + Cell
 - How many students & adults

Once the alert has passed wait until Dispatch contacts you to inform you when it is safe to resume travel.

If you cannot find adequate storm facilities nearby do not evacuate students off bus, best chance is on the bus, it is doubtful that any driver, without assistance, can control a bus load of frightened students. Therefore the recommended procedures are:

1. Find a road that is at a right angle to the tornado.
2. If nothing else is available prepare to meet the tornado head on
 - a. Pull bus to the middle of the roadway
 - b. Keep calm and speak slowly and clearly
 - c. Tell students on storm side to lower windows a few inches and have students on the opposite side raise windows
 - d. Have students get under their seats and cover their heads

B-7: Monthly Safety Meetings

In accordance with State Law, all Drivers must be provided with 8 hours of training annually. The District believes 8 hours is a minimum and the District does not consider this sufficient. In most years training will be in excess of 8 hours.

Attendants will receive training as needed, based on student development and changes in special needs protocols.

A schedule of safety meetings for the year will be provided prior to the start of school. **Meetings will be posted:**

- **Required** - these meetings are paid and all employees will be expected to be in attendance. Only exception is due to work assignment. Those authorized to miss a meeting will have to schedule a time to watch the meeting video within 5 working days
- **Non-Required** – these meetings are not paid, but all employees are strongly encouraged to attend

Meetings will be announced as far in advance as possible. Please arrange for childcare during these meeting times. Failure to make up meetings within 5 days will result in disciplinary action.

To supplement the Districts in-house safety program the District will pay the registration fees associated with drivers attending the Fall and Spring, Kansas City Area Missouri Association for Pupil Transportation.

B-8: Lot Safety

The Independence School District is concerned for your safety. In order to ensure this, the following guidelines have been established.

- Employees must use the painted walkways to access the bus parking lot
- Employees must avoid walking across mulched and grassy medians. Use appropriate crossing areas.
- Electronic devices should not be used while walking anywhere on the lot
- Children on the bus lot must be under direct supervision at all times.

Pre-Trip /Student Check/Post-Trip Expectations:

- Your child/children must be seated in a passenger seat while you are completing your bus duties
- Children are not permitted to operate any of the bus equipment including but not limited to the Zonar wand, Ice Scraper or Broom or Door handles unless there is an emergency.

B-9: Routes

It is very important that **All drivers** keep their assigned routes up to date! Failure to do so may result in disciplinary action.

When you receive a request from a parent or you feel there is a need to add/move/change or alter a stop, do the following:

- If the request is from a parent
 - **Never** say “That should not be a problem” or argue with a parent
 - **Always Direct** the person to call the office. They will be happy to look into that possibility for you

For your own wellbeing it is best you distance yourself from these decisions. Sometimes there is more to a stop than you realize.

- If you are making the request:
 - Talk with the Transportation Supervisor about your concern
 - Put the request in writing, explain why, and maybe map it out

Never add or change stops on your own accord. Always get clearance from the office. To do so puts **all** the liability on you, if something should happen at the stop. **Adding, deleting or customizing routes without authorization will result in disciplinary action up to and including termination.**

Remember:

- Change requests typically will not be considered the first 2 weeks of school
- Keep on schedule – start route the same time, make every stop
- During bad weather leave a little early to arrive on time for your 1st stop
- If you have a route that is subject to bad road conditions during bad weather talk to the Transportation Supervisor about possible inclement weather stops
- Deviations from the printed route shall only occur when necessary for the safe transportation of students

B-10: Rosters / Seating Charts

Seating charts are essential to safe pupil transportation. Seating charts are critical when the bus contains students with or subject to Sec. 504 Plans, BIP's (behavior intervention plans), School Safety Plans, IEP's (Individualized Education Plans), or a history of participation in physical conflict or aggression on the bus.

For regular education routes, it is highly **recommended** that the driver complete and submit to Safety and Discipline a seating chart prior to the first day of school. Thereafter, the driver should follow and enforce the assigned seating with every run of the bus. The driver shall revise the seating chart as he/she deems appropriate for safety. The driver shall also revise the seating chart to accommodate Sec. 504 plans, BIP's, School Safety Plans, IEP's, or No Contact agreements as directed by Safety and Discipline, a Supervisor, or Director. A driver shall complete a seating chart for each run of the bus within **two weeks** of the first day of school. Each seating chart and any subsequent revision shall be timely submitted to Safety & Discipline. Assigned seating shall be in place and enforced for all routes or regular shuttles.

For Special Education routes or **any** route with Special Needs or Sec. 504 students, a seating chart shall be completed by the driver (or driver and attendant) prior to the first day of school. If a student requires special equipment, a seating chart shall be completed at least 48 hours prior to the start of school. The driver shall revise the seating chart as he/she deems appropriate for safety. The driver shall also revise the seating chart to accommodate Sec. 504 plans, BIP's, School Safety Plans, IEP's, No Contact agreements, or equipment requirements as directed by Safety and Discipline, a Supervisor, or Director. Special equipment shall not be moved, removed, or placed on a bus without an approved seating chart or revision.

Safety and Discipline staff and Supervisors shall be available to assist drivers (or driver and attendant teams) in completing appropriate and effective seating charts.

B-11: Railroad Crossings

Railroad crossings are extremely dangerous and all must be approached with caution. Some of the crossings in the Independence School District are not safe for school buses. The Director of Transportation shall publish to all drivers the railroad crossings in the Independence School District that are too dangerous to cross. This list is subject to revision, and each driver will be notified of revisions in writing.

Exempt Crossing

- The crossing at Truman Rd and 291 HWY has been declared exempt by the State of Missouri. Subsequently, there is no requirement for a school bus to stop, but school buses must still be in the right lane when crossing these tracks.

All drivers will annually refresh their training with respect to mirrors, school bus dimensions and railroad crossings. Drivers shall annually acknowledge their training and personal responsibility for these in writing.

B-12: Layover

Layover times and locations must be approved by a Transportation Supervisor. Below are some tips to help you avoid issues

- High traffic locations such as
 - Fast Food parking lots
 - Front spaces of Businesses
 - Gas Stations, especially QTs
- Do not park with-in 50' of intersections & business entrances/exits
- It is OK to park along a road when:
 - You are not blocking lanes
 - Traffic has a volume low enough that you will not
 - Cause an accident
 - Interfere with the traffic flow
- Never park in a location that requires backing of the bus
- If using a business that is open – park as far from the front door as possible
- Avoid grouping more than 4 buses in one spot if possible
- Layover as close to the first stop of your next route as possible
- If you are a smoker be sure to smoke 100' or more from your bus
- Anytime you leave your bus, you must verify that **no students** are on board by doing a Child Search prior to exiting, and then opening the rear emergency door from the outside and looking underneath the seats.
- Upon return to the bus, you must visually inspect the exterior of the bus by walking around it, and then opening the rear door to look for unauthorized persons or suspicious objects.

Remember Board Policy prohibits eating and drinking on the bus – this includes employees and their own children.

If in doubt, ask a Supervisor or Director

SECTION C: VEHICLE OPERATIONS

C-1: Licensing

- Drivers are required to obtain and maintain proper professional licenses at all times and keep such licenses on their person while on duty.
- CDL's are reimbursable only upon expiration. Only the portion required to meet the job requirement will be reimbursed.
- Rates: typically \$70 for new driver, \$45 for renewing driver. The District will only reimburse for the cost for a class "B" CDL with Passenger & School Bus Endorsements, other levels and endorsements are the responsibility of the employee.

C-1A School Bus Drivers age 70+

MO Revised Statute 302.735

"The director shall issue an annual commercial driver's license containing a school bus endorsement to an applicant who is seventy years of age or older. The fee for such license shall be seven dollars and fifty cents."

This means upon reaching the age of 70, School Bus Drivers will have to undergo a yearly CDL skills test conducted by the MO Highway Patrol to maintain the licensing necessary to operate a School Bus. This testing only includes, pre-trip, skills, on road. There is no written test required. The fee above does not include the local license office fees, so the actual charge will be higher.

- Drivers reaching the State Mandatory Test age for CDL "S" Endorsement will need to contact the Director of Transportation/Designee a minimum of 90 days prior to expiration of CDL.
- Once notified the Director/Designee will do the following
 - Schedule the employee for a CDL Skill Assessment
 - Set up training needed based on the Skill Assessment
 - Schedule a skill review just prior to actual testing date
- Test Scheduling
 - Tests will be scheduled during times so as not to conflict with routes
 - Paid time off for the purpose of testing will not be permitted, use of personal days may be allowed if available in unique situations with approval by the Director
 - Drivers not ready for testing by the scheduled test date as determined by the skill review will have their test rescheduled
- Test Failures
 - 3 attempts are permitted by the Department of Revenue/Highway Patrol
 - Failure of Skills and /or Driving on any attempt will result in removal of driving a school bus
 - Driver may serve as an attendant, must complete attendant training
 - Driver hourly pay may be adjusted to the appropriate Attendant step
 - Drivers failing to pass the Highway Patrol's skills test and renew their CDL with "S" endorsement prior to the CDL expiring may be considered as voluntarily exiting the district

C-2: Professional Appearance

Drivers and attendants shall, at all times, demonstrate behavior and personal attributes that favorably reflect his or her position as one who represents a school district responsible for the safe transportation of school children.

Your appearance is extremely important as it sets the image of the Transportation Department, and bus drivers in general, in the eyes of the students and the public. All employees are expected to report to work dressed neatly and appropriately, and maintain a high standard of personal hygiene. It has been shown that a neat, well-groomed driver and/or attendant are more respected by pupils and has fewer disciplinary problems on the bus.

These are the basic guidelines to follow:

- Shirts – Must be long enough as to not expose midriff and have sleeves with fitted arm holes, No sleeveless shirts, No plunging neck line, absolutely No tight, revealing tank tops or body shirts (undergarments showing), and No crop-tops (midriff exposed).
- Pajamas – Do not wear them to work
- Slogans/Pictures – No apparel having slogans/pictures which could be offensive or against school policy (e.g. political, religious, weapons (guns/knives), depicting violence, sexual, alcohol/drug/tobacco related, etc.).
- Shorts – No short shorts or skirts, athletic, running, or bicycle shorts are allowed. Shorts should be loose fitting and lower-thigh length (4”-6” when measured from mid knee, see dispatch for an index card if needed).
- Spandex – Spandex and other excessively tight articles of clothing are not permitted.
- Pants – must be in suitable, professional condition for example, no holes and sized to fit.
- Shoes – Solid **non-slip** foot wear that fasten securely to your foot are required (closed toe & heel). No flip-flops, sandals, moccasins, open-toed or 1” or more heeled shoes (including other shoes at the Director’s discretion). When in doubt ask for guidance.

Good personal hygiene is a necessity. Being well groomed and clean promotes a professional image and earns a higher regard from your students and fellow employees. Hair shall be clean, groomed, and free of pins and rollers. Beards shall be groomed.

District provided Polo & T-Shirts

Polo Shirts - special events, such as District wide meetings, field & athletic trips and other outside events when you represent the department

T-Shirt – anytime you want, just remember you are representing the department and district so please use discretion.

School District apparel should not be worn at a location not suitable for school children.

As a representative of the Independence School District, you are expected to use language befitting professional employees. All conversation with fellow workers, students, administrators, parents, school officials, etc., must be conducted in a respectful manner. Fighting, use of foul, abusive, or sexually descriptive language or literature, threats, horseplay, or any actions that could damage district or employee property, result in personal injury or create a hostile or unwelcoming

environment will not be tolerated. Illegal, immoral, or indecent actions including sexual harassment are prohibited and could result in disciplinary action up to and including termination.

C-3: School Bus Driver Requirements - General

- Paperwork must be done accurately, timely, and legibly as required by the District.
- Keep inside of vehicle clean and comfortable at all times.
- Bring clipboards into office after all routes
- All school bus safety defects must be reported with the Zonar Wand. All other lot issues should be noted on an Incident Report and promptly reported to Dispatch.
- Flip changeable numbers on a spare bus during pre-trip to match the route being driven. During your post-trip, flip changeable numbers to reflect spare bus number.
- All safety policies, standards and regulations prescribed by the District must be strictly followed. Failure to use provided safety equipment or apparel is considered a **SERIOUS UNSAFE ACT** and could subject the employee to discharge on the first offense.
- No signs, posters or decals may be placed in a vehicle unless directed or approved by the Transportation Director or designee. Windows/mirrors/1st aid kit must not be covered or obstructed.
- Solicitation for any purpose on School Property, including the Transportation Center, is governed in accordance with Board Policy. Those needing more information need to see the Director.
- If an employee has employment other than with Independence School District, the employee must inform the District. The employee may not allow such employment to interfere with his/her work schedule at Independence School District. If the other position involves driving, it is the responsibility of the **driver** not to violate or cause the District to violate state or federal laws involving required rest periods.

C-4: Public and Student Relations

All employees are a direct link between the District and the general public. Developing and maintaining a positive relationship between employee, students, the public and the District is necessary for the success of the transportation system, and the employee.

Key actions and procedures required to insure a good relationship with students and public include, but are not limited to the following:

- Employees must always treat students and the public with courtesy and respect.

- Employees must never say disparaging or negative remarks in front of students or the public about the transportation system, other employees, equipment or District.
- While employees often become familiar and form relationships with students, a professional attitude and demeanor must be maintained at all times. No preference or prejudice may be shown. Fraternalizing and all unnecessary physical contact or touching must be avoided. Employees may not have contact with students, both ISD students and students outside ISD attending other schools, using social media of any kind. This includes calling, texting or any other forms of contact in accordance with Board Policy 4650 and state law. When in doubt see the Director.
- Students are expected to act properly while on board. If a dispute or problem develops, employees should not argue or fight with the student. Dispatch should be notified of any violent or overt act. If the student's conduct makes it unsafe to proceed, the operator should call dispatch, park in a safe place, and wait for assistance.
- Employees may not refuse to take on board a student without approval from the Director/Designee
- Dispatch will notify the Director and police as required. Never eject a student without specific instructions from dispatch or the Director to do so. Once the incident is over, the operator must document the incident in detail and list witnesses that were on board at the time.
- Students are only allowed to bring on board those packages that can be stored safely or carried with the student. No dangerous packages, open containers of alcohol, illegal substances, flammable liquids, animals or hazardous cargo of any kind are allowed.
- Employees must make sure the vehicle is in sight and properly secured (brake, keys) if he/she WITH DISPATCH PERMISSION is forced to get off the vehicle with students on board and only during an emergency situation.
- No unauthorized passengers, this includes personal friends, relatives, parents and staff may be transported on the vehicle without permission of the Director.
- Compliments and complaints from the public or students will be discussed with the operator involved. Good efforts will be properly recognized. Employees will be given the opportunity to answer complaints with his/her side of the story. An accumulation of complaints that have foundation may lead to disciplinary action or retraining.

C-5: Vehicle Close Down Procedure

Driver:

When parking a vehicle after a route, activity trip or other event that transported students:

- The vehicle must be secured
- Zonar Wand Post Trip list is followed including reporting any defects
- Child Search, visually inspect/search for sleeping students, place "Bus Empty Sign" in back if all assignments are complete

- See B-3 for more information
- All paperwork must be completed
- Lost student articles collected
- All personal property of the employees must be removed
- Vehicle left in a clean, sanitary condition.
- **Sweep bus daily and empty trash each night**
Last driver to use the bus will be held accountable
If assigned a bus that you find dirty, report it to dispatch prior to departure
Dispatch will verify
- **Previous driver using bus will be held accountable**
- Change flip numbers to match bus number when using a spare

Unless otherwise instructed, the proper way to secure a vehicle is as follows:

- Take the vehicle out of gear and engage the emergency/parking brake
- Walk to rear and confirm empty bus, pick up lost articles; place “Bus Empty Sign” in back above rear door window
- Shut off the engine
- Turn off all electrical components
- Shut all windows, close all hatches and close service door, if possible, taking care to not latch door
- All required paperwork must be turned into office
- Clipboards must be stored in the office during all off duty hours

Attendants:

- Assist Driver in maintaining cleanliness of vehicle
- Be sure all belts and wheelchair securement devices are properly stored
- Attendant must complete a Child Search before leaving the bus

C-6: Eating and Drinking on Vehicles

The Regulation applies to all employees, their children and all other riders. Any personal food must stay in a sealed container. Eating during layover and other times must be done off the bus.

Except as otherwise outlined in this procedure, drivers will not allow students to eat or drink on district transportation vehicle unless the student has written permission from his or her building principal. Written permission will be provided, if the student has medical need to consume food or beverages during the time the student is transported. A student who has medical need to consume food or beverages on district transportation must have an IEP, 504 Plan or IHP that addresses which foods or beverages the student may consume.

- **Water is acceptable to drink**

C-7: Student Stops/Boarding Areas

Unless given specific instructions from dispatch, students may only be picked up and discharged at assigned stops. Picking up and discharging students at other than assigned stops is a serious, unsafe act.

If a Driver feels that a designated stop is unsafe, the exact location and reasons for it being considered unsafe must be reported to dispatch. The Director or designee will investigate the matter. Changing a bus stop without authorization may result in disciplinary action up to and including termination.

Loading-Unloading

- A. One of the most important maneuvers you make is the loading and unloading of students. Experience shows that this is the point where students and drivers are exposed to many hazards. Therefore you must do it correctly.
- B. The District uses the “thumbs up” signal for students to cross in front of the bus for both loading and unloading. Should you need to stop a student in an emergency “blow the horn”
- C. The proper procedures for controlling traffic, for crossing pupils, for loading and unloading pupils, and for the proper seating of passengers follow:

Loading

1. First, consider the equipment on the vehicle necessary to accomplish these purposes.
2. When approaching the designated stop make a smooth approach reducing your speed in a smooth manner.
3. Apply brakes hard enough to light up the brake lights.
4. Activate the amber warning lights at least 500 feet prior to bus stop. **DO NOT ACTIVATE RED FLASHERS UNTIL STOPPED.**
5. **Scan for hazards checking all mirrors.** Approach the students with extreme caution, giving due consideration to road surface conditions. Surface may be wet, slick, uneven, rough, etc.
6. Stop at least 10’ from the students. Apply parking brake and place bus in Neutral.
7. Open service door when you are ready to board students. They should be trained not to move toward the vehicle until the door opens or when directed by the driver. Have students go directly to their assigned seats. Make sure students are all properly seated. Check all mirrors for any late students. Close service doors. Pull away slowly continuing to scan for hazards and checking mirrors. **DO NOT LEAVE A BUS STOP BEFORE ALL STUDENTS ARE SEATED.**
8. Do not block intersections

The Do Not’s of loading:

- **Do Not use the horn to signal your arrival at the stop or give students wake-up calls, horn is only used for emergencies**
- **Do Not radio that a student did not ride. If you are on time and you made a full stop, you may proceed on. Any questions from parents will be resolved by using Zonar.**

Unloading

1. Use the same procedure for loading; be sure to account for all students before you leave the stop. When unloading students, be sure they stay seated until you have come to a complete stop. When students must cross in front of the bus, have them walk forward

from the bus approximately 10' feet, then watch the driver for the "thumbs up" signal to cross, remember to "blow the horn" to stop them in an emergency.

2. When following another bus that is loading/unloading, increase your following distance.
3. When loading and unloading do not block an intersection or go over the centerline to block oncoming traffic. Stay in your lane.

Remember to count students unloading, recount before pulling away

New Student AM Route

If you encounter a new student during your AM route that does not normally ride your bus, it is the policy of the Independence School District to transport them. Drivers should do the following based on their observations of the situation, age of the children and using reasonable judgement:

- Call the office to have a principal meet the bus
- Have the student sit in front if conditions warrant
- Bring name, address & phone number to office when you return to the garage

New Student PM Route

Student may not ride home unless they have a bus pass or "One Day Ride Pass" filled out completely and signed by a school official.

Private Drives/Non-Public Roads

Unless given specific instructions to do so by dispatch, employees must never enter private driveways or travel non-public roads. This is considered a *serious unsafe act*.

C-8: Kindergarten

Kindergarten students require special care and attention. These are our youngest riders on full size buses; this is also their first time on their own for many. For these reasons great vigilance and care should be used.

- Make sure there is a seat for them in the front (age & behavior appropriate)
- Be gentle when addressing them (they frighten easily, and do not always understand what is expected, most are only 5 years old)
- During regular routes do your best to make sure someone is there to get them off the bus, but it is not required. Many of them walk home with siblings, neighbors and or friends.

C-9: Red Flags

These are some things to be aware of during drop off. If any of these should occur – do not drop off the student/s.

- Parent is normally at stop – and is missing
- Student seems confused or scared to get off
- The appearance of danger at the stop such as
 - Large dog

- Potential fight
- Police presence
- Strange Vehicle
- Severe weather conditions such as
 - Hail
 - Tornado

C-10: Timeliness

Drivers must be able, without breaking traffic laws or being unsafe, to maintain their operating schedule. If unable to do so, the driver must seek help from Dispatch so they can determine cause and adjust as needed.

Employees may not go off route, change the order of pick-up, or cause excess time and miles without specific permission from Dispatch.

Route changes for improved efficiency or operational practicality are always welcome. Please see the Transportation Supervisor with these.

C-11: Radio

Radio Use

Your radio is vital to communication. The radio must be turned on and at a volume that is audible to the Driver.

Your radio is to be used for safety reasons or business purposes only. The office initiates most radio transmissions. You may use the radio to report:

- Vehicle mechanical problems
- Serious discipline problems; such as a fight or weapon on your bus
- District vehicle involved in an accident
- A student safety issue

When you are transmitting on the radio, another employee cannot use the frequency. Make certain the frequency is clear before initiating a transmission. Be professional and courteous at all times. The office will notify you when to keep the radio clear for emergencies, such as; a lost child or school district vehicle accident.

Always be mindful of confidentiality concerning school issues. Use radio codes to communicate information concerning sensitive matters. Try to **avoid mentioning a student's full name on the radio unless asked by the office.** Identify a student by first name only, if possible. Be cautious of what you say. Keep a log of student behavior reports; do not use your radio to obtain information for completing misconduct reports.

Do not ask office personnel to write a note to put in your mailbox as a reminder to complete a task or to make personal phone calls for you.

Some things **NOT** to use your radio to report:

- An accident involving non-district vehicles, unless you are in a remote area with no other traffic
- Calling Dispatch to Discipline students over the radio
- A dog in the road
- Students at the wrong stop in the AM
- **Time Check**
- “Cute” comebacks and any personal message i.e.: “Meet me at the coffee shop” or “Happy Birthday” or “Your Tupperware order is in”
- Sped drivers reporting students are not riding
- To check if a student is riding – if your one time proceed on

Before you pick up the microphone, always ask yourself this question:

“Is this radio call necessary or can I handle the matter in person or by phone?”

The bus radio is digital with specific programmable features. One of these features is an automatic shut off. All bus radios are programmed to stay on for 1 ½ hours after the bus is turned off. Please do not turn off your radio as it will do so itself as well as you do not need to leave the key on accessory to hear your radio.

C-12: Cell Phone Use

The district in accordance with State law has a zero tolerance for cell phone or other similar mobile electronic use while operating a school bus. Employees may be terminated on the 1st offense.

General Guide for both Drivers and Attendants:

- Cell phone must be off while bus is in operation and/or students are on board
- Cell phone can be used only if **all** the below are met:
 1. Bus is secured, meaning
 - Parked in a safe location, off street
 - Engine off
 - Bus in Neutral
 - Parking brake on
 2. No kids on board, unless dispatch authorizes
 3. You are out of the driver’s seat

C-13: Student Property and Musical Instruments – Carried during Routes

Students are required to take their instruments/property to their assigned seat. If the item is too large for the student to hold and deprives another student of their seat, then the student must make other arrangements for property or instrument transportation.

Instruments that are too large to bring on the school bus: Baritone, Bari Saxophone Horn, Cello, Drums (big) and Drum Sets, Sousaphone, String Bass, Tuba. When in doubt please see the Assistant Director or Director.

Instruments that may be transported on school bus: Clarinet, Cornet, Flute, French Horn, Oboe, Alto and Tenor Saxophone, Trumpet, Trombone, Viola, Violin.

C-14: Backing a Vehicle

Employees must avoid backing a vehicle whenever possible. Before backing, permission must be received from Dispatch. If on school grounds, you will not receive permission unless you have the rear guarded (seek help before asking permission). Follow procedures outlined during training. A three-point backing maneuver specified on a regular route shall be considered to be pre-approved.

All buses are equipped with a back-up alarm which must be operational

C-15: Mobility Assistance Devices / Wheelchairs

Wheelchairs and other mobility assistance devices come in a wide variety of sizes and shapes. The driver and attendant must ensure that such devices have proper brakes and can be properly boarded and securely fastened to meet legal and District training standards. The driver must not transport a student in an unsafe mobility assistance device. This is a serious unsafe act. The driver should call Dispatch for instructions.

Employees working on routes that transport mobility devices must undergo annual training and certification.

C-16: Incident Reports

Unusual events that occur on your route require the driver or attendant to complete an Incident Report. These include but are not limited to the following:

- Bus accident
- When Administration/Teachers provide support at school
- Any damage to the bus
- Student/employee injury
- Major route problem (late on route, stop problem)
- Fight
- Parent Concern

C-17: Misc. Procedures

- Dash must be clear of loose, unsecure items and anything that poses a visual distraction or potentially causes a blind spot
- You are required to check your Independence School District email account at least once daily
- Fragrance emitting devices or products are not permitted in accordance with Board Policy

- District vehicles are not to be driven on private property (i.e. shopping centers, restaurants) without prior permission from dispatch. Driver is responsible for safety of vehicle during layover.
- During layovers always park in the very back or as far out of the way of the public as possible.
- **Speed limit in gravel parking lot is 5 MPH and surrounding office is 10 MPH.** Use extreme caution when driving in bus garage area. Do not exceed 5 MPH when driving in public parking lots, this includes school parking lots and drives as well. Use caution and watch for pedestrians crossing in roadway and parking lots. Excessive speed is considered a *serious unsafe act*.
- Buses are to be swept daily, dash dusted once a week. You are also responsible for cleaning any bus driven by you as a spare or activity bus.
- In the afternoon, be in line by the posted time. Once parked, do not move your bus. Buses will be shut down while students load and started again 1 minute before leave time. Leave key on Accessory when students are on board.
- School Administrators are aware that once buses begin leaving from the school that they should not be stopped to board late students. However, you need to be prepared in the event that a student should run toward any bus in the line. Buses should only stop in the event of imminent danger to a student or public.
- You must check your mailbox and clipboard before each route. This information is your responsibility.
- Clip Boards
 - On Top
 - “At a Glance”/Safety Plan
 - Route
 - Seating Charts
 - Inside
 - Rosters
 - School Parking Maps
 - Current Suspension information
 - Notes
 - Only the most current version of your route and roster should be kept with your clipboard- outdated or older versions must be turned into Dispatch for disposal
 - Your clipboard must be kept with you while on duty and in the office during all off duty hours.
 - If returning after hours return clipboard to afterhours trip areas

SECTION D: ROUTING AND BIDDING

D-1: Vacancies

- Open routes will be posted for 3 school days
- A route or special assignment assigned to an employee that has been absent for more than 30 days (for any reason) will be considered open
- Routes and special assignments that have an anticipated duration of 30 school days or less will be assigned by the Director
- The Director may designate an open route as “Office Assigned” when it is in the best interest of the District

D-2: Route Criteria

General Education Routes - The filling of vacancies will be based on the following criteria

- Open route must increase or decrease employees hours
 - Exceptions can be requested for those employees requesting to move to a school their child attends
- Attendance Record*
- Accident/Discipline Record
- Seniority
- Training

Specialized Routes - Such as: Sped Ed, Early-Ed/Head Start Routes, MKV & Spare are interview able positions, employees must meet all the above plus the following:

- Requires Pre-Authorization
- Ability to work with special needs students
- Ability to work in a team environment with Attendants and School Personnel
- Willingness to attend specialized training

Special Runs/Routes (Such as Impact, ELL, Late Activity, Shuttles, etc)

- Assignments are based on proximity to school of need
- Attendance Record*
- Time available
- Seniority
- Training

Director’s Discretion

When determined to be in the best interest of the students and employees, the Director will make route assignments for the good of the District. Employee hours may increase or decrease as a result.

Regular Assignment

Any route, shuttle, special assignment, or combination of the above that has been bid and accepted regardless of whether it is included in the Letter of Appointment.

*Attendance

- Use of sick/personal days beyond accumulated amounts (going into “Dock” days) will disqualify an employee from voluntary bidding. However, such employee may be awarded a position based on seniority if there are no other qualified bidders.
- Dock days may result in an involuntary transfer for the good of the district to meet the needs of the students. May result in less hours

D-3: Limitations of Voluntary Transfers

- Employees are limited to 1 voluntary transfers per semester during the school year
 - Exceptions can be requested for those employees requesting to move to a school their child attends
 - Request must be made in writing prior to posting end date
- New drivers and attendants assigned a route will not count as a chargeable bid
- Voluntary transfers must increase or decrease employees hours
- Bid Award – During the School Year
 - Regular Education Routes
 - Highest Qualified Senior Bidder, in accordance with D-2, will be offered the route and charged for the bid
 - The Awarded Bidder may run the route, AM & PM to help them decide if they want the route prior to their route being posted – if they refuse route – bid will be charged
 - If the Highest Qualified Bidder refuses the bid the next in line will be offered the route under the same conditions as above
 - If after 3 Bidders refuse the route, the route will be assigned by the Director
 - Specialized Routes
 - Interviews will be scheduled, in accordance with D-2, the position will be awarded to the employee that meets the qualification listed in D-2 and best fits the needs of the students. Employee may run the route, AM & PM to help them decide if they want the route prior to their route being posted – if they refuse route – bid will be charged
 - If the first awarded refuses the bid the next in line based on interview process will be offered the route under the same conditions as above
 - If after 2 refusals the route, the route will be assigned by the Director

D-4: General Re-Bid

A general Re-Bid will be held when more than 50% of the District Routes change from one school year to the next over the summer. Changes during the school year do not go toward the 50%.

Routes:

- General Education
 - Bid by Seniority
 - Open to all Drivers
- Specialized Routes

- Requires Pre-Authorization/Interview
- Items of consideration
 - Attendance Record*
 - Ability to work with special needs students
 - Ability to work in a team environment with Attendants and School Personnel
 - Willingness to attend specialized training

General Re-Bid Process:

- Date & Time will be posted as soon as possible prior to the school year effected
- Each employee will be assigned a group and a time they must be at the bidding location
- Each employee, by seniority, will be allowed up to 3 minutes to bid during their group time
- Routes will be posted for review a minimum of 3 working days prior to bid day
- Routes will be available for viewing during normal summer business hours
- Employees must bid for themselves at the time specified, unless the office receives a signed proxy authorizing someone else to bid for them
- Routes may not be removed by anyone other than the active bidder/s during bid day. Once an employee extends into another drivers bid time all routes they are holding must be placed back on the board

All employees should consider their ability to meet the needs of their students when bidding – reassignment may result in loss of hours

D-5: Summer Routes

Will be posted and filled in accordance with section D-4 and established Summer School bidding process.

D-6: Early Education/Head Start Routes

Will include

- AM – to school
- Mid-day – AM home & PM to school
- PM – to home
- Tuesday thru Friday
- Monday routes/trips may be office assigned with notice on a rotating basis

SECTION E: TRIP AND ACTIVITY SCHEDULING

E-1: Definitions

- **Trips** – Extra assignments the department is reimbursed for through either the local school, PTA, grant process or other outside means.
- **Activities** – Is a District sponsored event that is paid for through District building funds.
- **Office Assign** – Activities, trips and shuttles that operate during and immediately before or after routes that can be combined with routes. All drivers are expected to assist with these when assigned.

E-2: Lists

- **Route Trip Drivers** – Drivers who have a permanent route assignment and qualify for District Benefits
 - **Assignment criteria:**
 - Day trips & activities that do not effect routes
 - Non School day trips & activities
 - Emergency Trips that do not effect routes
- **Trip Drivers** – Drivers with no full time route assignments or District benefits
 - **Assignment criteria:**
 - Activities & trips that effect the routes
 - Activities & trips as needed to fill gaps in availability
 - Emergency Trips of any kind and time
- **Special Needs** – Open to all drivers, these trips typically require specialized training in restraints, lift operation, etc. Drivers will need to be able to do the following:
 - Must be lift and wheel chair qualified
 - Must be familiar with various restraint systems
 - Must be able to work in a team environment
- **Early Ed/Head Start** – Drivers that drive Early Ed/Head Start routes operate under federal grants and all drivers and attendants working in the program will have 1st option for these trips.

E-3: List Sign Up

- All drivers wishing to participate with trips must attend a mandatory trip/activity meeting before they are eligible to bid on field trips. A meeting will be held prior to the start of school then as needed after the 1st month of school
- Drivers signing up after the start of the school year will be placed list based on seniority.

E-4: Miscellaneous Information

- **Route Drivers** – For the safety & good of the students we transport, no driver will be assigned a trip that interferes with their assigned route or allows for required rest period.
- **One Trip, Per Day** – This is required to maintain safety and stay in compliance with rules of rest. Exceptions must be approved by the Director
- **Director Discretion** – the Director will assign trips as needed for the good of the students and District and from time to time may alter operations to meet specific and unique requirements

E-5: Removal from List

Trips that you are unable to fulfill can only be returned to the Trip Coordinator or a Supervisor on the approved form. You may not give the trip to another driver.

- **Excessive refusals** – when a trip or activity is refused or turned back in by the driver after they have selected the trip during selection process, 3 times may result in removal from list
- **Late Refusals** – when a trip or activity is turned back in with less than 24 hour notice, for any reason, the situation will be reviewed and may result in immediate removal from list
- **Failure to select trips** – When an employee fails to select and complete at least 3 trips in a semester it may result in removal from trip list
- **No Show** – Failure to show for a trip may result in immediate removal from list
- **Dishonesty** – Any dishonesty, false statements and/or inaccurate record keeping will result in immediate trip list removal and other disciplinary action
- Any combination of 3 of the following may result in removal from list:
 - Improperly filling out paper work
 - Failure to turn-in paper work immediately after trip
 - Failure to ensure bus is clean, secure, defects Zonared, including fuel
 - Late for trip pick up and or late returning group back to school from trip, see E-13, arrival at destination
 - Failure to prepare for trip such as, getting directions, bus familiarization, reading trip information, making bus arrangements when a spare is needed, etc.

E-6: Attendance

- If a driver is absent for any reason the day of an assigned trip the trip will be reassigned and the driver may be marked with a late refusal as outlined in E-5
- If a driver is absent the afternoon before a trip or the afternoon before the start of an extended non-school period, the driver will be removed from trip, trip reassigned and late refusal may be charged as outlined in E-5.

E-7: Inclement Weather

The driver is expected to monitor weather conditions at all times and be available to leave if conditions dictate. The driver will communicate with the Director of Transportation if weather conditions change and they feel the situation dictates a need to cancel the trip or return early.

E-8: Probation (days listed are calendar days)

- New drivers, no experience:
 - Can only select trips & activities inside the Independence area for the first 30 days of employment
 - Can only select trips & activities that operate during normal operational times and days (school days, 5am – 6pm)
- New drivers, with experience will be assigned based on their level of experience at the discretion of the Director
- New drivers will not be assigned overnight trips the first 90 days of employment

E-9: Procedure

Assignments – Each week when the new trip schedule is put together the rotation will start where it left off the week before regardless of E-Trips. Only one trip per day is permitted.

Trips & Activities

Wednesday – Available Trips will be posted from 5:30am – 2:00pm (Probation Applies, E-8)

- Drivers highlighted can list 5 highlighted trips for consideration
 - Select from
 - School day
 - Non School Day
- The Activity/Trip Coordinator will work to assign 1 trip from the driver’s selection in order listed
- If none of the trips selected by the employee are available, the driver will be skipped
- Selection request must
 - Be written in ink
 - Legible
 - Include trip #

Thursday – Available Trips will be posted from 5:30am – 12:00pm (Probation Applies, E-8)

- Non-Highlighted drivers from the Wednesday list may pick using the same process as Wednesday

Friday – Free Picks

- All drivers on Route Driver Trip list may pick from the remaining open trips (probationary restrictions apply)
- Rotation starts at the top of the Route Driver Trip list
- Same process as Wednesday

Emergency Trips “E-Trip”

- Posted as available
- Posted in case next to dispatch (moved to Dispatch Window day of trip if not selected)
- Actual trip ticket is in dispatch
- First come/First serve

Dates/Times of postings may be changed due to operational needs

Office Assign

- Are trips, activities and shuttles
- Assigned based on location & destination by office
- Are immediately before or after routes
- All drivers are expected to assist with these when assigned

Item of Note: Trips, Activities and other events may be combined into one trip to meet the needs of the operation

The district understands that there can be extenuating circumstance that could prevent someone from accepting an Office Assigned trip. However, you will be required to produce documentation supporting this refusal. Failure to provide this documentation will result in disciplinary action.

E-10: Guarantees

School Day

- Route Trip Driver
 - Trips & Activities – 1 hr.
 - Trips & Activities cancelled after drivers scheduled start time – 1 hr.
- Trip Driver
 - Trips & Activities – 3 hr.

Non- School Days:

- Trips could be split – 3 hrs. min on each end
- Attempts would be made to use the same driver for both parts (drop off & pick up)
- 3 hours minimum pay for any trip/activity done or showed up for then cancelled

Overnight Trips

Start to finish minus 8 hrs. per night

E-11: Project Graduation Night Trips

- Assignments will not pose a safety risk and allow appropriate rest/down time
- Posting will be a separate posting
- Rotation will start at the top of the current Route Trip Driver List

E-12: Summer Trips

Summer trips are those that take place from the end of one school year to the start of the next

- Drivers driving summer school have 1st priority to do summer trips that do not effect routes

- Trips that do effect routes will be covered by non-summer school drivers
- Removal from Summer Trips
 - Any 1 item listed in E-5 may result in removal from list

E-13: Driver Responsibilities

This is provided to assist drivers on any of the lists. It is impossible to cover every scenario. The information below is intended to provide Drivers with some useful knowledge and guidance.

Special Note: No unauthorized guests including employee's children or others guests are permitted on trips.

□ Preparing for Trip

- You are responsible to make sure the bus is in proper condition prior to leaving the lot
- You are responsible for getting familiar with any spare buses assigned
- You are responsible for obtaining the directions prior to the trip (*not the day of*)
- You are responsible for making sure all required equipment is installed on the bus prior to the start of the trip.

□ Arrival at pick up point

- Explain your expectations to the group sponsor (stay in seat, noise level, etc.)
- Let sponsor know you will be going over evacuation procedures with riders
- Go over evacuation procedures with riders, especially:
 - Emergency exits; rear door, side windows, roof hatches
 - Listen to driver for instructions
- You are responsible for the safety of the bus and its passengers
- Maintain open communication with coach/sponsor through entire trip
- Do not allow students or sponsors to open or close the back emergency door for loading purposes. You must be available to assist with this procedure.
- **Arrival time**
 - **School Day** - On trip sheet is departure time from pick up point, you must arrive at least 15 minutes earlier. **Return time** on trip sheet is time trip must be unloaded back at school, please allow sufficient driving time to arrive back at school.
 - **Non-School Day** – Must arrive at lot 1-hour prior to departure time

□ Arriving at destination

- Explain to the chaperone what time they need to board the bus to return to school on time. Stress the importance of being on time. Watch the loading and unloading times closely and call dispatch early enough for assistance should it appear you will run late.
- You will be held accountable if you return late for your assigned duties,/routes
- Do not enter any areas you are not sure you can get out of or maneuver through safely
- If you encounter any unexpected expenses, you will be reimbursed (i.e.: parking, fuel). A reasonable attempt to get authorization first is expected

- Insure bus is parked in a safe location
 - **Do not leave the trip area with or without the bus** (only the Director can authorize an exception to this)
 - Do not allow unauthorized people on the bus
 - Insure bus is secured when leaving it unattended
- **Return from trip**
- Properly fill out all paper work and turn in immediately after each trip
 - You are also responsible for properly cleaning the bus after the trip
- ✓ **Pick-Ups:**
- Make contact with Coach/Sponsor upon arrival. Let them know where you are parked.
 - For pick-ups before 6 pm on school days, go immediately after routes to assigned destination

SECTION F: DISCIPLINE

F-1: Student Discipline

Discipline policies are in place to help the employee encourage safe riding habits from students. Administration shall have processes including such rules, policies, procedures, and forms necessary to maintain school bus discipline. When a child's behavior needs improvement, use progressive discipline to encourage the child to change such as:

- Redirection
- Seat Assignment
- Brief Conversation after kids get off – if time and situation allows, be sure key is on accessory to allow recording system

It is appropriate and required in all situations to notify the child of their unsafe behavior. using the methods above. Some situations, such as fighting, bringing a weapon on the bus, or smoking, require an immediate misconduct notice.

Do not request to have the Principal/Administrator meet your bus.

The only time this should happen is in cases of urgent assistance needed to maintain safety such as:

- Fight or possible threat of violence
- Illness – needing immediate nurse care
- Alert school staff if a possible altercation may happen in school

If you have discipline problems on the way home after leaving school grounds, the best course of action is to continue on and get the students off as carefully as possible. Good observations and communication with the Safety/Discipline Supervisor tied with preventative discipline will usually prevent situations like this from occurring.

Drivers are **discouraged** from returning the bus to school once the bus has left the school campus, it has been shown this has caused more harm than good

Students are suspended from home/school transportation when a suspension occurs. You will be notified of the length of a student's suspension. Students riding to school when the infraction occurs will usually ride home and the suspension will start the next day (student should sit in the front). Likewise if an infraction occurs on the way home, students shall not be denied transportation the next morning unless authorized by the Director.

Use of rewards to encourage good behavior from your students is permitted but must be approved prior to use to ensure district policies and procedures are followed. Safe rider certificates and good conduct slips are available for your use. Prior to using awards see the student Safety Supervisor

Student discipline is confidential and protected by law. Student discipline should not be discussed among employees. Violations will be considered *very serious unsafe act*.

F-2: Fights, Bullying & Other Acts of Student Violence

We have started working in conjunction with the buildings to handle “**violent acts**” such as fighting & bullying. School Bus Transportation is an extension of the classroom (we are not the “Company”) and as part of the District team the Principals have offered their support to us, which means students will receive building level discipline on top of the normal bus suspension for fighting and other significant inappropriate activities.

Signs of someone upset or ready to fight:

1. Things to look for prior to the fight
 - A. Cell phones coming out, kids ready to take pictures or video
 - B. Changing seats, jockeying for the best view
 - C. Conversation about so and so is going to get it, this is going to be good, she is going to get hers, etc.
 - D. Students are focused on one student, nobody is paying attention to what is going on outside the bus

Things to look for in the person who is going to fight:

- A. Look of determination or anger, fists clenched
- B. Can be either quiet or loud and challenging
- C. Nothing in their hands, no books, no backpack (they know they are not staying at school)
- D. In a rush to get to the target
- E. Weapons

What you should do:

- A. Remain calm, nobody is fighting you
- B. Catch your location every so often so you know where you are
- C. Radio dispatch with exact, short, info. Do not read a book to them

If a fight does happen

- Pull over to a safe location **DO NOT MOVE THE BUS!** Most of these fights end in a few bruises or cuts. The motion of the bus can cause those standing to suffer more severe injuries
- Call Dispatch to call police
- Remain calm
- **Stand up and use verbal commands to try and stop** – do not intervene if secondary students are involved, remember you have other students to take care of
- If needed, contact Dispatch to notify of bus evacuation
- Wait for help to arrive

Bullying

Bullying is the one of the most difficult offenses to monitor on a school bus due to the bus design, seat back height and the only adult is driving and must monitor the road. For this reason if you suspect bullying please do the following:

Bullying Action Steps

1. Contact Safety/Discipline Supervisor. Give the following information:
 - a. The child's name
 - b. Date & Location of the Incident
 - c. Detailed account of what happened
 - d. Parties Involved
 - e. Witnesses

2. If the situation does not resolve you may be asked to meet with the principal to address your concerns

F-3: Bus Video Review

Office/Driver Responsibility

1. Office and drivers have responsibility to keep student information confidential.
2. Drivers requesting to view videos must do so in the office.
3. Office will be responsible for delivering videos to appropriate school office.

Parent Viewing

Due to student confidentiality reasons parents are not permitted to view school bus videos. All videos are considered part of the students record which is privileged information.

REI, digital video alarms

When the REI video system signals an alarm, typically a beeping sound from the unit will be heard, the driver should press the time stamp button found on the drivers switch panel. This will mark the time of the issue resulting in faster trouble shooting by the mechanics.

F-4: Employee Discipline

Independence School District believes that discipline is important not only in the lives of every person but also in assuring that the District is able to fulfill its mission of providing "safe, courteous, reliable" service to the District patrons.

The District believes that progressive discipline as described herein should be used to improve employee performance and provide opportunities to overcome mistakes in action and judgment.

Progressive discipline, as outlined in this section, may be imposed upon an employee in less serious, non-attendance related matters where the employee violated District standards of conduct, policies, procedures or failed to exercise "common sense and good judgment".

In cases of serious violations of standards of conduct, policies, procedures or failure to exercise “common sense and good judgment,” the District may resort to more severe discipline including termination on the first offense. Examples of serious violations that may lead to immediate termination include but are not limited to the following:

- Failure to keep routes/rosters up to date
- Unauthorized route customizing (changing stops)
- **Insubordination**
- Theft, stealing or proven dishonesty
- Destruction/abuse of school property
- Violations concerning substance abuse
- Smoking Within 100’ of a school bus (loaded/unloaded) or on school property (many kids are allergic to smoke residue and the Independence School District is smoke free)
- Unauthorized use of a cell phone/mobile electronic device while on duty
- Sexual, racial or other unlawful or unwelcome harassment
- Abusive language, threats, violence or fighting
- Possession or use of guns explosives or weapons on District property
- Commission of a felony or serious misdemeanor while on duty
- Failure to properly perform a pre-trip inspection on a vehicle prior to driving it
- Failure to properly secure mobility assistance devices or wheelchairs, or failure to properly load, secure, transport or unload mobility impaired students
- Unauthorized touching or contact with a student
- Failure to remove “Child Check Placard” during pre-trip and/or failure to place “Child Check Placard” in back of bus during post-trip
- Immoral or indecent conduct
- Serious unsafe acts

The Director of Transportation will decide whether or not discipline is necessary following Board policies where applicable and, if so, the nature of the discipline only after the evidence is heard and reviewed.

Should an employee refuse to attend the disciplinary meeting the Director will make its decision based on the information available.

- **Accidents/Incidents:**

A preventable accident is one in which the driver failed to do everything he/she could have done to prevent the accident/incident from happening. Preventability does not relate to fault. A non-preventable accident is one in which the driver did everything he/she could have done to prevent the accident. Vehicle abuse stemming from driver neglect will be considered the same as a preventable accident.

Example of factors considered during accident/incident investigation:

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- Road Conditions (wet, dry, snowy)
- Time of day
- Weather (rain, sunny, foggy)
- Traffic (heavy, light, construction)
- Familiarity with area
- Ticket Issued
- Outside Influences

The following guidelines will serve as the basis for disciplinary action in response to preventable accidents/incidents. A 36 month (three-year) review period will be utilized to determine the appropriate level of disciplinary action for preventable accidents/incidents.

First preventable:

- Written warning
- Driver retraining*
- Suspension 1-5 days and retraining*
- Termination (optional)

Second Preventable:

- Written reprimand
- Driver retraining *
- Suspension 2-10 days (optional)
- Termination (optional)

Third Preventable:

- Written reprimand
- Driver retraining *
- Suspension 10-15 days (optional)
- Termination (optional)

Fourth Preventable:

Upon the Fourth Preventable Accident/Incident, a review panel will be utilized to make a recommendation as to whether the driver's employment should be terminated. In making its recommendation, the panel will consider the factors outlined above, and any other relevant factors. The panel shall consist of the director, a human resources administrator, and a representative selected by ITEA. The panel's recommendation will be given to the superintendent or designee for consideration. In the event the panel does not recommend termination, and the superintendent or designee adopts the panel's recommendation, then the director will take appropriate disciplinary action including a written reprimand, retraining, and/or suspension of 10-15 days.

- **Attendance**

Chronic or habitual absenteeism shall be grounds for discharge.

“No Call/No Show”: When an employee fails to report to work or notify the office prior to their clock in time.

- 1st – Written Warning – Deficiency Report
- 2nd – Written Warning - Letter
- 3rd – Written Warning – Probation
- 4th – May result in Termination

Late report: When an employee fails to report absence in accordance with the times outlined on the Leave Request Form.

- 1st Verbal Warning
- 2nd Advisory Letter
- 3rd Written Warning – Deficiency Report
- 4th Written Warning - Letter
- 5th Written Warning - Letter
- 6th Written Warning + Probation
- 7th May result in Termination

SECTION G: SHOP INFORMATION

G-1: Services of Mechanics

No one shall request the mechanics to do personal services. In emergency situations shop staff may inflate a tire or other minor items to assist at the Fleet Supervisors discretion.

G-2: Unauthorized Personnel in Shop

NO UNAUTHORIZED PERSONNEL ALLOWED BEYOND THE YELLOW LINE IN SHOP AREA WITHOUT PERMISSION. Only shop employees may use the restroom in the shop.

If you need mechanical help or supplies see, Dispatch.

G-3: Fueling

Buses should be fueled as needed. It is very important that all drivers become familiar with their bus and operational characteristics of its fuel usage.

Fueling is needed in most instances when tank is below $\frac{3}{4}$ full, if you need a special fueling for a trip Zonar the bus.

- The fueling is done on a schedule
- Due to the volume of fuel pumped daily there may be times your bus may be skipped if it is determined it could go another day without fueling

G-4: Seat Damage Report

The seat damage report is used to track seat damage caused by students. Seat damage is a form of vandalism and will be treated as such. The procedures below are to help control this very costly infraction.

- Drivers need to monitor for seat damage after each route. Damage should be Zonared immediately. Conduct cards should be completed for the offending student/s.
- Profane graffiti needs to be removed immediately before the next use.

Steps to help control seat damage

- Check seat after every route to help narrow down who did it.
- Assigned seats are required. Seating must be enforced.

Excessive seat damage could result in bus reassignment

G-5: Specialized Seating

If you need seat modifications to accommodate a special needs situation, you are required to submit a Seating Chart showing the special needs equipment and its location. Shop will only install specialized equipment based on an approved Seating Chart. Some examples are :

- Car Seats
- Safety Vests both install/uninstall
- Star seat
- Wheel chair location & attachment points

G-6: Body Damage Report

Each bus has a current Bus Damage Report located in Emergency Packet. Existing damage is already listed and marked.

- Drivers are responsible for any bus they drive. Inspect the exterior before each use.
- Zonar any new damage not already noted on the report.
- The Fleet Supervisor will document the damage by using the next number on the bus diagram and a description by that number in the space provided.
- The Fleet Supervisor will need to sign and verify all new damage.

SECTION H: EQUIPMENT OPERATION

H-1: Bus Locks

Buses will not be locked at any time.

H-2: Roof Vents/Hatches

All buses are equipped with roof Hatches/Vents. These Hatches/Vents are for both ventilation and emergency exit.

- No one but the Driver should operate the hatch
- Make sure the red handle is in the correct position (vent or exit)
- Vent Use
 - Front Hatch/Vents open edge facing forward
 - Rear Hatch/Vent open edge facing rear
- Close all Hatches/Vents after each route
- When Hatches/Vents are up be cautious of hanging objects (trees, overhangs, etc.)
- Hatches/Vents are connected to warning buzzers when emergency handle is open.

H-3: Emergency Windows

Emergency windows are located on both sides of the bus and wired into an audible alarm system. Make sure the latches are in proper working condition and clear of objects (brooms, mops, etc.) at all times.

H-4: Interior Cleaning

All drivers are responsible for cleaning their assigned bus as well as any spares that might be used. See Dispatcher for cleaning materials/supplies.

Bus will not normally be hosed or sprayed due to damage this causes to the plywood flooring and interior electronics.

- **Mud** – Broom Swept, then use a water dampened mop. If no mop & water is available, use dry rags then go back later when mop & water are available. The sooner the better.
- **Sweep & empty trash daily.** Use the designated trash cans located on the lot.
- **Liquid Spills** – Use dry rags before spill can spread, most spills will also require a dampened mop or rags to clean residue.
- **Bodily Fluids** – Use body fluid kit to contain fluids. Be sure to use appropriate personal protection devices. Sweep up and dispose of fluids and Zonar when you return if more clean-up is needed. Use yellow Bio Hazard card to indicate area to be cleaned.

H-5: Engine Starting

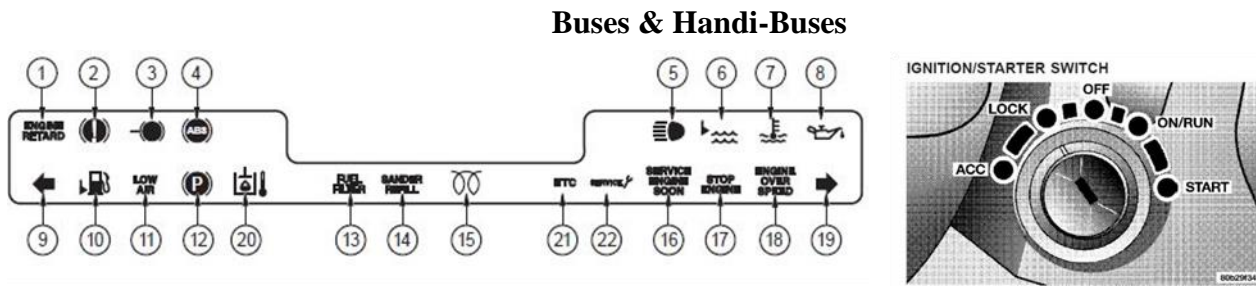
These procedures are to be used for the initial start of a cold engine.

1. Turn the Key to the “ON/Run” position
2. Wait for the “Wait to Start” light to go out.
3. Once the “Wait to Start” light goes out—start the engine


Do not turn rear heaters/AC on until bus reaches operating temperature and alternator is charging

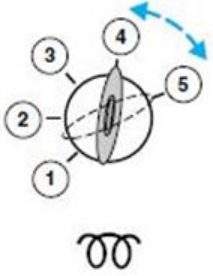
If the engine will not start:


- Check that the transmission is in Neutral and Parking Brake is on



Diesel Vans & Handi-Vans

1. Turn the key to 4 (ON) without turning the key to 5 (START). **Do not start the engine** until the glow-plug pre-heat indicator  turns off.



2. When the glow plug pre-heat indicator turns off, turn the key to 5 (START), then release the key as soon as the engine starts. The glow plugs will continue to be activated for two minutes after the glow plug pre-heat indicator  has turned off. If the engine is not started before the glow plug activation time ends, the glow plugs will need to be reset by turning the key to 3 (OFF).

3. After the engine starts, allow it to idle for about 15 seconds. Do not increase engine speed until the oil pressure gauge indicates normal pressure.

STOPPING THE ENGINE

Turn the ignition to 3 (OFF). To prolong engine life (after extended high speed or maximum GVW operation), it is recommended that a hot engine be allowed to operate at low idle for about 7–10 minutes which would allow sufficient time for the turbocharged engine to cool down.

H-6: Engine Idle

Excessive engine idling is harmful to engines and environment and wastes fuel. By following the procedures below engine life span will increase. Negative effects on the local environment will decrease and valuable fuel will be saved.

Engine idle

- No idling in school line ups (**make sure you keep your radio on**)
- No idling during layovers (**make sure you keep your radio on**)
- **No idling during Field Trips**

H-7: Buses Equipped with Auxiliary Heaters

Many of our buses are equipped with auxiliary heaters provided by the EPA to control emissions by using a small diesel motor to warm the bus avoiding having to use the larger diesel bus engine. The heaters are controlled by a timer that is pre-set.

Bus number 229 and higher: In order for auxiliary heater to heat, the temperature control must be turned to high prior to turning the engine off the previous time.

SECTION I: MISCELLANEOUS INFORMATION

I-1: Employee Personal Vehicles

- Drivers will park in **designated area on South Side of Building**
- **At no time** are personal vehicles permitted in the bus parking area or to circle the building around the fuel pumps
- Employees being dropped off or picked up should have their rides park in an appropriate parking space, not along curbs
- Employee vehicles cannot be left unattended on the South Curb by Employee Lounge

I-2: Bus Lot Common Sense (Courtesy)

- Bus lot speed limit for all buses is 5 mph
- Do not drive or walk behind a backing bus or if you see reverse lights
- Buses entering the lot have the right of way
- Do not pull along side or start to back up if another bus is in the process of backing close to your spot.
- All buses **must** be parked in a bus spot during layovers at the garage.
- Construction equipment from time to time will be working on our lot to maintain it. When you see equipment in motion please stay clear. These vehicles will change direction with little to no notice and often time their vision and or ability to see you is hindered. **Do not walk behind** them or close to them.

I-3: Children at the Bus Garage

Children must be under constant supervision at all times, whether on the lot or in the lounge. They must not be allowed to wander into the garage, office, parking lot or to use the lounge phone. Children who do not conduct themselves properly will not be granted permission to be at the bus lot in the future. Please remember this is a place of business, so for this reason, keep your child under your control and within arms reach at all times.

All meetings and functions are for employees only. No children or guests may accompany the employee unless permission is given by Director.

I-4: Employee's Children

Your school aged child, attending an ISD school may, after receiving permission from the Director of Transportation, ride with you on your route if the following conditions are met:

- You have a signed RIDE ALONG CONSENT RELEASE on file
- Your child must wear proper footwear at all times – Solid **non-slip** foot wear that fasten securely to your foot are required (closed toe & heel). No flip-flops, sandals, moccasins, open-toed or 1" or more heeled shoes (including other shoes at the Director's discretion).
- Your children must ride together on the same seat.
- Your children may ride **ONLY** on the first seat behind the driver. Exceptions may be made if your route is in your home area with permission from the Director.

- You are **strongly** encouraged to choose routes that allow **you** to provide proper supervision for **your** child even if this means fewer hours.
- If no route is available for your child's school, then pick a route that allows your child to ride with you as long as possible before switching. It is the employee's responsibility to make arrangements. Under no situation should a driver be made to feel forced to take another drivers children.

As a safe school bus driver, you must focus your entire attention on driving your bus. You must not allow your child to distract you from safe driving. Your child must not interfere in any way with the behavior of the students you transport. Failure to follow procedures involving ride-along children will result in the immediate termination of your child's riding privilege.

EMPLOYMENT

INDEPENDENCE SCHOOL DISTRICT

Job Description

Director of Transportation

Qualifications:

- Bachelor's degree, preferred
- CDL-B license with a school bus endorsement, preferred
- Minimum of five (5) years experience as a manager/supervisor, required
- Experience with pupil transportation, preferred

Fair Labor Standards Act Status: Exempt

Reports to:

Assistant Superintendent Finance/Support Services or other person as designated by the Board of Education

Supervises:

Assistant Director of Transportation
Transportation Staff

Job Goal:

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools

Performance Responsibilities:

- Conforms with all state laws and regulations regarding school transportation
- Maintains safety standards in conformance with state and insurance regulations, and develops a program of preventive safety
- Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release
- Advises Superintendent on road hazards for decision on school closing during inclement weather
- Acts as liaison with contractor for consultation on road hazards for decision on school closing during inclement weather
- Cooperates with school principals and others responsible for planning special school trips
- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities
- Develops and administers a contractual transportation program to meet all the requirements of the daily instructional program and extracurricular activities
- Formulates the specifications to be incorporated in contractual agreements
- Prepares bus routes for all public schools in the district
- Prepares and updates bus schedules for all public schools in the district
- Attends appropriate committee and staff meetings
- Prepares and administers the transportation budget
- Authorizes purchases in accordance with budgetary limitations and district rules

Independence School District

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- Oversees maintenance of all district-owned equipment and develops plans for preventive maintenance
- Completes and dispatches insurance reports
- Submits all reports required by state authorities
- Takes an active role in solving discipline problems occurring on school buses
- Acts as liaison with parents for complaints and special requests
- Provides the purchasing department with contractor performance qualification data
- Reviews annually the advisability of a district-owned transportation system
- Develops recommendations for future equipment and personnel needs based on students, distances, and grade levels
- Develops recommendations for future transportation needs based on resident students
- Other duties assigned by the Superintendent

Terms of Employment:

The Director of Transportation will be employed for a twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Administrator Performance Based Summative Appraisal.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Assistant Director of Transportation

Qualifications:

- Bachelor's degree (B.A.) from four-year college or university in management; or three to five years related experience and/or training; or equivalent combination of education and experience
- Ability to read, analyze, and interpret detailed business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to develop and write reports, business correspondence, and procedural manuals
- Ability to effectively present information and respond to questions from groups of employees, school staff, parents, and the general public
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs
- Ability to apply common sense, analyze data and interpret results yielding varying outcomes
- Ability to communicate verbally with a broad range of people
- Ability to maintain positive interpersonal relationships
- Ability to operate a computer using Excel, Power Point, Word and other specialized programs
- CDL-B license with a passenger and school bus endorsement preferred

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand, reach with hands and arms, taste and sense of smell.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Work Environment

- Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

- The employee must be able to walk and maneuver on uneven surfaces.

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Transportation

Supervises:

All Transportation Staff Members

Job Goal:

To direct and coordinate the daily activities of the Transportation Department and to obtain optimum use of equipment, facilities, and personnel by performing the following duties personally or through subordinate supervisors.

Performance Responsibilities:

- Confers and cooperates with other management personnel in formulating administrative and operational policies and procedures
- Reviews and analyzes district school bus operations, financial and other reports to determine operational efficiency, expansion needs and and/or operational changes
- Assists in the HR functions of the department such as; recruitment, employment, assignment, transfer, promotion, demotion or dismissal of Transportation personnel
- Makes recommendations for the assignment of and termination of employment for all personnel encompassed within his or her area of operations
- Prepares recommendations for management evaluation
- Approves requisitions for equipment, materials, and supplies within limits of department budget
- Enforces compliance with administrative policies, procedures, safety rules, and governmental regulations
- Directs investigations into causes of customer complaints and responds accordingly
- Investigates causes of customer complaints and responds accordingly
- Responds to immediate needs of the Director of Transportation and appropriate building administrators
- Functions in the role of Director of Transportation in the Director's absence
- Other duties assigned by the Director of Transportation

Terms of Employment:

The Assistant Director of Transportation will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Fleet Supervisor

Qualifications:

- High school diploma or general education degree (GED) required
- Two to five years of job related experience required
- Post-high school vocational training, preferably in the general automotive, diesel and gas, and/or automotive electrical area(s) required
- Able to obtain a Missouri CDL with passenger, school bus, hazmat and tanker endorsements and be willing to drive a bus when necessary
- Ability to use specialized mechanical tools as well as computer and diagnostic software
- Knowledge of district roads and the ability to read maps
- Basic math skills required
- Ability to apply common sense, analyze data and interpret results yielding varying outcomes
- Ability to comprehend and construct technical memos, letters and correspondences and share information in one-on-one situations
- Ability and willingness to actively participate in group meetings/discussions and make presentations within the district
- Ability to maintain positive interpersonal relationships
- Ability to operate a computer using Excel, Word or other specialized programs

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical abilities that are commonly associated with the performance of the functions of this job are:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, feel attributes of objects, grasp, stand, walk, reach with hands/arms, repetitive wrist, hand and/or finger movements. The employee is regularly required to lift up to 25 pounds. The employee is frequently required to lift items weighing up to 40 pounds. Occasionally, the employee is required to lift items weighing up to 100 pounds. Specific vision abilities required by this job include clear vision for parts inspection, interpreting parts catalogs and technical manuals, inspecting vehicles and operating a school bus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, outdoor weather conditions, mechanical oils, toxic or caustic chemicals, vibrations and moving mechanical parts. The employee is occasionally exposed to extreme heat, risk of electrical shock, bio-hazardous materials and explosives. The employee is also occasionally required to wear a respirator or work in high, dangerous places. The employee is exposed to loud noise levels. A concentrated level of attention is required.

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Transportation

Supervises:

Mechanics

Fuelers

Wash Crew

Other shop personnel as assigned

Job Goal:

Manages vehicle repair facility and directly leads the work of repair facility employees. Performs functions necessary to monitor department and fleet performance and resolve operational problems.

Performance Responsibilities:

- Supervises employees, assigns and directs daily operations and administers policies and procedures
- Ascertains the planned, preventative and unplanned maintenance requirements of the district fleet and schedules the maintenance to optimize efficiency and vehicle availability
- Coordinates with office staff to document repair history and maintenance work performed as well as equipment, parts and supplies utilized
- Monitors and maintains the inventory of parts and supplies
- Researches, monitors and analyzes information on determining which products and vendors to utilize
- Monitors and documents expenditures for use in budget compliance and planning
- Documents repairs completed and maintains accurate records of work performed and supplies used
- Develops reports and memorandums and makes presentations as required for department operation and regulatory compliance
- Diagnoses and repairs district vehicles
- Provides on-call service 24 hours a day
- Serves as a substitute bus driver as needed

Terms of Employment:

The Fleet Supervisor will be employed for a twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

HR 09/26/2011

INDEPENDENCE SCHOOL DISTRICT

Job Description

Transportation Supervisor

Qualifications:

- High school diploma or general education degree (GED)
- Three to five years of school bus and/or related supervisory experience
- Post-high school vocational training, preferably in student management, employee supervision and/or proven work experience in both
- Must be able to obtain a Missouri CDL with a school bus endorsement and be willing to drive a bus when necessary
- Ability to use specialized office tools as well as computer and diagnostic software
- Knowledge of district roads preferred and the ability to read maps
- Advanced math skills required
- Ability to apply common sense, analyze data and interpret results yielding varying outcomes
- Ability to attain CPR & 1st Aid certification
- Ability to complete the Department of Elementary and Secondary Education Driver's Training Course
- Ability to communicate verbally with a broad range of people
- Ability to comprehend and construct communications using multiple types of media such as phones, email, memos, letters and share information in one-on-one situations
- Ability and willingness to actively participate in group meetings/discussions and make presentations within the district
- Ability to maintain positive interpersonal relationships
- Ability to teach employees proper skills and techniques to assist them in working with students and vehicle operations
- Ability to operate a computer using Excel, Power Point, Word and other specialized programs
- Must be able to pass yearly school bus physical

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, reach with hands and arms, taste and sense of smell.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

- This work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.
- The employee must be able to walk and maneuver on uneven surfaces.

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Transportation

Supervises:

Dispatchers

Drivers and Attendants

Job Goal:

To ensure the safe, consistent operational performance of the department including the managements of school bus routes, activity trips, and the supervision of personnel required to carry out this goal. The position is responsible for computer routing, including system maintenance, and the coordination of student discipline.

Performance Responsibilities:

- Assists in the oversight of the daily operations of the department
- Interfaces with building personnel concerning operations and student issues
- Supervises the dispatch office
- Maintains the bus video systems
- Communicates in a variety of ways to inform and if needed resolve Building, parent and staff concerns and issues related to operations and student behaviors
- Completes road observations and safety checks of department employees
- Assists in the processing of new employees
- Oversees department safety and training programs
- Develops programs that will assist employees in student management and vehicle operation
- Keeps routing software updated
- Evaluates drivers, attendants, and dispatch personnel
- Other duties as assigned

Terms of Employment:

The Transportation Supervisor(s) will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

HR 01/16/2014

INDEPENDENCE SCHOOL DISTRICT

Job Description

Trip / Activity Coordinator

Qualifications:

- High school diploma or general education degree (GED)
- Requires 2 to 5 years of supervisory or customer service experience, preferred
- Self-starter that can work under little to no supervision
- Ability to seek out improvements and changes that improve the operation of the position and department
- Ability to obtain First Aid and CPR certification
- Ability to pass the Department of Elementary and Secondary Education Driver's Trainer course
- Ability to complete training and attain CDL with Passenger and School Bus Endorsement

Knowledge, Skills and Abilities

- Ability to operate a personal computer using Microsoft Office, especially Excel
- Ability to learn specific transportation software
- Ability to be certified by completing the State required course and thereafter maintain this certification
- Ability to teach drivers processes and skills to assist them in their duties
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers
- Ability to attain and maintain a class "B" CDL with Passenger and School Bus Endorsement

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the duties of this job.

- Requires substantial sitting, talking, hearing, feeling attributes of objects, grasping, pushing, standing, walking, driving, stooping, kneeling, crouching, crawling, climbing or balancing, reaching with hands/arms, and repetitive wrist, hand and/or finger movements
- Regularly required to lift objects weighing up to 25 pounds
- May be required to lift objects weighing more than 100 pounds when operating a wheelchair lift and assisting special needs students
- Requires clear vision to operate a school bus, read maps, etc.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires an extremely demanding level of attention
- Regularly exposed to fumes or airborne particles, outdoor weather conditions, vibrations and moving mechanical parts
- Occasionally required to wear a respirator or exposed to mechanical oils, toxic or caustic chemicals and bio-hazardous materials
- Exposed to very loud noise levels

Fair Labor Standards Act Status: Non-exempt

Reports to:

Transportation Supervisor

Job Goal:

Supervise, coordinate and work with schools, employees, staff and other people involved with the scheduling and conduct of special bus use to ensure the safe transportation of students in the Independence School District when they are requesting to go on Field Trips and Activities.

Performance Responsibilities:

- Coordinate Field Trip, Activities and other transportation needs for school buildings
 - Point person of contact for Trip, Activity and other requests related to specialized bus use
 - Accept, process and work with the Director on approval of building requests
 - Communicate with school buildings to ensure accurate and up-to-date information is available
 - Assigning employees and buses to requests
 - Provide maps, directions and needed information to drivers to ensure trip is operated in a smooth, efficient manner
 - Process paper work and billing involved in the conduct of approved requests
- Requires customer service skills to work cooperatively with Transportation employees, secretaries, coaches, community and other people involved with the trip/activity scheduling
- Assist in the evaluation of drivers and attendants
- Be able and willing to drive routes and trips when needed
- Ability to accept change with little to no notice
- Seek out and develop programs and processes that will assist drivers and staff in their duties
- Ability to apply common sense understanding to carry out written and oral instructions
- Assist in completing reports required by the Department of Elementary and Secondary Education and District auditors
- Duties of School Bus Driver and Attendant
- Above average attendance
- Other duties as assigned

Terms of Employment:

Trip/Activity Coordinator will be employed for twelve (12) month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Supervisor Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Lead Mechanic

Performs preventative maintenance and corrective repairs on all District vehicles. Ensures the proper operation of all tools and equipment to service Transportation Department vehicles. Assists in scheduling and directing maintenance staff on a daily basis to ensure smooth operation.

Qualifications:

- High school diploma or general education degree (GED) required
- Five to ten years of school bus mechanic and related experience preferred
- Must be able to obtain and maintain a Missouri CDL-B with Air Brake, Passenger & School Bus Endorsements
- Computer skills necessary to use maintenance software and other systems
- Comprehensive knowledge of the methods, materials, tools and procedures in the school bus mechanic trade as evidenced by completed repairs
- Thorough knowledge of the occupational hazards and safety precautions of the trade
- Advanced ability to diagnose defects and failure of gasoline and diesel engines and various related automotive equipment
- Ability to keep accurate shop records concerning all repairs and inspections made by employee
- Excellent skills in the use and care of various shop tools, machinery and equipment involved in maintenance, overhaul and repair of automotive equipment
- Ability to schedule and direct maintenance staff on a daily basis to ensure all required work is completed
- Ability to open and close maintenance department daily in absence of Fleet Supervisor
- Ability to arrange for needed parts and supplies within established guidelines provided by Fleet Supervisor
- Ability to work closely with vendors/suppliers in absence of Fleet Supervisor
- Has personal tools requisite for the position (list on file at Transportation)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, reach with hands and arms, and taste or smell. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Independence School District

Transportation Handbook 2018-2019

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Fleet Supervisor

Job Goal:

To assist in directing and supervising maintenance staff to provide high quality mechanical repairs to ensure the safety of students and other school bus passengers

Performance Responsibilities:

- Exercises independent judgment in implementing work orders and adapting materials and tools
- Operate school bus as required
- Performs skilled mechanic work in difficult repair, adjustment, and rebuilding
- Repairs and maintains diesel and gasoline buses and trucks by performing the following duties:
- Reads job order and observes and listens to bus/truck in operation to determine malfunction and to plan work procedures
- Installs new ignition systems, aligns front wheels, changes or recharges batteries, and replaces transmissions and other parts
- Overhauls gas or diesel engines
- Examines protective guards, loose bolts, and specified safety devices on buses, and makes adjustments
- Lubricates moving parts and drives repaired truck to verify conformance to specifications
- Repairs and maintains specialty equipment, including wheelchair lifts, video cameras, and radios
- Other duties as assigned

Terms of Employment:

The Lead Mechanic will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Fleet Supervisor using the Mechanic Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Student Safety Supervisor

Qualifications:

- High school diploma or general education degree (GED)
- Three to five years of school bus and/or related supervisory experience
- Post-high school vocational training, preferably in the student management, employee supervision and/or proven work experience in both
- Must be able to obtain a Missouri CDL with a school bus endorsement and be willing to drive a bus when necessary
- Ability to use specialized office tools as well as computer and diagnostic software
- Knowledge of district roads and the ability to read maps
- Basic math skills required
- Ability to apply common sense, analyze data and interpret results yielding varying outcomes
- Ability to attain CPR & 1st Aid instructor certification
- Successful completion of the Department of Elementary and Secondary Education Driver's Training Course
- Ability to communicate verbally with a broad range of people
- Ability to comprehend and construct communications using multiple types of media such as phones, email, memos, letters and share information in one-on-one situations
- Ability and willingness to actively participate in group meetings/discussions and make presentations within the district
- Ability to maintain positive interpersonal relationships
- Ability to teach employees proper skills and techniques to assist them in working with students and vehicle operations
- Ability to operate a computer using Excel, Power Point, Word and other specialized programs
- Must be able to pass yearly school bus physical

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, reach with hands and arms, taste and sense of smell.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

- This work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.
- The employee must be able to walk and maneuver on uneven surfaces.

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Transportation

Supervises:

Drivers, Attendants, Mentors and Safety Specialists

Job Goal:

To ensure the satisfactory performance of the department and coordinating student discipline.

Performance Responsibilities:

- Ensures that student discipline records are properly recorded
- Interfaces with building personnel and parents concerning student discipline issues
- Recommends and issues bus conducts consequences
- Oversees and coordinates assigned staff
- Maintains the bus video systems
- Completes road observations and safety checks of department employees
- Assists in the processing of new employees
- Oversees department safety and training programs
- Develops programs that will assist employees in student management and vehicle operation
- Evaluates assigned staff
- Other duties as assigned

Terms of Employment:

The Student Safety Supervisor will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Transportation, using the Independence School District Supervisor Evaluation.

HR 08/23/2013

INDEPENDENCE SCHOOL DISTRICT Job Description

“A” Mechanic

Performs preventative maintenance and corrective repairs on all District vehicles. Ensures the proper operation of all tools and equipment to service Transportation Department vehicles. It requires solving problems to the highest standards with little or no supervision.

Qualifications:

- High school diploma or general education degree (GED) required
- Five to ten years of school bus mechanic and related experience preferred
- Must be able to obtain and maintain a Missouri CDL-B with Air Brake, Passenger & School Bus Endorsements
- Computer skills necessary to use maintenance software and other systems
- Comprehensive knowledge of the methods, materials, tools and procedures in the school bus mechanic trade as evidenced by completed repairs
- Thorough knowledge of the occupational hazards and safety precautions of the trade
- Advanced ability to diagnose defects and failure of gasoline and diesel engines and various related automotive equipment
- Ability to keep accurate shop records concerning all repairs and inspections made by employee
- Above average skills in the use and care of various shop tools, machinery and equipment involved in maintenance, overhaul and repair of automotive equipment
- Has personal tools requisite for the position (list on file at Transportation)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear.

The employee is occasionally required to stand, reach with hands and arms, and taste or smell.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:
Fleet Supervisor

Job Goal:
To provide high quality mechanical repairs to ensure the safety of students and other school bus passengers

Performance Responsibilities:

- Exercises independent judgment in implementing work orders and adapting materials and tools
- Operate school bus as required
- Performs skilled mechanic work in difficult repair, adjustment, and rebuilding
- Repairs and maintains diesel and gasoline buses and trucks by performing the following duties:
- Reads job order and observes and listens to bus/truck in operation to determine malfunction and to plan work procedures
- Installs new ignition systems, aligns front wheels, changes or recharges batteries, and replaces transmissions and other parts
- Overhauls gas or diesel engines
- Examines protective guards, loose bolts, and specified safety devices on buses, and makes adjustments
- Lubricates moving parts and drives repaired truck to verify conformance to specifications
- Repairs and maintains specialty equipment, including wheelchair lifts, video cameras, and radios
- Other duties as assigned

Terms of Employment:

The A Mechanic will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Fleet Supervisor using the Mechanic Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Bus Cleaner

Qualifications:

- High school diploma or enrolled in High School
- Experience working in vehicle cleaning
- Ability to learn skills with training
- Ability to work in all weather conditions
- Ability to use power equipment such as buffers, power sprayers and motorized carts

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is regularly required to stand, stoop, reach with hands and arms, and sense of smell.
- The employee must regularly lift and/or move up to 40 pounds and occasionally up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Fleet Supervisor

Job Goal:

To provide all students with a physical environment that is safe, clean, attractive and smooth functioning

Performance Responsibilities:

- Maintain exterior and interior of District vehicles, including but not limited to
 - Washing
 - Waxing
 - Dusting
- Work in high locations, using scaffolding to reach above windows
- Maintain exterior grounds

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- Assist with snow removal and lot upkeep
- Other duties as assigned

Terms of Employment:

Bus Cleaners will be employed on an as needed basis. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

HR 08/23/2013

INDEPENDENCE SCHOOL DISTRICT

Job Description

Dispatcher

Qualifications:

- High school diploma or its equivalent (GED) required
- Three to five years of school bus or related transportation experience preferred
- Background in management, supervision or leadership making position preferred
- Be familiar with roads in Independence
- Ability to use Microsoft Office Suite
- Ability to learn and master transportation specific software
- Strong communication, interpersonal, and customer service skills
- Be able to acquire and maintain Missouri CDL-B license with school bus & passenger endorsement
- Must take and pass yearly school bus physical

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, reach with hands and arms, taste and sense of smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

This work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee must be able to walk and maneuver on uneven surfaces.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Transportation Supervisor

Job Goal:

Ensures the dispatch of all routes, trips, and the filling of absences with spare personnel. Assigns bus stops and communicates route information.

Supervises:

Drivers and Attendants

Performance Responsibilities:

- Ensures that all routes depart in a timely manner
- Check Drivers and Attendants in and out
- Inspects Drivers' and Attendants' appearance and physical condition prior to dispatch

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- Performs duties to achieve high levels of customer service
 - Answers phone calls in a pleasant and respectful manner and responds accordingly
 - Deals courteously with visitors, parents, students, and staff
 - Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 - Represents self, school and District positively
- Handles bus radio traffic in a timely manner
- Consults with the Transportation Supervisor about routing assignments
- Ensures that all trips are assigned drivers and are completed in a timely manner
- Ensures that all posting of extra work is done in a timely manner and by department policy
- Drives busses as needed
- Creates and maintains all necessary records
- Other duties as assigned

Terms of Employment:

Dispatchers are employed for twelve-month positions. The salary and work year will be established by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Fueler

Qualifications:

- High school diploma or general education degree (GED) required
- Previous experience and/or training in fueling and related duties preferred
- Ability to read and comprehend simple instructions, short correspondence and memos, and ability to write simple correspondence required
- Ability to effectively present information in one-on-one and small group situations required
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's and ability to perform these operations using weight, measurement, volume, and distance
- Must be able to acquire and maintain a Missouri CDL-B driver's license with a passenger, school bus and air brake endorsement

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee is frequently required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee must regularly be able to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually loud.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Fleet Supervisor

Job Goal:

To service buses, trucks, and other automotive vehicles with fuel, lubricants, and accessories

Performance Responsibilities:

- Fills fuel tank of vehicles with gasoline or diesel fuel
- Observes level of oil in crankcase and amount of water in radiator, and adds required amounts of oil and water

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- Adds necessary amount of water to battery, washes windshield of vehicle, and fills windshield washer reservoir
- Replaces lights and washes vehicles
- Identifies and resolves problems in a timely manner
- Responds promptly to driver needs and requests for service and assistance
- Listens and gets clarification to questions and requests
- Observes safety and security procedures, reports potentially unsafe conditions, and uses equipment and material properly
- Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events
- Follows instructions and responds to management direction
- Asks for and offers help when needed
- Empties trash barrels and other duties as assigned

Terms of Employment:

The Fueler will be employed for a nine-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Fleet Supervisor using the Transportation Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Maintenance Mechanic

This position maintains District vehicles and equipment. The person is generally expected to have an auto mechanic aptitude and background.

Qualifications:

- High school diploma or general education degree (GED) required
- Two to five years of small engine and auto maintenance experience
- Must be able to obtain a Missouri CDL-B with Air Brake, P & S endorsements
- Computer skills necessary to use maintenance software and other systems
- Satisfactory knowledge of the methods, materials, tools and procedures in the auto mechanic trade
- Knowledge of the occupational hazards and safety precautions of the trade
- Ability to diagnose defects and failure of gasoline and diesel engines and various related automotive and small two cycle engine equipment
- Ability to complete shop records detailing work performed
- Standard skills in the use and care of various shop tools, machinery and equipment involved in maintenance, overhaul and repair of automotive equipment
- Has personal tools requisite for the position (tool list available at Transportation)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is regularly required to stand, reach with hands and arms, and taste or smell. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Fleet Supervisor

Job Goal:

To provide high quality mechanical repairs to ensure the safety, reliability and longevity of district equipment & vehicles

Performance Responsibilities:

- Exercises good judgment in implementing work orders and adapting materials and tools, consulting with the Shop Foreman
- Repairs and maintains diesel and gasoline vehicles and 2 cycle power equipment by performing the following duties:
 - Reads job order and observes and listens to bus/truck in operation to determine malfunction and to plan work procedures
 - Examines protective guards, loose bolts, and specified safety devices on buses, and makes adjustments
 - Lubricates moving parts and drives repaired truck to verify conformance to specifications
 - Repairs and maintains specialty equipment, including wheelchair lifts, video cameras, and radios
- Other duties as assigned

Terms of Employment:

The Maintenance Mechanic will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Fleet Supervisor using the Mechanic Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Mechanic

Performs preventative maintenance and corrective repairs on all District vehicles. This person should be able to complete all repairs to the highest industry standards, including rebuilds, and diagnosis.

Qualifications:

- High school diploma or general education degree (GED) required
- Five to ten years of school bus mechanic and related experience preferred
- Must be able to obtain a Missouri CDL-B with Air Brake, Passenger & School Bus Endorsements
- Computer skills necessary to use maintenance software and other systems
- Knowledge of the methods, materials, tools and procedures in the school bus mechanic trade as evidenced by completed repairs
- Knowledge of the occupational hazards and safety precautions of the trade
- Ability to diagnose defects and failure of gasoline and diesel engines and various related automotive equipment with minimum supervision
- Ability to complete all shop records related to repairs made
- Skilled in the use and care of various shop tools, machinery and equipment involved in maintenance, overhaul, and repair of automotive equipment
- Has personal tools requisite for the position (list on file at Transportation)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, reach with hands and arms, and taste or smell. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:
Fleet Supervisor

Job Goal:

To provide high quality mechanical repairs to ensure the safety of students and other school bus passengers

Performance Responsibilities:

- Exercises independent judgment in implementing work orders and adapting materials and tools
- Operate school bus as required
- Performs skilled mechanic work in difficult repair, adjustment, and rebuilding
- Repairs and maintains diesel and gasoline buses and trucks by performing the following duties:
 - Reads job orders and observes and listens to bus/truck in operation to determine malfunction and to plan work procedures
 - Installs new ignition systems, aligns front wheels, changes or recharges batteries, and replaces transmissions and other parts
 - Overhauls gas or diesel engines
 - Examines protective guards, loose bolts, and specified safety devices on buses, and makes adjustments
 - Lubricates moving parts and drives repaired truck to verify conformance to specifications
 - Repairs and maintains specialty equipment, including wheelchair lifts, video cameras, and radios
- Other duties as assigned

Terms of Employment:

The Mechanic will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Fleet Supervisor using the Mechanic Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Mechanics Helper

This is an entry level position for someone with very limited auto repair or school bus experience. The person is generally expected to have some mechanical aptitude. This position does non-skilled work in the shop thus freeing the mechanics to do their jobs.

Qualifications:

- High school diploma or general education degree (GED) required
- Must be able to obtain a Missouri CDL-B
- Beginning knowledge of the methods, materials, tools and procedures in the school bus mechanic trade in a supervised situation
- Willingness to learn skills related to the job

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, reach with hands and arms, and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Shop Foreman

Job Goal:

To provide high quality mechanical repairs to ensure the safety of students and other school bus passengers

Performance Responsibilities:

- Exercises good judgment in implementing work orders and adapting materials and tools, consulting with the Shop Foreman
- Helps to maintain buses and trucks by performing the following duties:
 - Changes light bulbs, reflective signs and other small parts

- Examines protective guards, loose bolts, and specified safety devices on buses, and makes adjustments
- Lubricates moving parts and drives repaired truck to verify conformance to specifications
- Repairs and maintains specialty equipment, including wheelchair lifts, video cameras, and radios
- Acts as a fueler
- Empties trash in shop and on lot
- Other duties as assigned

Terms of Employment:

The Mechanics Helper will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Shop Foreman using the Mechanic Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

School Bus Attendant

Qualifications:

- Minimum education of a high school diploma or equivalent (GED)
- Experience working with children or young people with behavior needs preferred
- Experience working with students with special needs preferred
- Must be able to deal with daily stressors such as inappropriate verbal and physical behaviors
- Ability to learn new skills with training

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear.

The employee is regularly required to stand, stoop, reach with hands and arms and sense of smell.

The employee must regularly lift and/or move up to 40 pounds and occasionally up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Transportation Supervisors and Dispatchers

Job Goal:

Renders a variety of personal services to school bus passengers to make their trip safe and pleasant

Performance Responsibilities:

- To work cooperatively and collaboratively with teachers, administrators, parents and other staff members in the implementation of behavior and bus plans for students
- To be able to appropriately restrain students following district procedures if required
- To work with students to encourage and reinforce appropriate behavior and safe riding
- To adapt to changes and behaviors to meet the student's needs
- To interact positively with students and model appropriate behavior
- To provide escort and assistance to students as necessary
- To maintain confidentiality of student records and other information shared about

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students

- To participate in requested training responsibilities
- To be able to learn route and assist sub drivers
- Responsibilities may include the following:
 - Regulates heating, lighting, and ventilating systems for passenger comfort
 - Adjusts seating, harnesses, car seats, and seat belts
 - Assists the driver in maintaining good order and discipline
 - Loads and unloads students, including securing of wheel chairs, and operation of lift equipment
 - Correctly follows all oral and written instructions given by supervisors and dispatchers
 - Follows all regulations outlined in the current Employee Instruction Manual applicable to Attendants
 - Works with children with disabilities in a sensitive and respectful manner
 - Other duties as assigned

Terms of Employment:

The School Bus Attendant will be employed for a nine month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

School Bus Driver

Qualifications:

- High school diploma or general education degree (GED)
- Experience working with children or young people preferred
- Ability to learn skills with training
- Must be able to acquire and maintain Missouri CDL-B with school bus and passenger endorsement
- Must take and pass yearly school bus physical

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is regularly required to stand, stoop, reach with hands and arms, and sense of smell. The employee must regularly lift and/or move up to 40 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Supervisors and Dispatchers

Job Goal:

To transport students to and from school/activities in a safe and timely manner

Performance Responsibilities:

- To work cooperatively and collaboratively with teachers, administrators, parents and other staff members in the implementation of behavior and bus plans for students
- To work with students to encourage and reinforce appropriate behavior and safe riding
- To adapt to changes and behaviors to meet the students needs
- To interact positively with students and model appropriate behavior
- To maintain confidentiality of student records and other information shared

about students

- To participate in requested training responsibilities
- Responsibilities may include the following:
 - Performs daily pre-trip inspection before leaving the lot
 - Regulates heating, lighting, and ventilating systems for passenger comfort
 - Complies with local traffic regulations
 - Reports delays or accidents
 - Correctly completes required student reports, etc. in a timely manner
 - Correctly follows all oral and written instructions given by supervisors and dispatchers
 - Maintains good student discipline
 - Follows all regulations outlined in the current Driver Instruction Manual
 - Responds appropriately to all standard road signs and instructions
 - Other duties as assigned

Terms of Employment:

School Bus Drivers will be employed for nine month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

School Bus Safety Specialist

Qualifications:

- High school diploma or general education degree (GED)
- Must be able to acquire and maintain a Missouri CDL-B with school bus and passenger endorsement
- Must be able to pass yearly school bus physical
- Ability to complete certification training as required by the State and district
- Ability to teach and instruct both students and adults
- Ability to work with limited supervision
- Must have computer skills, including Microsoft Office and specialized maintenance software and other systems
- Advanced ability to communicate with parents, students and staff
- Ability to maintain confidentiality and site security
- Above average skills in documentation, communication and implementation of student discipline process
- Must have the ability to work outside in all types of weather

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, reach with hands and arms, and taste or smell. The employee must regularly lift and/or move 45 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Discipline/Safety Supervisor

Job Goal:

Assist Drivers and Attendants in maintaining student control and resolving behavior issues. Communicate with parents and buildings students issues.

Performance Responsibilities:

- Performs video review functions, including the documentation of observations
- Serves as a liaison between department and buildings
- Performs daily pre-trip inspection before leaving the lot
- Regulates heating, lighting and ventilating systems for passenger comfort
- Complies with local traffic regulations
- Reports delays or accidents
- Correctly completes required student reports, etc. in a timely manner
- Correctly follows all oral and written instructions given by supervisors and dispatchers
- Displays excellent student management skills
- Exhibits above average attendance and punctuality
- Exhibits team approach
- Performs video reviews, documenting observations
- Communicates students issues reported by drivers/attendants to parents
- Removes and replaces video systems as needed from buses
- Follows all regulations outlined in the current Driver Instruction Manual
- Responds appropriately to all standard road signs and instructions
- Possesses both the initiative to take charge on routine matters and also the sense to know when to ask for help
- Has above average attendance with the flexibility to adjust under pressure to various duties as assigned and fill the gaps as needed
- Works as a mentor to both new and veteran drivers, but must be flexible to change as the operational needs of the department change, including driving as a spare driver when needed
- Works during the regular school year, but may be called upon at other times to assist as needed
- Other duties as assigned

Terms of Employment:

The School Bus Safety Specialist will be employed for a nine (9) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Spare School Bus Attendant

Qualifications:

- Minimum education of a high school diploma or equivalent (GED)
- Previously related experience/training preferred
- Ability to work with students on all types of routes
- Must be flexible in changing of assignments and duties
- Above average attendance
- Experience working with children or young people with behavior needs preferred
- Experience working with students with special needs preferred
- Must be able to deal with daily stressors such as inappropriate verbal and physical behaviors
- Ability to learn new skills with training

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is regularly required to stand, stoop, reach with hands and arms, and sense of smell. The employee must regularly lift and/or move up to 40 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Transportation Supervisors and Dispatchers

Job Goal:

Renders a variety of personal services to school bus passengers to make their trip safe and pleasant.

Performance Responsibilities:

- To work cooperatively and collaboratively with teachers, administrators, parents and other staff members in the implementation of behavior and bus plans for students
- To be able to appropriately restrain students following district procedures if required
- To work with students to encourage and reinforce appropriate behavior and safe riding

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- To adapt to changes and behaviors to meet the students' needs
- To interact positively with students and model appropriate behavior
- To provide escort and assistance to students as necessary
- To maintain confidentiality of student records and other information shared about students
- To participate in requested training responsibilities
- To be about to learn route and assist sub drivers
- Responsibilities may include the following:
 - Regulates heating, lighting, and ventilating systems for passenger comfort
 - Adjusts seating, harnesses, car seats, and other child restraint systems
 - Assists the driver in maintaining good order and discipline
 - Loads and unloads student including securing of wheel chairs, and operation of lift equipment
 - Correctly follows all oral and written instructions given by supervisors and dispatchers
 - Follows all regulations outlined in the current Employee Instruction Manual applicable to Attendants
 - Works with children with disabilities in a sensitive and respectful manner
 - Other duties as assigned

Terms of Employment:

The Spare School Bus Attendant will be employed for a nine month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Spare School Bus Driver

Qualifications:

- High school diploma or general education degree (GED)
- Previous related experience/training preferred
- Must be able and willing to drive all assigned route buses
- Must be flexible in changing assignments and duties
- Must have good attendance. (Unexcused absences exceeding 10% of contracted days per semester can result in the spare driver being re-assigned as a regular driver with the loss of the spare differential pay)
- Experience working with children or young people with behavior needs preferred
- Experience working with students with special needs preferred
- Must be able to deal with daily stressors such as inappropriate verbal and physical behaviors
- Ability to learn new skills with training
- Must be able to acquire and maintain Missouri CDL-B with school bus and passenger endorsement
- Must take and pass yearly school bus physical

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is regularly required to stand, stoop, reach with hands and arms, and sense of smell. The employee must regularly lift and/or move up to 40 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Supervisors and Dispatchers

Job Goal:

To transport students to and from school/activities in a safe and timely manner.

Performance Responsibilities:

- To work with students to encourage and reinforce appropriate behavior and safe riding
- To adapt to changes and behaviors to meet the student's needs
- To interact positively with students and model appropriate behavior
- To maintain confidentiality of student records and other information shared about students
- To participate in requested training responsibilities
- Responsibilities may include the following:
 - Performs daily pre-trip inspection before leaving the lot
 - Regulates heating, lighting, and ventilating systems for passenger comfort
 - Checks with dispatchers each morning and afternoon for daily assignments
 - Adjusts student discipline to conform with the expectations of the regular driver and the District discipline policy
 - Reports all deviations from written routes to the Assistant Director of Transportation
 - Exhibits a cheerful and cooperative attitude toward this job, dispatchers, and supervisors
 - Accepts assignments as an Attendant if needed
 - Complies with local traffic regulations
 - Reports delays or accidents to dispatch
 - Correctly completes required student reports, etc. in a timely manner
 - Correctly follows all oral and written instructions given by supervisors and dispatchers
 - Maintains good student discipline
 - Follows all regulations outlined in the current Driver Instruction Manual
 - Responds appropriately to all standard road signs and instructions
 - Other duties as assigned

Terms of Employment:

Spare School Bus Drivers will be employed for nine month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Special Needs School Bus Driver

Qualifications:

- High school diploma or general education degree (GED)
- Previous related experience/training preferred
- Must be able and willing to drive all assigned route buses
- Must be flexible in changing assignments and duties
- Must have good attendance. (Unexcused absences exceeding 10% of contracted days per semester can result in the spare driver being re-assigned as a regular driver with the loss of the spare differential pay)
- Experience working with children or young people with behavior needs preferred
- Experience working with students with special needs preferred
- Must be able to deal with daily stressors such as inappropriate verbal and physical behaviors
- Ability to learn new skills with training
- Must be able to acquire and maintain Missouri CDL-B with school bus endorsement
- Must take and pass yearly school bus physical

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is regularly required to stand, stoop, reach with hands and arms, and sense of smell. The employee must regularly lift and/or move up to 40 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Supervisors and Dispatchers

Job Goal:

To transport students to and from school/activities in a safe and timely manner

Performance Responsibilities:

- To work cooperatively and collaboratively with teachers, administrators, parents and other staff members in the implementation of behavior and bus plans for students
- To be able to appropriately restrain students following district procedures if required

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- To work with students to encourage and reinforce appropriate behavior and safe riding
- To adapt to changes and behaviors to meet the student's needs
- To interact positively with students and model appropriate behavior
- To provide escort and assistance to students as necessary
- To maintain confidentiality of student records and other information shared about students
- To participate in requested training responsibilities
- Loads and unloads students including securing of wheel chairs and operation of lift equipment
- Adjusts seating, harnesses, car seats, and other Child Restraint Systems
- Responsibilities may include the following:
 - Performs daily pre-trip inspection before leaving the lot
 - Regulates heating, lighting, and ventilating systems for passenger comfort
 - Reports all deviations from written routes to the Assistant Director of Transportation
 - Complies with local traffic regulations
 - Reports delays or accidents to dispatch
 - Correctly completes required student reports, etc. in a timely manner
 - Correctly follows all oral and written instructions given by supervisors and dispatchers
 - Follows all regulations outlined in the current Driver Instruction Manual
 - Responds appropriately to all standard road signs and instructions
 - Other duties as assigned

Terms of Employment:

Special Needs School Bus Drivers will be employed for nine month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

Job Description

Seasonal – Bus Cleaning

Qualifications:

- Training and/or experience in exterior and interior vehicle cleaning and maintenance, preferred
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Transportation/Designee

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Washes and waxes district fleet
- Cleans interior of buses
- Ability to work on ladders or scaffolding
- Other duties as assigned

Terms of Employment:

Seasonal Bus Cleaning position(s) will be employed on an as needed basis. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Transportation Evaluation.

INDEPENDENCE SCHOOL DISTRICT

JOB DESCRIPTION

Transportation Mentor

Qualifications:

- High school diploma or general education degree (GED)
- Previous related experience in teaching or training preferred
- Must be able to acquire and maintain Missouri CDL-B with school bus and passenger endorsement
- Must take and pass yearly school bus physical
- Ability to complete certification training as required by the State and district
- Ability to teach and instruct both students and adults
- Ability to learn and instruct employees on all specialized equipment and techniques such as: child restraint systems, lifts, stability assistance, conflict management
- Must have presentation skills and teaching skills

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, reach with hands and arms, and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Student Safety Supervisor

Job Goal:

Adequately trains employees to safely drive a school bus and/or serve as bus attendants

Performance Responsibilities:

- Performs training duties as needed for both new and veteran employees
- Serves as a mentor to both new and veteran employee
- Performs daily pre-trip inspection before leaving the lot
- Regulates heating, lighting, and ventilating systems for passenger comfort
- Complies with local traffic regulations
- Reports delays or accidents
- Correctly completes required student reports, etc. in a timely manner
- Correctly follows all oral and written instructions given by supervisors and dispatchers
- Displays excellent student management skills
- Exhibits above average attendance and punctuality
- Exhibits team approach
- Performs safety check rides and road observations to ensure employees are operating safe, efficient and following policy
- Follows all regulations outlined in the current Driver Instruction Manual
- Responds appropriately to all standard road signs and instructions
- Other duties as assigned

Terms of Employment:

Transportation Mentors will be employed for ten month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT

JOB DESCRIPTION

Trip Driver

Qualifications:

- High school diploma or general education degree (GED)
- Experience working with children or young people preferred
- Ability to learn skills with training
- Must be able to acquire and maintain Missouri CDL-B with passenger and school bus endorsement
- Must take and pass yearly school bus physical

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is regularly required to stand, stoop, reach with hands and arms, and sense of smell.
- The employee must regularly lift and/or move up to 40 pounds and occasionally up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Supervisors and Dispatchers

Job Goal:

To transport students to and from field trips, activities and other school related functions in a safe and timely manner

Performance Responsibilities:

- To work cooperatively and collaboratively with teachers, administrators, parents and other staff members in the transportation of students
- To work with staff to encourage and reinforce appropriate behavior and safe riding of their students
- To adapt to changes and conditions of the road to ensure safe transport
- To interact positively with others and model appropriate professional behavior

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- To maintain confidentiality of student records and other information shared about students
- To participate in requested training responsibilities
- Responsibilities may include the following:
 - Performs daily pre-trip inspection before leaving the lot
 - Regulates heating, lighting, and ventilating systems for passenger comfort
 - Complies with local traffic regulations
 - Reports delays or accidents
 - Correctly completes required student reports, etc. in a timely manner
 - Correctly follows all oral and written instructions given by supervisors and dispatchers
 - Maintains appropriate student relationships
 - Follows all regulations outlined in the current Driver Instruction Manual
 - Responds appropriately to all standard road signs and instructions
 - Other duties as assigned

Terms of Employment:

Trip Drivers will be employed on an as needed basis. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Transportation Performance Based Evaluation.

Salary Schedule 2018-2019

Transportation Attendant

DAILY ATTENDANT RATES

Step	Hourly Rate
1	11.04
2	11.35
3	11.65
4	11.96
5	12.26
6	12.56
7	12.89
8	13.19
9	13.50
10	13.80
11	14.10
12	14.42
13	14.72
14	15.02
15	15.33
16	15.64

Attendants assigned to work with students identified as Emotionally Disturbed on specialized routes, specifically Independence Academy Day Treatment, will receive an additional \$1.00 per hour.

Attendant Pay for Trips: \$11.04 per hour

Extra Work: \$11.04 per hour (bus washing, meetings, trash, fueler)

HR 06/12/2018

Transportation Support Staff 2018-2019

STEPS	DISPATCHER	COORDINATOR
1	15.33	17.36
2	15.72	17.75
3	16.16	18.18
4	16.56	18.57
5	16.98	19.00
6	17.38	19.39
7	17.78	19.79
8	18.19	20.21
9	18.60	20.63
10	19.00	21.02
11	19.43	21.45
12	19.83	21.85
13	20.25	22.27
14	20.65	22.66
15	21.06	23.07
16	21.45	23.48
17	21.86	23.88

New employees may be placed on the schedule from Step 1-3 based on previous school bus and/or dispatching experience.

HR 06/12/2018

Transportation Driver 2018-2019

DAILY DRIVER RATES

Step	Hourly Rate
1	14.38
2	14.75
3	15.13
4	15.50
5	15.88
6	16.26
7	16.63
8	17.01
9	17.39
10	17.77
11	18.14
12	18.52
13	18.90
14	19.28
15	19.65
16	20.02

OTHER PAY:

Early Education Mid-day Routes	1 - 1/2 hours guaranteed at hourly rate
Routes Mid-day Route	1 hour guaranteed at hourly rate
Shuttle Route	1 hour guaranteed at hourly rate
Late Activity	1 - 1/2 hours guaranteed at hourly rate
Spare Driver	\$7.25 per day in addition to guaranteed 6.25 hours a day at driver's hourly rate
Driver Mentor	\$9.25 per day in addition to driver's hourly rate
Route Driver Trip Rate	Step 1 of salary schedule
Trip Driver Rate (Non Route)	Placed on driver salary schedule at the discretion of the Director of Transportation based on experience
Trainees	\$11.04 per hour up to 40 hours
All Extra Non-Driving Work <i>(wash buses, meetings, trash, fueler)</i>	\$11.04 per hour
Seasonal Bus Washing Crew	\$9.00 per hour

HR 06/12/2018

Transportation Mechanic 2018-2019

Step	Mechanics Helper	Maintenance Mechanic	Mechanic	Mechanic A
1	14.80	18.14	21.18	24.63
2	15.10	18.56	21.59	25.16
3	15.42	18.98	22.02	25.66
4	15.73	19.39	22.43	26.19
5	16.06	19.82	22.84	26.72
6	16.37	20.24	23.26	27.25
7	16.68	20.65	23.70	27.76
8	17.00	21.08	24.10	28.30
9	17.31	21.48	24.53	28.81
10	17.63	21.91	25.05	29.34
11	18.14	22.43	25.56	29.86
12	18.66	22.94	26.09	30.37
13	19.18	23.49	26.62	30.92
14	19.71	24.00	27.14	31.42
15	20.24	24.53	27.66	31.94
16	20.76	25.05	28.18	32.48
17	21.28	25.56	28.71	32.99

New employees may be placed on the schedule from Step 1-6 based on previous mechanic experience.

ASE Certification Recognition

\$.20 increase for each School Bus ASE certification S1 through S6 (up to a \$1.20/hour)

\$.30 an hour additional for Mechanics that achieve ASE-Certified Master School Bus Technician including S7 certification

\$.10 an hour additional for any other District approved ASE certification

Total combined ASE stipends will not exceed \$2.00 hour

Loss of ASE certification will result in loss of that portion of ASE stipend

Mechanic Lead Stipend \$.50 an hour

Performance Based Evaluation

Mechanic

**Transportation Employee
 Evaluation Report
 2013-2014
 Independence School District**

Employee _____
Position _____

TRANSPORTATION - MECHANIC	Does Not Meet Expectations	Meets Expectations	Comments
STANDARD #1: Essential Job Functions			
A. Maintains District vehicles in a safe, reliable condition			
B. Performs planned and unplanned maintenance in a timely manner			
C. Properly diagnoses and decides on a course of action to repair reported defects			
D. Maintains a safe, clean work area			
E. Properly completes required forms and reports			
F. Drives buses as needed			
G. Performs other assigned tasks as required			
STANDARD #2: Professionalism			
A: Seldom absent from work.			
B: Consistently reports to work on time.			
C: Dresses in a professional manner appropriate to the position.			
D: Conforms to policies, rules and regulations			
E: Exhibits positive attitude toward position			
F: Security of building and equipment			
G: Employee is self-motivated and shows initiative (new ideas, better methods, assists co-workers)			
H: Maintains clean work area (office, vehicle, work area)			
I: Makes sound judgements and decisions			
J: Takes advantage of training opportunities			
K: Maintains confidentiality			
L: Uses technology to improve efficiency			
M: Ability to prioritize and produce accurate and thorough work on time			
N: Awareness of cost considerations			
O: Follows directions			

Performance Based Evaluation Dispatcher

**Transportation Employee
 Evaluation Report
 2013-2014
 Independence School District**

Employee _____
Position _____

TRANSPORTATION - Dispatcher	Does Not Meet Expectations	Meets Expectations	Comments
STANDARD #1: Essential Job Functions			
<i>A. Takes charge of area of assignments completing duties and assignment</i>			
<i>B. Handle multiple distractions with out loss of situational awareness</i>			
<i>C. Maintains skills and competence in area assigned to back up</i>			
<i>D. Answer phone calls - assist schools, parents and community with concerns</i>			
<i>E. Serve as Primary Dispatcher as needed</i>			
<i>F. Provide drivers with directions and updates as needed</i>			
<i>E: Drive a bus and or serve as a attendant as needed</i>			
<i>F. Assist in office where needed</i>			
STANDARD #2: Professionalism			
<i>A: Seldom absent from work.</i>			
<i>B: Consistently reports to work on time.</i>			
<i>C: Dresses in a professional manner appropriate to the position.</i>			
<i>D: Conforms to policies, rules and regulations</i>			
<i>E: Exhibits positive attitude toward position</i>			
<i>F: Security of building and equipment</i>			
<i>G: Employee is self-motivated and shows initiative (new ideas, better methods, assists co-workers)</i>			
<i>H: Maintains Clean work area</i>			
<i>I: Makes sound judgements and decisions</i>			
<i>J: Takes advantage of training opportunities</i>			
<i>K: Maintains confidentiality</i>			
<i>L: Uses technology to improve efficiency</i>			
<i>M: Ability to prioritize and produce accurate and thorough work on time</i>			
<i>N: Awareness of cost considerations</i>			

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<i>O: Follows directions</i>			
STANDARD #3: Interpersonal Skills			
<i>A: Demonstrates ability to work productively in new or stressful situations.</i>			
<i>B: Efficient, courteous, clear and appropriate communication with others</i>			
<i>C: Openly accepts suggestions for job improvement</i>			
<i>D: Demonstrates a team approach at all levels of the District</i>			
<i>E: Sensitive to cultural differences</i>			
Supervisor's Comments:		Employee's Comments:	

Signature(s) below indicate(s) the above has been reviewed and discussed. Copies to employee and supervisor.

 Supervisor's Signature

 Date

 Employee's Signature

 Date

Performance Based Evaluation Bus Driver

**Transportation Employee
 Evaluation Report
 2013-2014
 Independence School District**

Employee _____

Position _____

TRANSPORTATION - BUS DRIVER	Does Not Meet Expectations	Meets Expectations	Comments
STANDARD #1: Essential Job Functions			
A. Safely Operate a school Bus			
B. Ability to communicate, work and maintain discipline with children.			
C. Proper communication both written and verbal			
D. Completes safety inspections and communicates problems			
E. Maintains assigned equipment			
F. Properly utilizes all communication tools (forms, radio, etc)			
G: Maintians route and rosters updated as needed and following established operational processs			
h. Applies common sense in routine situations			
STANDARD #2: Professionalism			
A: Seldom absent from work.			
B: Consistently reports to work on time.			
C: Dresses in a professional manner appropriate to the position.			
D: Conforms to policies, rules and regulations			
E: Exhibits positive attitude toward position			
G: Employee is self-motivated and shows initiative (new ideas, better methods, assists co-workers)			
H: Maintains clean bus			
I: Makes sound judgements and decisions			
J: Takes advantage of training opportunities			
K: Maintains confidentiality			
M: Ability to prioritize and produce accurate and thorough work on time			
O: Follows directions			
STANDARD #3: Interpersonal Skills			
A: Demonstrates ability to work productively in new or stressful situations.			

Performance Based Evaluation Bus Attendant

Transportation Employee
Evaluation Report
2013-2014
Independence School District

Employee _____
Position _____

TRANSPORTATION - BUS Attendant	Does Not Meet Expectations	Meets Expectations	Comments
STANDARD #1: Essential Job Functions			
<i>A. Safely operate school bus safety systems, including lifts and Child Restraint Systems</i>			
<i>B. Ability to communicate, work and maintain discipline with children.</i>			
<i>C. Proper communication both written and verbal</i>			
<i>D. Completes safety inspections and communicates problems</i>			
<i>E. Maintains assigned equipment</i>			
<i>F. Properly utilizes all communication tools (forms, radio, etc)</i>			
<i>G. Applies common sense in routine situations</i>			
STANDARD #2: Professionalism			
<i>A: Seldom absent from work.</i>			
<i>B: Consistently reports to work on time.</i>			
<i>C: Dresses in a professional manner appropriate to the position.</i>			
<i>D: Conforms to policies, rules and regulations</i>			
<i>E: Exhibits positive attitude toward position</i>			
<i>G: Employee is self-motivated and shows initiative (new ideas, better methods, assists co-workers)</i>			
<i>H: Maintains clean Bus</i>			
<i>I: Makes sound judgements and decisions</i>			
<i>J: Takes advantage of training opportunities</i>			
<i>K: Maintains confidentiality</i>			
<i>M: Ability to prioritize and produce accurate and thorough work on time</i>			
<i>N: Follows directions</i>			
STANDARD #3: Interpersonal Skills			
<i>A: Demonstrates ability to work productively in new or stressful situations.</i>			
<i>B: Efficient, courteous, clear and appropriate communication with others</i>			

Performance Based Evaluation Supervisor - Mentor

**Transportation Employee
 Evaluation Report
 2013-2014
 Independence School District**

Employee _____

Position _____

Supervisor - Mentor	Does Not Meet Expectations	Meets Expectations	Comments
STANDARD #1: Essential Job Functions			
A: Assists in the training of all staff.			
B: Ability to teach adult learners			
C: Work with buildings, departments, staff, community and students to facilitate positive			
D. Assists in the organizing of the district school bus safety program.			
E: Attend IEP and other meetings to work with staff to determine student placement			
F. Responds to parental, public and community concerns in a timely manner			
G. Drives a Bus as needed.			
STANDARD #2: Professionalism			
A: Seldom absent from work.			
B: Consistently reports to work on time.			
C: Dresses in a professional manner appropriate to the position.			
D: Conforms to policies, rules and regulations			
E: Exhibits positive attitude toward position			
F: Security of building and equipment			
G: Employee is self-motivated and shows initiative (new ideas, better methods, assists co-workers)			
H: Maintains clean work area			
I: Makes sound judgements and decisions			
J: Takes advantage of training opportunities			
K: Maintains confidentiality			
L: Uses technology to improve efficiency			
M: Ability to prioritize and produce accurate and thorough work on time			
N: Awareness of cost considerations			
O: Follows directions			

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STANDARD #3: Interpersonal Skills			
<i>A: Demonstrates ability to work productively in new or stressful situations.</i>			
<i>B: Efficient, courteous, clear and appropriate communication with others</i>			
<i>C: Openly accepts suggestions for job improvement</i>			
<i>D: Demonstrates a team approach at all levels of the District</i>			
<i>E: Sensitive to cultural differences</i>			
Supervisor's Comments:		Employee's Comments:	

Signature(s) below indicate(s) the above has been reviewed and discussed. Copies to employee and supervisor.

 Supervisor's Signature

 Date

 Employee's Signature

 Date

Performance Based Evaluation Trip Driver

**Transportation Employee
 Evaluation Report
 2013-2014
 Independence School District**

Employee _____

Position _____

TRANSPORTATION - Trip Driver	Does Not Meet Expectations	Meets Expectations	Comments
STANDARD #1: Essential Job Functions			
A. Safely Operate a school Bus			
B. Ability to communicate, work and maintain positive relationships			
C. Proper communication both written and verbal			
D. Completes safety inspections and communicates problems			
E. Maintains assigned equipment			
F. Properly utilizes all communication tools (forms, radio, etc)			
G: Completes assignments on time			
h. Applies common sense in routine situations			
STANDARD #2: Professionalism			
A: Reliable, prepares for assignments prior to event			
B: Consistently reports to work on time.			
C: Dresses in a professional manner appropriate to the position.			
D: Conforms to policies, rules and regulations			
E: Exhibits positive attitude toward position			
G: Employee is self-motivated and shows initiative (new ideas, better methods, assists co-workers)			
H: Maintains clean bus			
I: Makes sound judgements and decisions			
J: Takes advantage of training opportunities			
K: Maintains confidentiality			
M: Ability to prioritize and produce accurate and thorough work on time			
O: Follows directions			
STANDARD #3: Interpersonal Skills			
A: Demonstrates ability to work productively in new or stressful situations.			

BENEFITS

Employee Benefits & Benefits Banking

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Public School Retirement System (PSRS)	<ul style="list-style-type: none"> • State mandated deduction (2018-2019) 14.50% without Social Security or 9.67% with Social Security • Matched by the District • Vested after 5 years • Questions – Contact 800-392-6848 or email member_services@psrsmo.org 	All certificated staff who work 17 hours per week or 600 hours per year
Public Education Employee Retirement System (PEERS) Formerly Non-Teacher Retirement System (NTR)	<ul style="list-style-type: none"> • State mandated deduction (2018-2019) 6.86% • Matched by the District • Vested after 5 years • Questions – Contact 800-392-6848 or email member_services@peersmo.org 	All classified staff who work 20 hours per week or 600 hours per year
403B and 457B	<ul style="list-style-type: none"> • Approximately 10 vendors for pre-tax retirement savings • Contact The Omni Group at 877-544-6664 • www.omni403b.com 	All staff
MOST	<ul style="list-style-type: none"> • Payroll deduction for Children’s Higher Education 	All staff
Public Service Forgiveness Program	<ul style="list-style-type: none"> • Forgiveness of Direct student loans for those qualifying after 120 payments and not in default http://dhe.mo.gov/resources/Publicserviceemployees.php 	Full-time staff
General Payroll Deductions	<ul style="list-style-type: none"> • Professional organization dues, Independence Foundation, United Way, etc. 	All staff
Direct Deposit	<ul style="list-style-type: none"> • Available for multiple accounts 	Required for all staff
Direct Check Card	<ul style="list-style-type: none"> • Available for multiple accounts 	Employees who don’t have a bank account
Credit Union	Located at 201 N. Forest Avenue	All staff who work 25 hours
“Benefits Banking”	<p>Additional free, discounted, and premium rate services for customers of Commerce Bank. Services include:</p> <ul style="list-style-type: none"> • Free online banking and bill pay • Free Commerce ATM and debit card • Discount on loans <p>Contact 816-234-8810 or 816-234-1984</p>	All staff and retirees

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Professional Liability Insurance	<ul style="list-style-type: none"> Protects employees against damage and injury claims while they are acting within the course and scope of their assigned duties as established by the District. 	All staff
Worker Compensation	<ul style="list-style-type: none"> State mandated Covers medical care and prescriptions Provides 2/3 of average weekly wage if employee cannot work, effective 3 days after day of injury Day of injury paid by District Care provided in District's Employee Health Clinic at 1516 W. Maple Street Questions – Contact Employee Workers' Compensation Office 816-521-5424 	All staff with job related injuries
Health Insurance	<ul style="list-style-type: none"> Board of Education paid for employees @ \$581.20 monthly, October 1, 2018-September 30, 2019 Optional coverage available at employee expense for spouse and dependent children Retirees may retain membership by paying premiums Plan choices include 6 plans: <ul style="list-style-type: none"> Blue Select Plus Core – QHDHP and PPO PPO BuyUP 1 – QHDHP and PPO PPO BuyUP 2 and HMO BuyUP 2 	<p>All staff who work 25 hours per week</p> <p>Retirees who elected coverage within one year of their retirement</p>
Dental Insurance	<ul style="list-style-type: none"> Board of Education paid for employees @ \$29.38 monthly October 1, 2018 – September 30, 2019 Optional coverage available at employee expense \$66.76 monthly for family Annual maximum coverage of \$1000.00 on DPPO Advantage plan with \$250 annual increments when annual cleanings are done 	<p>All staff who work 25 hours per week</p> <p>Retirees may extend through COBRA for 18 months minimum</p>
Voluntary Insurance Vision	<ul style="list-style-type: none"> At employee expense Monthly cost of \$13.32 for employee or \$36.75 for family 	All staff who work 25 hours per week

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Long Term Disability Insurance	<ul style="list-style-type: none"> • Board of Education paid benefit • 60% of employee salary • Effective after 90 day elimination period or expiration of sick leave 	All staff who work 25 hours per week
Life Insurance Board Paid	<ul style="list-style-type: none"> • Board of Education paid benefit • 1.5 times salary for qualifying employees • Includes AD&D • Must have a primary beneficiary to enroll 	All staff who work 25 hours per week
Section 125 – Premiums	<ul style="list-style-type: none"> • Premium savings with before tax dollars • No fee 	All staff who work 25 hours per week who have a health care premium, a family dental premium, or voluntary vision premium
Section 125 – Flex Plan Unreimbursed Medical Dependent Care	<ul style="list-style-type: none"> • Pretax savings account for medical or dependent care • Fee \$4.66 per month for 9 months 	All staff who work 25 hours per week
Section 125 - Health Savings Account	<ul style="list-style-type: none"> • Employee owned pretax savings account for medical expenses • District contributes \$600/year • Fee \$2.00 per month 	All staff who are enrolled in the high deductible health care plan and meet other IRS requirements for the account
Employee Assistance Program New Directions	<ul style="list-style-type: none"> • Cost-free Employee Assistance Program • Confidential Services, Referrals • Counseling and Resources • Financial and legal planning • Confidential website access www.ndbh.com (login code Independence SD) • Available 24/7 at 800-624-5544 • Call 816-237-2352 to arrange a confidential appointment 	All staff who work 25 hours per week and their household family members
Employee Health Clinic	<ul style="list-style-type: none"> • Medical clinic for well exams, disease management, illness care, routine lab tests • Cost-free for those on district health insurance and preventive • \$25 per visit fee for those on the HSA eligible Blue Select Plus Core QHDHP and PPO BuyUP 1 QHDHP • Call 816-521-5316 or go online to https://healthstatinc.intelichart.com/patientportal to make an appointment 	All staff, retirees, and dependents (age 2+) enrolled on district health insurance
Employee Wellness Center	<ul style="list-style-type: none"> • Free gym with exercise equipment and classes • Enroll - call 816-521-5315 	All regular full and part-time employees, retirees, and their spouses and dependents age 18 and older until they turn 26

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Aquatics Center	<ul style="list-style-type: none"> • Free open and lap swimming • 25% off swimming lessons, party rentals and private rentals • Free aerobics classes • Questions – call 816-521-5377 	All staff
Voluntary Insurance Legal Assistance	<ul style="list-style-type: none"> • Optional at employee expense • Legal advice, forms, will, document review, traffic issues, IRS, defense, discounts • 24/7 emergency access 	All staff who qualify for PSRS or PEERS Retiree insurance and COBRA participants
Voluntary Insurance Life Insurance	<ul style="list-style-type: none"> • At employee expense • Optional coverage available for employee, spouse and dependents 	All staff who work 25 hours per week
Voluntary Insurance Identity Theft	<ul style="list-style-type: none"> • Optional at employee expense • Insurance policy \$1,000,000 • Monitoring includes: credit, internet, digital, social, bank • Privacy advocate remediation 	All staff who qualify for PSRS or PEERS Retiree insurance and COBRA participants
Voluntary Insurance Accident	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents • Includes Wellness Benefit • Includes Accidental Death or Dismemberment • Includes Hospital Benefit 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Critical Illness	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents • Includes heart attack, stroke, cancer, renal failure, organ transplant, coma, severe burns, loss sight-hearing-or-speech, and paralysis • Monthly cost coverage based and age banded • Includes Wellness Benefit • Monthly cost age banded on selected employee benefit of \$10,000, \$20,000 or \$30,000 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Cancer	<ul style="list-style-type: none"> • Optional at employee expense: Employee, spouse, dependents • Includes Wellness, First Occurrence, and specific cost Benefits 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Hospital Indemnity	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents • Includes annual admission and daily benefits 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Short Term Disability	<ul style="list-style-type: none"> • Optional at employee expense • Elect coverage \$100-\$1500/Week • Effective after 7, 14, or 30 days elimination period, • Monthly cost coverage based and age banded • Available sick leave must be used first before eligible for use • Subject to 3/6/9 month look back period for pre-existing conditions 	All staff who qualify for PSRS or PEERS

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Family Medical Leave	<ul style="list-style-type: none"> • Federally mandated by the Family Medical Leave Act • Up to 12 weeks of unpaid leave allowed for birth/adoption of a child, serious health condition of employee, or serious health condition of member of immediate family who requires care of employee • BOE paid insurance and other benefits continued during leave • Employees required to use any available leave days during leave • No loss of seniority 	<ul style="list-style-type: none"> ○ Employees who have worked 12 months previous to the leave and who have worked at least 1250 hours during the 12 months before the leave ○ Contact Human Resources to see if you qualify for FML ○ Employees must request FML in writing through the Human Resources Office 521-5300
Sick Leave	<ul style="list-style-type: none"> • 10 days per school year for illness as outlined in Board of Education Policy/Regulation 4320 • Plus one (1) day for each additional full contract month beyond the nine (9) month calendar • Paid at daily rate 	All staff who work 37.5 hours per week
Personal Leave	<ul style="list-style-type: none"> • 3 days annually for personal use as outlined in Policy/Regulation 4320 • Deducted from sick leave • Paid at daily rate 	All staff who work 37.5 hours per week
Emergency Leave	<ul style="list-style-type: none"> • Up to 10 days leave for purposes outlined in Policy/Regulation 4320 • Deducted from sick leave • Paid at daily rate 	All staff who work 37.5 hours per week
Bereavement Leave	<ul style="list-style-type: none"> • 3 days for death in the immediate family as outline in Policy/Regulation 4320 • Paid at daily rate 	All staff
Part-Time Sick Leave	<ul style="list-style-type: none"> • 5 days per school year for illness • Plus one (1) day for each additional full contract month beyond the nine (9) month calendar • Paid at daily rate 	All staff who work at least 25 hours a week and less than 37.5 hours a week
Part-Time Personal Leave	<ul style="list-style-type: none"> • 2 days annually for personal use • Deducted from sick leave • Paid at daily rate 	All staff who work at least 25 hours a week and less than 37.5 hours a week
Jury Duty	<ul style="list-style-type: none"> • Paid at employee's daily rate 	All staff
Vacation	<ul style="list-style-type: none"> • Paid at daily rate 	11 and 12 month full-time employees

*This chart is intended as a quick reference summarizing the employee benefits available to employees of the District. A more detailed description of the employee benefits that may be applicable to you is available through the Human Resources Office. This chart is not intended to be an employment agreement and the District, in publishing this chart, is not conveying an offer pursuant to the benefits described in this summary.



Benefits Banking



It's how employees save time and money!

Commerce Bank is pleased to offer you a special banking benefit that is designed to help you save time and money! Benefits Banking is a preferred banking program for all **Independence School District** employees that gives you access to the best personal banking services that Commerce Bank offers. Because everyone has different financial needs, Benefits Banking offers you three account options: Select, Plus and Premium. You choose the level that's right for you!

All Benefits Banking checking accounts include:

- Free first order of single/wallet-style Commerce Globe checks¹
- Free Commerce Visa[®] Debit Card
- Free Online Banking and Online Bill Pay²
- Free Mobile Banking³ and Alerts
- Free Commerce ATM transactions
- Overdraft protection options
- Low rate credit card with no annual fee⁴
- Free notary services and stop payment

You may enjoy (depending on the level you choose):

- Special deposit rates
- Rate discounts on personal loans and home equity lines of credit⁴
- Credit toward home loan closing costs^{4,5}
- Free checks
- Rewards on your credit card
- Free safe deposit box
- Free financial planning consultation⁶
- Discounts on brokerage services⁶
- Plus more!

If you are already a Commerce customer, there are additional benefits available to you as an **Independence School District** employee with Benefits Banking. You will not need to change your account numbers or checks, but you will need to contact Commerce to “upgrade” your account.

You may also receive information about Benefits Banking by visiting any of the Commerce Bank locations in your area, by e-mailing benefitsbanking.kc@commercebank.com or by contacting one of our Commerce bankers assigned to help you:

Gail Cianciolo	816-234-1984	gail.cianciolo@commercebank.com	18700 E 39th St
Jack Combs	816-234-8856	jack.combsjr@commercebank.com	2915 S Noland Rd

We also invite you to visit the Benefits Banking webpage for **Independence School District** employees at: commercebank.com/benefitsbanking/independenceschooldistrict.asp

You chose a great place to work! Now choose the best place to bank.

1 Printing, shipping and handling charges may apply to reorders depending upon the account option selected. 2 One Free Online Bill Pay account per household. 3 Your mobile carrier's text messaging and web access charges may apply. 4 Subject to credit approval. 5 Cannot be combined with any other offer. Applicable on new Home Loan Purchase Loans and Refinances with closing dates of 7/31/16 or later. 6 Benefits from Commerce Brokerage Services, Inc., member FINRA/SIPC, a subsidiary of Commerce Bank.

We ask, listen and solve.  **Commerce Bank**
Member FDIC



MK1044-2 8/16

commercebank.com

New Directions Employee Assistance Program

EAP Call Center Intake Line: 800-624-5544

The Employee Assistance Program is a counseling assessment benefit that is provided to employees by the **Independence School District**. Did you know that the two primary reasons people use this program are for stress and for relationship difficulties? No matter how hard we try, we cannot avoid the fact that these are two issues that we have to deal with on a daily basis. We may not always need assistance from others to handle stress or relationships, but sometimes it reaches a point where it helps to have some insight from others. The EAP can assist you with dealing with these issues or anything else that may be concerning you.

Some important points to remember:

This is a **free** service. It is separate from your health insurance and it does not cost you anything to use. It is a **confidential service**. No information, including your name, is released without your written permission. Your employer will not know if you use this program.

It is a service available to the employee and to **immediate family members** that live within our household.

Other services available through the EAP:

- **Legal Referrals**- Contact New Directions for a referral to a local attorney. The initial consultation with the attorney is at no cost.
- **Financial Referrals**- A 30 minute telephone consultation is available through the EAP. After the consultation you can be referred to local resources. The referrals can be made for any financial issue (debt consolidation, budgeting, taxes, investments, etc.)
- **Website Programs**- Log on to www.ndbh.com to access the website programs. Click on EAP Members and use **Independence SD** as your login code to access the dedicated company section. **Personal Directions** is an online work/life program with over 5,000 different articles, calculators, videos, and databases available. Information in Personal Directions includes:
 - **Buying a Car**
 - **Health Assessments**
 - **Investment Calculators**
 - **Child Care Database**
 - **Elder Care Database**
 - **Pregnancy Videos**
 - **Buying a House**

WORKERS' COMPENSATION

Principal/Supervisor/Nurse Procedure for Employee Accident/Injury

All medical information will be stored in the school nurse office. No medical or work comp information is to be stored in personnel or employment files. When an employee reports an injury, follow the steps listed below:

1. Instruct the employee to go to the school nurse office at the injury site for an initial evaluation, first aid and treatment referral. The nurse (principal or supervisor if nurse is not available) will assist the employee in completing and signing an **Employee Accident/Injury Report**. This must be completely filled out including level of medical care given and signed by the employee and nurse/supervisor. **These forms are located on the My Benefits page of the District website and can be found in either the Business Office Resources near the top of the page or under the General Plans listed as Workers Compensation near the lower right side of the page.**
2. Give the employee a copy of the **Employee Accident/Injury Procedure** for his/her information and assistance. This form explains the process and answers many of the questions the employee may have at a later time.
3. The nurse (principal or supervisor) will fax the completed **Employee Accident/Injury Report** form along with the **Treatment Authorization Form** (instructions listed below), and notify the **ISD Work Comp Office** via **Phone: (816) 521-5424 Fax: (816) 521-5677 Email: workcomp@isdschools.org** in order to meet the Missouri statutory guidelines for filing claims.
4. If first aid treatment is not sufficient or additional medical attention is needed, do the following:
 - 1) If this is a life threatening emergency, call 911 and/or send the employee directly to the **Truman Medical Center Lakewood**, 7900 Lee's Summit Rd., Kansas City, MO 64139 (816) 404-7000 or **Centerpoint Medical Center**, 19600 E. 39th St., Independence, MO 64057 (816) 698-7000 for emergency treatment.
 - 2) For non-emergency medical evaluation and/or treatment, the following options should be utilized in the order listed as feasible due to either medical necessity or hours of operation available. *Note: If treatment is sought on the day of injury, it is mandatory that a notification call be placed to the treating agency prior to the injured worker's arrival. If treatment is sought after the day of injury, an appointment must be obtained for treatment.*
 - 1) **ISD Employee Health Clinic at (866) 959-9355 (preferably) or (816) 521-5316** (to leave message for a return call) for notification of a Workers' Compensation employee injury. The **Employee Accident/Injury Report** and the signed **Treatment Authorization Form** must accompany the employee for treatment.

Location – 1516 W. Maple Ave., Independence, MO 64050
Hours – 7:00 AM-12:00 Noon & 1:00 PM-6:00 PM Monday–Friday; 8:00 AM-12:00 Noon Saturday

Alternatives Treatment Locations – To be used by referral only from ISD Employee Health Clinic, ISD Medical staff, after hours Supervisor or the ISD Work Comp Office. The signed Treatment Authorization Form must accompany the employee for treatment at these locations.
 - 2) **U. S. Healthworks, Inc. at (816) 478-9299** and notify that the injured employee is coming.

Location – 19000 E. Eastland Center Ct., Independence, MO 64055
Hours – 8:00 AM-5:00 PM Monday–Friday (only)
 - 3) **Urgent Care of Kansas City at (816) 795-6000** and notify that the employee is coming.

Location – 4741 S. Arrowhead Drive, Suite B, Independence, Missouri 64055.
Hours – 8:30 AM-9:00 PM Monday-Friday; 8:30-6:00 PM Saturday; 8:30 AM-5:30 PM Sunday;
8:30 AM-3:30 PM Holidays
5. Complete and give the employee a **Treatment Authorization Form** (referral). Encourage the employee to go as soon as possible that same day. They may go later in the day if condition worsens. Inform them they must present the Treatment Authorization Form at the care location designated on the Treatment Authorization Form to receive treatment. *Note: If treating at Urgent Care of Kansas City, the lower portion of the Treatment Authorization is to be completed by the treating physician and must be returned to the Nurse as well as the ISD Work Comp Office after treatment. This Provider Section contains release information and the employee's Return to Work Status.*

6. **Notify the ISD Work Comp Office** immediately that the employee has been injured and to which treatment location the employee was sent.
Phone: (816) 521-5424 **Fax:** (816) 521-5677 **Email:** workcomp@isdschools.org
7. *All employee health records are considered confidential and should be handled in that manner. All employee health records will be maintained separately in a locked file and not in supervisor files. After each medical visit, the employee is to give the doctor's release/restriction note to their supervisor and to the **ISD Work Comp Office**; the nurse will also receive all forms given to the employee concerning his/her treatment. The nurse will fax the forms to, as well as, notify the **ISD Work Comp Office** by phone to confirm receipt and confer regarding restrictions, etc. If the employee was treated and released from a Hospital Emergency Room, the employee must give a copy to the nurse, principal or supervisor of the **After Care Instructions** given to the employee upon release. **Note: A copy of this document must also be given to the ISD Work Comp Office as this is the only proof that the employee can or cannot return to work following treatment.***
8. If an employee is released to work with **restricted duties** given by the treating physician, notify via phone and send a copy of the written restrictions to the **ISD Work Comp Office** as the restrictions may or may not have been sent to the **ISD Work Comp Office** from the treating physician. The **ISD Work Comp Office** will then prepare Modified Duty paperwork according to these restrictions and will forward this paperwork to the Principal/Supervisor/School Nurse/HR for the purpose of official notification of the injured worker's status and to request a formal approval signature that the work restrictions can (or cannot) be accommodated for the injured employee. The Modified Duty approval (or denial) paperwork will then be faxed to (816) 521-5677 by the school nurse, principal or supervisor. The objective of Modified Duty is to keep the employee on an assignment without loss of pay. The duties will be determined by the restrictions applicable. It is preferred that duties be related to the normal assignment. However, to accommodate the restrictions, duties may be assigned in a different area, at a different location, or on a different time schedule. Payroll/Timekeeping will monitor all stages of Workers' Compensation time.
9. **Workers' Compensation is not responsible for medical needs occurring at work unless work related.** If an employee becomes ill/injured while at work and it is not the result of an accident or injury that is work related, remind and/or assist the employee to contact his/her own health care provider.

Employee Information and Accident/Injury Procedures

The Independence School District provides Workers' Compensation statutory coverage for all employees of the District for injuries occurring out of and in the course of the employee's employment with the District.

For any claim to be processed, the employee must comply with the following requirements:

1. Report to the school nurse's office at the injury site for an initial medical evaluation, first aid treatment and referral for treatment with the completion of the **Workers' Compensation Treatment Authorization** form. Outside of the nurse hours or if employed in an area without nursing staff, the supervisor will complete the referral. Building administrator's may also complete the **Workers' Compensation Treatment Authorization** and sign the **Employee Accident/Injury Report**.
2. Work related injuries must be reported immediately to your supervisor or as soon as possible but in no more than 24 hours.
3. An **Employee Accident/Injury Report** form must be completed and signed by the employee and the school nurse or supervisor at the time the incident is reported even if no medical treatment is needed. This will be completed in the school nurse office during initial evaluation. If a nurse is not available, the supervisor or building administrator will assist.
4. All work related injuries must be treated by **ISD Employee Health Clinic** and be referred by the school nurse or supervisor. The Employee must be given a signed copy of the completed **Employee Accident/Injury Report** form as well as a signed copy of the **Workers' Compensation Treatment Authorization** form. The Employee must present both forms for treatment at the Clinic. The Clinic can triage, treat or refer most care levels of injuries. The ISD Employee Health Clinic location and hours are as follows:

ISD Employee Health Clinic	Clinic Hours:	
1516 W. Maple Ave. Independence, MO 64050 Telephone (866) 959-9355	Monday-Friday,	7:00 am – 12:00 Noon 1:00 pm – 6:00 pm
	Saturday,	8:00 am – Noon

Alternative treatment for the injured employee may be by referral only from the ISD Employee Health Clinic, ISD Nursing Staff, after hours Supervisors or the ISD Work Comp Office. Such referrals will be due to medical necessity or for treatment outside of the hours of operation for the ISD Employee Health Clinic. These alternatives are:

U. S. Healthworks, Inc.	Hours:	
19000 E. Eastland Center Ct. Independence, MO 64055 Telephone (816) 478-9299	Monday-Friday,	8:00 am – 5:00 pm
Urgent Care of Kansas City	Hours:	
4741 S. Arrowhead Drive, Suite B Independence, MO 64055 Telephone (816) 795-6000	Monday-Friday,	8:30 am – 9:00 pm
	Saturday,	8:30 am – 6:00 pm
	Sunday,	8:30 am – 5:30 pm
	Holidays	8:30 am – 3:30 pm

If an injury is a **true emergency**, you can be treated at the **Truman Medical Center Lakewood or Centerpoint Medical Center**. Limit all visits to the Emergency Room to injuries that cannot possibly wait until the next day.

5. Following each treatment, the doctor's release to work, restrictions or emergency room After Care Instructions must be submitted immediately to your supervisor and to the ISD Work Comp Office.
6. Treatment appointments and leave information:
 - a. Treatment time within work hours on the day of injury only are paid as work hours.
 - b. All appointments (including follow-ups) for Work Comp after day of injury are treated the same as personal doctor appointments for purposes of leave. For that reason, it is best to get immediate evaluation and to make all other appointments before or after work hours as much as possible.

Your failure to follow these requirements may invalidate any present or future compensation claims that arise as a result of an injury. Eligibility for medical expense and/or disability income reimbursement has strict guidelines and it is important for you that you do not jeopardize your claim.

Policy coverage provisions include a stipulated death benefit, blanket medical expense coverage, and weekly disability income reimbursement should the employee be unable to work upon doctor's orders. There is a waiting period of three (3) work days before work comp weekly disability income reimbursement begins. There is a statutory provision for lump sum payment for injuries that result in permanent or partial disabilities that might occur to employees.

The District will provide Modified Duty when possible and if prescribed by the physician. Modified Duty allows the employee to receive full wages while recovering rather than reduced Workers' Compensation disability reimbursements.

Employee Accident/Injury Report/Internal Form

OFFICE USE ONLY	
	ID#
	Dept. #
	Months
	Calendar
	Building #

Attn: Give the employee a copy of the Employee Accident/Injury Procedures.

Outside medical attention: Immediately fax this completed form to (816) 521-5677 and call the ISD Employee Work Comp Office at (816) 521-5424. Send this form and the Treatment Authorization form with the Employee to ISD Employee Health Clinic (or Treatment Authorization form only to Urgent Care of Kansas City, Truman Medical Center ER or Centerpoint ER).

First aid or no medical attention: Fax this form to (816) 521-5677 and call the ISD Employee Work Comp Office at (816) 521-5424.

EMPLOYEE INFORMATION

Employee ID#: _____ Full Name: _____
 Phone: (Home #) _____ (Work #) _____ Primary Work/Building Site: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____
 Date of Birth: _____ Marital Status: M / S / Sep / D / W Gender (M/F) _____
 Job Title: _____ Work Status: (Full/Part Time/Sub) _____

ACCIDENT/INJURY INFORMATION

Time Employee Began Work: _____ AM/PM Date of Injury: _____
 Time of Injury: _____ Check If Time Cannot Be Determined _____
 Date Employer Notified: _____ Time Notified: _____ Who Was Notified _____
 Description of What Happened: _____

 Cause of Injury: _____
 Body Part(s) Injured: (Left/Right) _____ Type of Injury: _____
 Witnesses: _____
 Did Injury Occur on Employer Premises: Y/N _____ Inside _____ Outside _____ Vehicle _____
 Injury Location Site: _____ Location at Site: _____

TREATMENT INFORMATION

Is Employee Going to Receive Medical Attention: Y/N _____ On-Site First Aid: Y/N _____
ISD Employee Health Clinic: _____ (7AM – 12:00 Noon & 1PM – 6 PM, M-F; 8AM – 12 Noon, Sat)
 U S Healthworks, Inc.: _____ (8 AM – 5 PM, M-F only)
 Urgent Care of Kansas City: _____ (8:30 AM – 9 PM, M-F; 8:30 AM – 6 PM Sat; 8:30 AM – 5:30 PM, Sun;
 8:30 AM – 3:30 PM, Holidays)
 _____ Other Provider Care Site _____
 Emergency Care: _____ Truman Medical Center Lakewood; _____ Centerpoint; _____ Other _____
Employee Signature: _____ Date: _____
Supervisor/Nurse Signature: _____ Date: _____

OFFICE USE ONLY			
Report #:	SSN#:	Wage:	
Hire Date:	Entered:	PMA Management Corp. #0839910	
		Phone: 1-888-476-2669	

Workers' Compensation Treatment Authorization

PMA# 0476127

School District: Independence School District
School Name: _____
Address: _____
School District Contact: Debby Acuff Phone Number: 816-521-5424
Fax Number: 816-521-5677

EMPLOYEE INFORMATION

Employee Name: _____
Employee Address: _____
Employee Phone Number: Home _____ Work _____
Employee SSN: _____ Employee DOB: _____
Date of Injury: _____ Injured Body Part: _____
How Did Injury Occur? _____
Sent to Location (below): _____ Date: _____
_____ ISD Employee Health Clinic: (7:00 AM – 12:00 Noon and 1:00 PM – 6:00 PM, Monday – Friday;
8:00 AM – Noon, Saturday)
_____ Urgent Care of Kansas City (Independence): (6:00 PM – 9:00 PM, Monday – Friday;
12:00 Noon – 1:00 PM, Monday – Friday;
12 Noon – 6:00 PM, Saturday;
8:30 AM – 5:30 PM, Sunday;
8:30 – 3:30 PM, Holidays)
_____ Other Provider Care Clinic Location: _____
_____ Emergency Care: Truman Medical Center Lakewood or Other: _____

Treatment Authorized By: _____
(Print Name) (Signature)

PROVIDER SECTION

Please complete information below and fax to PMA at 1-800-432-9762 and the district contact listed above.
(Note: The medical provider's standard injury status report reflecting the injured worker's return to work status can be substituted to fax the information requested below to both PMA and the district contact listed above.)

Diagnosis: _____
Treatment Recommendations: _____

Return to Work Status: Modified Duty _____ Full Duty _____

Detail Modifications below or: No Restrictions _____
No Lifting Over: _____ lbs. No Pushing/Pulling Over: _____ lbs.
Additional Modifications: _____

Follow-up Appointment: Date/Time: _____ None Needed: _____

Provider Signature: _____

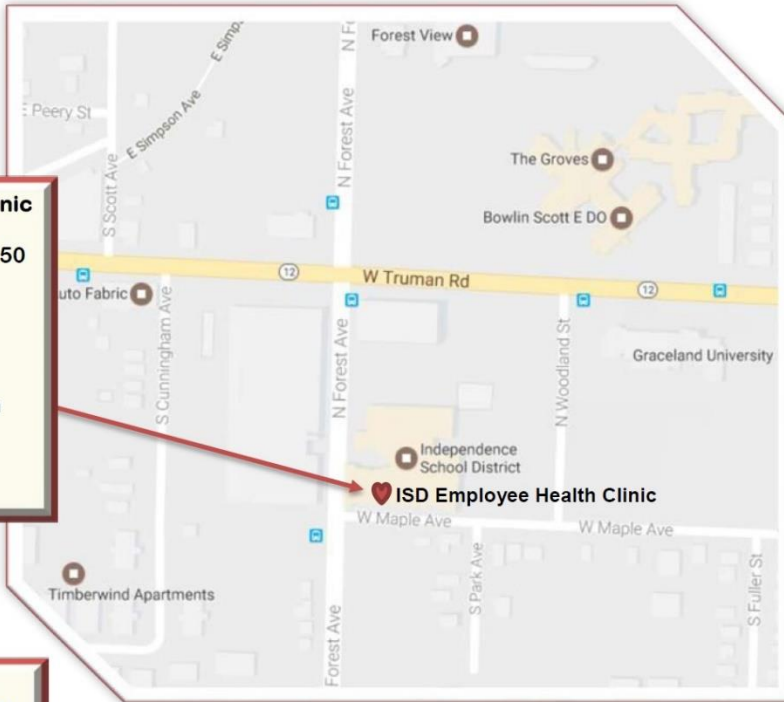
Referrals to Medical Specialists **MUST BE PREAUTHORIZED** by contacting PMA at 1-888-476-2669.

Send medical bills to: PMA Customer Service Center
P. O. Box 5231
Janesville, WI 53547-5231

**MAPS
 2018-19**

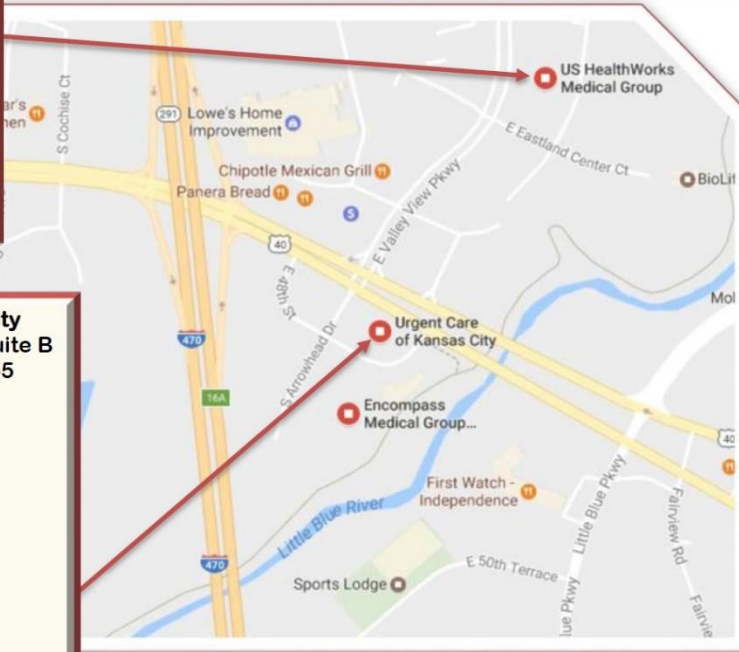
ISD Employee Health Clinic
 1516 W. Maple Ave.
 Independence, MO 64050
 (866) 959-9355
 (816) 521-5316

Hours:
 Monday – Friday
 7:00 AM – 12:00 Noon
 1:00 PM – 6:00 PM
 Saturday
 8:00 AM - Noon



U S Healthworks, Inc.
 19000 E. Eastland Ctr. Ct.
 Independence, MO 64055
 (816) 478-9299

Hours:
 Monday – Friday
 8:00 PM – 5:00 PM
 Saturday and Sunday
 Closed



Urgent Care of Kansas City
 4741 S. Arrowhead Drive, Suite B
 Independence, MO 64055
 (816) 795-6000

Hours:
 Monday – Friday
 8:30 AM – 9:00 PM
 Saturday
 8:30 Noon – 6:00 PM
 Sunday
 8:30 AM – 5:30 PM
 Holiday Hours
 8:30 AM – 3:30 PM

Emergency or After Hours

Truman Medical Center Lakewood
 7900 Lee's Summit Rd.
 Kansas City, MO 64139
 Phone: (816) 404-7000

Centerpoint Medical Center
 19600 E. 39th St.
 Independence, MO 64057
 Phone: (816) 698-7000

POLICIES AND PROCEDURES

STUDENTS

Policy 2130

Nondiscrimination and Student Rights

**(Regulation 2130)
(Form 2130)**

Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

REV. 6/11

STUDENTS

Regulation 2130
(Form 2130)

Nondiscrimination and Student Rights

Harassment

DEFINITIONS AND EXAMPLES

Sexual Harassment

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;

- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;

- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

REPORTING PROCEDURES

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated the Assistant Superintendent of Human Resources as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:
 - receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
 - oversee the investigative process;
 - be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
 - arrange for necessary training required for compliance with this Regulation; and
 - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;

- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

SCHOOL DISTRICT RESPONSE

1. Upon receipt of a report that a violation has occurred, the District will, within 48 hours, take appropriate formal or informal action to address, and where appropriate, remediate the violation. appropriate actions may include, but are not limited to, counseling,

awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by

- the Superintendent or his/her designee within 10 working days after receiving the written appeal.
5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.
 6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
 7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

RETALIATION

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

REV. 6/11

Nondiscrimination and Student Rights
Harassment Grievance Form

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Date of Alleged Incident(s): _____

Did the incident(s) involve: sexual harassment, racial harassment/discrimination, harassment/discrimination because of national origin or ethnicity, harassment/discrimination because of disability, harassment/discrimination because of sexual orientation or perceived sexual orientation (*circle all that apply*).

Name of person you believe harassed or discriminated against you or another person:

If the alleged harassment/discrimination was toward another person, identify that other person:

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur? _____

List any witnesses who were present: _____

This complaint is based upon my honest belief that _____
has harassed/discriminated against me or another person. I hereby certify that the information I
have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date Received

STUDENTS

Nondiscrimination and Student Rights

Sexual Harassment Prohibited Notice

**SEXUAL HARASSMENT PROHIBITED
NOTICE
TO ALL EMPLOYEES AND STUDENTS
REGARDING SEXUAL HARASSMENT**

The Independence School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcome sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is:

Mr. Greg Gilliam, Human Resources Supervisor
201 N. Forest Avenue
Independence, Missouri 64050
(816) 521-5300

STUDENTS

Policy 2670

Discipline

Corporal Punishment: Prohibited

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

STUDENTS

Student Welfare

Seclusion and Restraint

Purpose

Through the adoption of this policy the Board expects to:

- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, Safe Room placement, and restraint on school district property or at any school district function or event.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions and positive behavior support techniques.
- Meet the requirements of RSMo 160.263.

Definitions:

“Authorized School Personnel” means school personnel who have received annual training in:

- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally-accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual’s family,
- Appropriate use of Safe Room placement,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

“**Assistive technology device**” means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

“**Aversive behavioral interventions**” means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

“**Behavior Intervention Plan (BIP)**” means a plan developed by an IEP team for a student with a disability who displays need for specific behavior interventions for chronic patterns of problem behavior. If a disabled student’s team develops a BIP in those circumstances, the BIP becomes a part of the IEP.

“**Chemical restraint**” means the administration of a drug or medication to manage a student’s behavior that is *not* a standard treatment and dosage for the student’s medical condition.

“**Discipline**” means consequences for violating the district’s student code of conduct.

“**Emergency situation**” is one in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

“**Functional Behavior Assessment**” a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

“**IEP**” means a student’s Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

“**Law enforcement officer**” means any public servant having both the power and duty to make arrests for violations of the laws of this state.

“**Locking hardware**” means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

“**Mechanical restraint**” means a device or physical object that the student cannot easily remove that restricts a student’s freedom of movement of or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include: (1) an adaptive or protective device recommended by a physician or therapist when used as recommended; (2) safety equipment used by the general student population as intended (e.g. seat belts, safety harnesses on student transportation; or (3) assistive technology devices.

“**Physical escort**” means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

“**Physical restraint**” means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. This would include, for example, the act of preventing a student from leaving an enclosed space for safety purposes. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort, intervening in a fight, or carrying a student when developmentally appropriate to do so.

“**Positive Behavior Supports**” means comprehensive, school-wide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

“**Safe Room placement**” means the confinement of a student in an enclosed room without the use of locking hardware, with a staff member present in the room with the student. Safe Room placement also includes the confinement of a student alone in a room with a staff-engaged locking system where the student is constantly attended and supervised by school personnel through a window or other viewing device. Safe Room placement does not include supervised in-school suspension, detention, or timeout/time away used as disciplinary consequences in accordance with the district’s student discipline code.

“**School personnel**” means

- Employees of a local board of education.
 - Any person, paid or unpaid, working on school grounds in an official capacity.
 - Any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.
 - Any person working on school grounds or at a school function for another agency providing educational or related services to students.

“**Seclusion**” means the confinement of a student alone and unattended in an enclosed space from which the student is physically prevented from leaving by locking hardware. Seclusion does not include situations where a student is alone in a locked room if the student is constantly attended and supervised by school personnel through a window or other viewing device.

“**Section 504 Plan**” means a student’s individualized plan developed by the student’s Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing policy.

“**Student Support Plan**” sets forth specific behavior interventions and/or supports for a specific student who displays chronic patterns of problem behavior.

“**Time out**” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or Safe Room placement. Time out includes both of the following:

- a) Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (*e.g.*, asking the student to put his/her head down on the desk); and
- b) Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

Use of Restrictive Behavioral Interventions:

Time-Out

Nothing in this policy is intended to prohibit the use of time-out as defined in this section.

Seclusion

Seclusion as defined in this policy is strictly prohibited.

Use of Aversive Interventions

Aversive interventions will only be used in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

○ Safe Room Placement

Safe Room placement, as defined in this policy, may only be used by authorized school personnel, as defined in this policy.

At the time a student’s Individualized Education Program (IEP), Section 504 plan, BIP, or other parentally agreed-upon plan to address a student’s behavior is developed, the parent/guardian will be provided with a permission form regarding the use of the Safe Room.

If a student’s parent/guardian has not had the opportunity to sign the permission form because no IEP, Section 504 Plan, BIP, or other parentally agreed-upon plan to address a student’s behavior is in place for the student, the following procedure will take place if deemed necessary by school personnel:

- The classroom will be cleared of all other students and the student's behavior will be managed in that room, if appropriate;
- The student will be disciplined in accordance with the student discipline code;
- A parent/guardian will be notified of the need to clear the classroom due to the student's behavior and of the discipline imposed;
- A behavior team meeting will take place within five (5) school days following the incident and a BIP or other parentally agreed upon plan will be developed for the student, if necessary.

If a student's parent/guardian has signed the permission form, the Safe Room will be utilized for that student if necessary and a staff member will be present in the room with the student at all times unless one of the following escalations in conduct occurs: (1) the student becomes physically violent; (2) the student expels bodily fluids; or (3) the student begins disrobing. If any of these escalated behaviors occurs, the staff member will leave the room, utilize the staff-engaged locking system, and supervise the student through a window or other viewing device.

If a parent chooses not to give permission for his/her student to be placed in the Safe Room, the following procedure will take place if deemed necessary by school personnel:

- The student will be taken to the Recovery Room;
- The Recovery Room will be cleared of all other students;
- The student's parent/guardian will be notified of the behavior issue and will be required to pick-up the student from school;
- Law enforcement officials will be notified if an assault or other crime has occurred and charges may be pressed against the student; and
- If the parent/guardian of the student fails to pick-up the student within thirty (30) minutes of receiving notification of the behavior issue (or if the parent/guardian cannot be reached upon reasonable attempts by school personnel) and it is determined that an emergency situation exists, the student will be placed in the Safe Room.
- The parent/guardian will be responsible for any and all damage to property caused by their student during the incident.

Use of Safe Room placement requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in Safe Room placement is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.

- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is placed is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Safe Room placement shall never be used as a form of punishment or for the convenience of school personnel.

- **Physical Restraint**

Physical restraint shall only be used in one of the three circumstances below:

- In an emergency situation as defined in this policy;
- When less restrictive measures have not effectively de-escalated the situation; or
- When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon-plan to address a student's behavior.

Physical restraint shall:

- Only be used by authorized school personnel as defined in this policy.
 - Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of the physical restraint;
 - Use no more than the degree of force necessary to protect the student or other persons from imminent physical harm [or harm to property];
 - Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and
 - Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use only methods of restraint in which the person has received district approved training.
- - Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of an emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

- **Mechanical Restraint**

Mechanical restraint shall only be used as specified in a student's IEP, Section 504 plan,

BIP, or other parentally agreed-upon plan to address a student's behavior with the exception of mechanical restraints employed by law enforcement officers in school settings used in accordance with law enforcement policies, procedures, and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

Communication and Training

- **School Personnel Meeting**

Following any situation involving the use of Safe Room placement or restraint, as defined in this policy, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

- **Parental Notification**

Except as otherwise specified in a student's IEP, Section 504 plan, BIP, or other parentally agreed-upon plan to address a student's behaviors:

Following a situation involving the use of restraint or use of the Safe Room where the staff member was required to leave the room due to escalated behaviors, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident unless circumstances render it unreasonable or impossible to notify the parent or guardian by the end of the day in which case the parent or guardian shall be notified through verbal or electronic means of the incident no later than noon of the next day.

- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
 - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
 - Event(s) that led up to the incident.
 - Nature and extent of any injury to the student.
 - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

- **Staff Training**

School districts shall ensure that all school personnel are trained annually regarding the

policy and procedures involving the use of seclusion, Safe Room placement and restraint.

Students with Disabilities

The foregoing policy applies to all students. However, if the IEP or multi-disciplinary team determines that a form of restraint, Safe Room placement, or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, Safe Room placement, or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan unless otherwise provided for in this policy. Before adding the use of restraint, Safe Room placement, or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments which may include, but are not limited to, a functional behavior assessment, a review of existing data, and formal assessment observations. The plan must outline preventative techniques, de-escalation strategies, and the development of coping strategies, and the preventative techniques should support the elimination of the use of restraint, Safe Room placement, or aversive behavior intervention over time.

Reports on Use of Safe Room Placement, Restraint or Aversive Behavior Interventions

The District will maintain records documenting the use of Safe Room placement and restraint showing each of the following: when they were used, reason for use, duration of use, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Section 504 plan, Behavior Intervention Plan (BIP) or other personal safety plan when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

Applicability of this Policy

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

REV. 9/16

Policy 4120

Employment

Employment Procedures

Policy 4120 states, “Any requests for information regarding former employees must be addressed to the Human Resources office. The Superintendent or designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District will provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.”

Policy 4650

(Regulation 4650)

Performance Evaluation

Communication with Students by Electronic Media

Employee personal communication with students in all forms including oral and nonverbal must be professional and respectful and consistent with Board policy. All communications between employees and students must be consistent with a teacher-student relationship. Communication shall be deemed to be inappropriate if such communication is sexual in nature, is sexually suggestive, suggests romantic activity with student or students, occurs at an inappropriate time or place, or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees are strictly prohibited from engaging in Private Electronic Communications with students, as defined in Regulation 4650. As specified in Regulation 4650, the term “Private Electronic Communications” includes communicating with students on social networks, websites, or webpages that are not accessible to the public, e-mailing with students, and texting students. This prohibition does not preclude Private Electronic Communications between employees and their siblings and children who may be district students.

The district will provide official electronic media which may be utilized by teachers and coaches for communication with students for dissemination of school related information (i.e., homework, practice schedules, supplemental instructional material) and for collaborative tasks.

REV. 3/15

Policy 4720
Separation

Suspension or Termination: Non-Certificated Staff

Policy 4720 Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

Safe Schools Act of 1996 **(Selected excerpts and summaries)**

Several areas have been addressed by the Safe Schools Act of 1996. Amendments were added in 1997 and 2000. Items discussed below pertain to classroom and staff issues, in particular. The full Safe Schools Act is on file at Central Office and in the office of the Director of Emergency Preparedness.

1. School Discipline Policies

- School districts must establish a written discipline policy, including a district statement of district position on corporal punishment.
- Provide copy to parents and students (school handbook, district calendar, etc.).
- All employees will receive instruction in the contents and use.

2. Reporting requirements

Administrators are required to report acts of violence. These include, but are not limited to, felony acts such as murder, kidnapping, assault, forcible rape and sodomy, burglary, robbery, distribution of drugs, arson, manslaughter, felonious restraint, property damage, and possession of a weapon. The administrator must report such infractions to the superintendent and a law enforcement agency if the act, if committed by an adult, would be an assault or possession of a controlled substance or weapon.

A teacher or school employee must immediately report an assault to the principal. The employee must also report the finding of a weapon or controlled substance. (The good faith reporter will not be civilly liable for providing such information to the police.) To not report (willful neglect or refusal to report) is a crime.

3. Definition of a weapon

These items include, but are not limited to, firearms, blackjacks, explosives, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun and/or switchblade knife.

4. Penalties for possession of a weapon

The discipline policy shall provide for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that: the superintendent may modify each suspension on a case-by-case basis; and this shall not prevent the district from providing educational services in an alternative setting to a student suspended under the provisions of this section.

5. Removal of students

Immediate removal may be taken by principal, superintendent, or school board that the student poses a threat of harm to others as evidenced by poor conduct, past actions, criminal court records, or juvenile records.

6. Miscellaneous

Assault while on school property is defined and classified as a Class D felony. Drug-free school zones are within 2000 feet of public school property. Distribution of drugs near schools is a Class A felony. Crime of making a false bomb threat has been changed to a Class D felony. Crime of Making a Terroristic Threat, 574.150RSMo.2000: A person commits the crime of making a Terroristic Threat if he communicates a threat to commit a felony, makes a knowingly false report concerning the commission of any felony, or knowingly makes a false report concerning the occurrence of any catastrophe to frighten or disturb 10 or more people (Class C felony), to cause the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class C felony) or with reckless disregard of the risk of causing the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class D felony).

July 2008

Employee Discipline and Dismissal of Employees

1. If the Director of Transportation has a concern about an employee (that is job threatening), the concern shall be discussed with the employee in a timely manner, but not more than ten (10) days after the concern becomes known. Employees shall have the right to an Association representative as provided in Section 7.7. The purpose of the meeting is to determine the validity of the complaint and, if valid, resolve the complaint.
2. Employees shall not be reprimanded, disciplined, demoted, reduced in pay or terminated without a written statement of the reasons for such action. An employee may review his/her personnel file through the office of Human Resources, upon request. The employee is entitled to a copy of any documents contained in his/her file.
3. Employees may appeal any disciplinary action through the grievance procedure as outlined in Article 7.

Third Party Representation

District employees shall have the right to third party representation when asked to meet with a building level administrator and/or an immediate supervisor when/if a professional improvement plan or job threatening written reprimand is to be discussed. This provision shall not apply if the meeting is the first meeting on a particular issue called by the administrator or supervisor and the only persons in attendance are the employee and the administrator or supervisor. Any subsequent meetings on the same topic, or in which multiple administrators or supervisors are present, or a job threatening professional improvement plan (certificated) or job threatening written reprimand (support staff) is issued shall allow for employee third party representation, if requested by the employee. This representative must either be a district employee or an employee group representative.

Meetings which would allow for a third party representative must be scheduled a minimum of three (3) days in advance, unless this provision is waived by the employee. The representative may confer with the employee but shall not be a spokesperson for the employee.

All parties involved in such meetings shall conduct themselves in a professional manner.

The additional of the opportunity for third party representation at the building level does not change an employee's right under current policy to have a third party representation at meetings regarding employment issues with district level administration. This does not include actions that must be taken immediately.

Exit Procedures

In the event an employee exits from the district, the employee will need to submit a resignation letter to Human Resources. The employee will then need to schedule a time to meet with their supervisor to complete Stage 1 of an Exit Form and then call Human Resources to schedule a time to complete Stages 2 and 3. Stage 2 will be completed in Human Resources and Stage 3 will be completed in the Benefits Office.

Emergency Preparedness

Employees should make themselves aware of the location of evacuation plans should an emergency arise. Evacuation plans are posted near the door in each classroom and other common areas. These plans will include both fire and tornado routes. Some classrooms will have a red duffel bag containing first aid items. These bags should be taken with you in the case of a drill or real evacuation. In case of an emergency, employees should also note the location of the closest fire alarm activation switch. Each office has a complete Emergency Preparedness Plan notebook that each employee should take time to review.

Door Entry Procedures

The Independence School District has a School Safety regulation that requires all school doors to be locked during the school day. The goal is to ensure the safety of students and staff, while keeping unidentified strangers from gaining access to our schools. For parents, patrons, and other guests who have legitimate business in the schools, we want to be sure this process remains consistent. Staff will make visitors feel as welcome as possible by following the steps below.

- When a parent or patron approaches the door and pushes the buzzer, welcome them to the building and say, “May I help you?”
- If they are a parent, ask them for their student’s name and ask to see their photo identification.
- If they are a vendor or other visitor, ask the nature of their visit, who they are there to visit, and ask to see their identification.
- If they do not have identification with them, apologize and inform them that for safety reasons, this new district policy requires that they show state or federal photo identification to enter the building.
- Our goal is to keep out unidentified strangers. If the visitor is someone with whom you are familiar, and they have no identification in their vehicle or with them in any way you are allowed the flexibility to buzz them in. **Please go the front door and escort them to the main office in order for them to receive a visitor’s pass.** Remind them that they will need to bring their identification the next time they come to school.
- If you are not familiar with the visitor and he or she is unable to produce identification, he or she will not be allowed in the building.
- Once a visitor has reported to the office, please follow the building sign in/sign out procedures:
- (Parent) Verify parent is on the student check-out list if they wish to check their student out of school.
- (Parent) Present parent with a visitor pass labeled with their name, and direct them to the appropriate destination.
- (Volunteer) Present volunteer with an appropriate pass and direct them to appropriate location.
- (Vendor) Present vendor with a visitor pass and contact the person with whom they are wishing to speak.
- (Other) Present visitor with an appropriate pass and direct them to the location that they are seeking.

Early Education and Kids’ Safari programs:

- Parents of students enrolled in Early Education and Kids’ Safari programs can drop off and pick up their student at designated doors beginning at 6:30am until the start of the school day and then

again when school is dismissed until 6:00pm. At the time school begins parents will be required to use the main school doors.

- Staff in Early Education and Kids' Safari programs will be responsible for checking state or federal photo identification and buzzing parents in during the designated times above.

Keep in mind that some visitors will not be aware of these new procedures. Please be professional if visitors voice a concern, take the time to listen to their concern and remind them that we are taking these precautions to provide added security for our students. If you have any questions regarding these procedures, please contact Dennis Green at ext. 10035 or 816-286-3995.

A.L.I.C.E. Intruder/Active Shooter Response

In the Spring of 2014 the Independence School District adopted the A.L.I.C.E. model to an intruder/Active Shooter event. From August of 2014 to the present time, all staff in the Independence School District received training from certified instructors from the Independence Police Department. The intent of the A.L.I.C.E. model and training is to increase the survivability of staff and students should an event occur.

All staff receives annual training in A.L.I.C.E. in compliance with Senate Bill 75. This training is in the form of either a two-hour classroom/scenario training or an electronic refresher course.

Staff are encouraged to recall the training and apply it to their specific building so they will be prepared should an event occur. Staff is also encouraged to discuss the A.L.I.C.E. principles with their students and other staff members to maintain the edge and situational awareness.

Staff is also encouraged to reach out to any of the law enforcement instructors (SROs, Truancy and DARE Officers in the district) should they need assistance in setting up their classroom, encounter an unsafe condition, to practice this model or if they should have any questions regarding an intruder/active shooter event.

Substance Abuse and Alcohol Misuse Policy

Notice

THE INFORMATION CONTAINED IN THIS DOCUMENT CONTAINS, BUT IS NOT LIMITED TO, THE FOLLOWING:

- A. The name of the person who can answer questions about the contents of this document
- B. The types of drivers affected by federal drug testing regulations and this policy
- C. The safety - sensitive functions required of the driver as well as a clear definition of what part of the work day is involved
- D. The prohibitions on alcohol and drug use for drivers
- E. The requirements that testing procedures will be used and that drivers must submit to alcohol and drug testing
- F. An explanation of what happens if a driver refuses to be tested
- G. The effects of substance abuse
- H. The consequences of a positive test
- I. Information on how and where an employee can get help for a substance abuse problem

Introduction:

The Independence School District (hereinafter referred to as ISD) has a firm commitment to provide all employees with a safe and drug/alcohol-free environment. In order to accomplish this goal, ISD has implemented this policy, which will provide the necessary guidelines and procedures to augment measures taken in the past to achieve a drug/alcohol-free workplace.

Within this context, an alcohol/drug testing program, designed to help prevent accidents and injuries resulting from the misuse of alcohol, legal drugs, and use of illegal drugs will be inaugurated on the effective date of this policy. All drivers of commercial motor vehicles (CMV's) are subject to the provisions of this policy and will be alcohol and drug tested accordingly.

Applicability:

ISD employees subject to the provisions of this policy are those who hold CDL's and include, but are not limited to:

- Full time, regularly employed drivers
- Casual, intermittent or occasional drivers
- Leased drivers
- Independent, owner-operator contractors who are either directly employed by or under lease to ISD or who operate CMV's at the direction of or with the consent of ISD.

Definitions:

Many of the following defined terms are used throughout this policy and many other terms may be helpful in better understanding the alcohol/drug testing procedures.

Alcohol:

Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

Alcohol Concentration / Content:

Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test (EBT).

Alcohol Use:

Consumption of any beverage, mixture, or preparation, including medications, containing alcohol.

Breath Alcohol Technician (BAT):

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (EBT) device.

Collection Site:

A place designated by ISD where individuals present themselves to provide a urine specimen to be analyzed for the presence of drugs.

Collection Site Person:

A person who instructs and assists individuals at a collection site and who receives and makes a screening examination of the urine specimen provided by these individuals.

Commercial Motor Vehicle (CMV)

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property in the motor vehicle has a gross combination weight rating of 26,001 pounds or over, including a towed unit with a gross vehicle weight rating of over 10,000 pounds; or

- * has a gross vehicle weight rating of 26,001 pounds or over; or
- * is designed to transport 15 or more passengers (including driver); or
- * is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to be placard under the Act (49 CFR 172, subpart F).

Confirmation Test in Alcohol Testing:

A second test, following a scrounge test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration.

In Controlled Substance Testing:

A second test is to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principal from that of the screening test. Gas chromatography/mass spectrometry (GS/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines and phencyclidine (PCP).

Controlled Substances:

For the purposes of this policy, the terms “drugs” and “controlled substances” are interchangeable and have the same meaning unless otherwise specified, these terms refer to:

- marijuana (THC)
- cocaine
- opiates
- phencyclidine (PCP)
- amphetamines, including methamphetamines

Evidential Breath Testing (EBT) Device:

A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration (NHTSA) and placed on NHTSA’s Conforming Product’s List (CPL) of Evidential Breath Measurement Devices.

Medical Review Officer (MRO):

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by ISD's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test, medical history and other relevant biomedical information.

Performing (a safety-sensitive function):

A driver is considered to be performing a safety-sensitive function when he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Refusal to Submit (to an alcohol or controlled substances test):

An employee:

- * fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with federal regulations, or
- * fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement of urine testing in accordance with federal regulations, or
- * engages in conduct that clearly obstructs the testing process.

Safety-sensitive Function:

For the purposes of this policy any on-duty functions required by federal regulations, and/or ISD requirements, including but not limited to the following times and/or activities:

- * at terminal, facility, or other property, or on properties and premises owned or controlled by ISD, another school district, or on any public property, waiting to be dispatched, unless the driver is relieved from duty by ISD.
- * inspecting emergency and/or safety equipment as required by federal regulations and ISD policy, or
- * otherwise inspecting, servicing, or conditioning any commercial motor vehicle (CMV) at any time, or
- * at the driving controls of a CMV in operation, or
- * while in or upon any CMV owned or controlled by ISD during normal duty hours, or
- * supervising or assisting in loading or unloading a vehicle, attending a vehicle being loaded or unloaded, or
- * performing the driver requirements, specified by federal regulations, relating to accidents, or
- * repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Screening Test (initial test):

In alcohol testing: a procedure to determine if a driver has a prohibited concentration of alcohol in his or her system.

In controlled substances testing: a screen to eliminate "negative" urine specimens from further consideration.

Substance Abuse:

Refers to patterns of use that result in health consequences or impairment in social, psychological, and occupational functioning.

Substance Abuse Professional (SAP):

A licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor [certified by the National Association of Alcoholism and Drug Abuse Counselors (NAADAC)] with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

Prohibitions:

The Department of Transportation (DOT) defines the restrictions for the use of both alcohol and controlled substances. The Federal Highway Administration (FHWA) further defines drug/alcohol use restrictions for CMV drivers.

A. Alcohol Use

Since alcohol is a legal substance, the prohibitions for its use are closely tied to the performance of safety-sensitive functions. For those who hold a commercial drivers' license (CDL), a safety-sensitive function refers to: any time the driver is actually driving, inspecting, servicing, unloading or loading a vehicle.

Prohibitions for Alcohol:

1. A driver may not report for duty or stay on safety-sensitive duty (a) with an alcohol concentration of 0.04 or greater, (b) while in possession of alcohol, (c) if using alcohol; or, (d) within four (4) hours of using alcohol.
2. A driver who has had an accident may not use alcohol until post-accident testing is done or for a period of eight (8) hours, whichever comes first.
3. Drivers cannot refuse to submit to alcohol testing. ISD reserves the right to take disciplinary actions against any driver who refuses to be tested for alcohol

B. Controlled Substances Use

The FHWA bans the use of controlled substances by drivers. Drivers who use drugs are considered medically unqualified to driver or perform other safety-sensitive functions.

Prohibitions for controlled substances:

1. Drivers may not report for duty or stay on safety-sensitive duty while using any controlled substance. The exception to this prohibition is if a physician has prescribed the substance and has advised the driver, in writing, that it does not interfere with the ability to safely operate a motor vehicle.

2. Drivers may not report for duty or stay on safety-sensitive duty if they have tested positive for a controlled substance.
3. ISD reserves the right to require drivers to report the use of any therapeutic drugs. Also, ISD reserves the right to remove drivers from safety-sensitive duties until a physician's opinion can justify safe resumption of safety-sensitive functions.

Consequences:

A driver who has violated any of the prohibitions concerning alcohol misuse or controlled substances use, including a refusal to be tested, will be removed from any safety-sensitive function and will not be allowed to return to a safety-sensitive function with ISD until an evaluation by a Substance Abuse Professional (SAP) has been done and any recommended treatment has been completed. ISD reserves the right to take disciplinary action against a driver who violates these alcohol/drug prohibitions up to and including termination.

Anyone found to have an alcohol concentration of 0.02, but less than 0.04, will not be allowed to return to a safety-sensitive position for 24 hours, or until another alcohol test is administered with an alcohol concentration of 0.02 or less.

Required Testing:

There are five situations in which testing can be done to determine the presence of alcohol and/or drugs. Here is a brief description of each:

1. Pre-Employment Testing

Pre-Employment testing is required:

- a. before a new hire is permitted to perform any safety-sensitive function.
- b. when a person transfers into a safety-sensitive function from elsewhere in the district that is non-safety-sensitive.

2. Post-accident Testing

Post-accident testing is required following an accident where:

- a. a life is lost
- b. any passenger is injured.
- c. the driver was cited for a moving traffic violation.

NOTE: Post-accident alcohol testing should be done within two (2) hours of the accident . If it cannot be done within eight (8) hours, it should not be done.

NOTE: Drivers must submit to post-accident testing. If a driver refuses to be tested, they cannot continue on the job.

3. Random Testing

Unannounced random testing of ISD employees engaged in safety-sensitive functions will be done each year. Drivers, who are randomly selected from a pool, must be tested just before, during or immediately after performing a safety-sensitive function. Random testing is done on a percentage basis:

- a. twenty-five (25) percent of drivers must be randomly tested for alcohol during each year of the testing program.
- b. fifty (50) percent of drivers must be randomly tested for controlled substances during each year of the testing program.

NOTE: The percentage in (a) and (b) may be reduced in the future if federal regulation allow such a reduction.

4. Reasonable Suspicion

Testing can also be done if an ISD management official or supervisor has reasonable suspicion to believe that a driver's behavior or appearance may indicate alcohol or drug use. The determination to test for reasonable suspicion must be based on:

- a. the observation by a supervisor or district official who has received the training required by the alcohol and drug ruling (supervisor training).
- b. specific, clearly stated observations concerning the appearance, behavior, speech or body odors of the driver.
- c. observation made just before, during or immediately after performing a safety-sensitive function.

5. Return-to-duty and Follow-up Testing

Return-to-duty testing is required for a driver who violates this policy and/or federal requirements for continuing to perform safety-sensitive functions. The following test results are **required**:

- a. an alcohol concentration of less than 0.02
- b. a verified negative controlled substances test

Follow-up Testing is required for a driver does return to a safety-sensitive functions. The federal rules and this policy call for a minimum of *six (6) unannounced tests during the first year a person is back in a safety-sensitive position.*

Refusal to be Tested:

A refusal to be tested for alcohol or controlled substances constitutes a violation of ISD policy and will be interpreted in the same way as a positive test for alcohol or controlled substances. ISD reserves the right to take additional disciplinary actions against a driver who refuses to be tested, up to and including termination.

Alcohol Testing Procedures and Employee Safeguards

Breath Alcohol Technician (BAT-man):

A "Breath Alcohol Technician" is an individual who instructs and assists individuals in the alcohol testing process and operates an "evidentiary breath testing" device (EBT). The BAT is required to be properly trained, as follows:

1. Proficiency shall be demonstrated by successful completion of a course in instruction which, at a minimum, provides training in the principals of EBT methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol

contest; and the procedures required in this part for obtaining a breath sample, and interpreting and recording EBT results.
2. Only courses of instruction for operation of EBT's that are equivalent to the Department of Transportation (DOT) model course, as determined by the National Highway Traffic Safety Administration (NHTSA), may be used to train BAT's to proficiency.
3. The course of instruction shall provide documentation that the BAT has demonstrated competence in the operation of the specific EBT's they will use.
4. Any BAT who will perform an external calibration check of an EBT shall be trained to proficiency in conducting the check on the particular model of EBT.
5. The BAT shall receive additional training, as needed, to ensure proficiency, concerning new or additional devices or changes in technology that they will use.
6. ISD, through the company contracted to perform said tests, will establish documentation of the training and proficiency test of each BAT it uses to test ISD employees.

Evidentiary Breath Testing (EBT) Device:

EBT's used to perform alcohol tests on ISD employees are approved by the National Highway Traffic Safety Administration (NHTSA) and are placed on the "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

An EBT used for screening test of an ISD employee will be capable of printing out results and numbering each result sequentially. A log book may also be kept.

The EBT used will have a Quality Assurance Plan (QAP) developed by the manufacturer and approved by NHTSA. ISD will see that any EBT that fails a calibration check as set forth in the QAP is removed from service.

Breath Alcohol Testing Form/Log Book:

An alcohol testing form, published by the Department of Transportation (DOT) will be used to ensure the integrity of the test result, properly identify the employee with the test result, and serve as a documented record of the testing event.

The log book, if used, will become additional documentation of the testing event by providing a sequential test number, date, name of BAT, location of test, quantified test result and initials of the tested employee.

Preparation for Testing:

Alcohol testing will be conducted in a location that affords, to the greatest extent practicable, visual and aural privacy to the ISD employee being tested. The employee is required to show positive identification (picture I.D.) to the BAT and may request the BAT to also show

positive identification. The BAT must supervise only one employee's use of the EBT at a time and must not leave the testing site while the test is in progress.

Screening Test Procedure:

After the employee has been positively identified, the alcohol screening test procedure will be conducted, as follows:

1. The employee will provide the BAT with identifying information and employer information to be entered onto the Breath Alcohol Test Form. The employee will be asked to certify, by signature, that the information provided is correct. A refusal by an employee to sign the certification will be regarded as a refusal to take the test.
2. An individually-sealed mouthpiece will be opened in view of the employee and attached to the EBT.
3. The BAT will instruct the employee to blow into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained.
4. After showing the employee the quantitative alcohol concentration results, test number, testing device, serial number of the EBT, time, and date on the proper section of the Breath Alcohol Testing Form. The BAT may also record the test number, date, name of BAT, location, and quantified test result in the log book. The employee will then initial the log book.
5. Depending on whether the result is less than 0.02 or greater, the following procedures will be done:
 - a. If the result is less than 0.02, the BAT will date the form and sign the certification to the effect that all procedures were followed as required by DOT regulations. The BAT will transmit the result of less than 0.02 to an ISD

NOTE: Failure of the employee to sign the alcohol test form or initial the log book after a test has been conducted will be noted by the BAT in the remarks section of the alcohol form.

NOTE: If a test result printed by the EBT does not match the displayed result, the BAT shall note the disparity the remarks section, both BAT and employee will initial the remarks. The test result will be considered invalid and the employee and ISD will be so notified.

- a. If the result is 0.02 or greater, a confirmation test will be performed. If the confirmation test will be performed by a different BAT, the BAT who conducted the screening test will

complete and sign the form and log book entry. The BAT will give the employee a copy of the alcohol form.

Confirmation Testing Procedures:

If a different BAT is conducting the confirmation test, the new BAT will require positive identification of the employee, explain the testing procedure, and initiate a new Breath Alcohol Testing Form, requiring a repetition of information and certification by signature. In addition, the following instructions must be followed:

1. The BAT will instruct the employee not to eat, drink, or put any object or substance in his or her mouth for at least fifteen (15) minutes. The BAT will explain that the reason for these instructions is ensure against artificially high reading. The BAT will note in the “Remarks” section of the form any non-compliance with instructions.
2. The confirmation test will be conducted within twenty (20) minutes of the completion of the screening test.
3. A new mouthpiece will be opened and used for the confirmation test.
4. Before the confirmation test is administered for each employee, the BAT will ensure that the EBT registers 0.00 on an air blank. If the reading is greater than 0.00, after two attempts, that EBT will not be used for testing.

NOTE: Any EBT taken out of service because of failure to register 0.00 on an air blank will not be returned to service until an external calibration is conducted and the EBT is, once again, to be found within tolerance limits.

5. In the event that the screening and confirmation test results are not identical, the confirmation test result is to be deemed to be the final result upon which any action will be taken in compliance with federal rules or ISD authority.
6. The BAT will affix the confirmation test printout to the alcohol test form using tamper-evident tape.
7. Following completion of the test, the BAT will date and sign the form. The employer will also sign the certification statement at the designated place.

NOTE: The refusal of the employee to sign the alcohol form will not defeat the test result, but will be noted by the BAT in the “Remarks” section.

NOTE: Disparity between the displayed result and the printed result will be “noted”, signed by employee and BAT, and will be considered an invalid test.

8. The BAT will conduct an air blank. If the reading is greater than 0.00, the test is invalid.

9. The BAT will transmit all results to ISD in a confidential manner. The BAT will ensure immediate transmission to ISD of results that require ISD to prevent an employee from performing a safety-sensitive function.

10. ISD will designate one or more representatives for the purpose of receiving and handling alcohol testing results in a confidential manner. All communications by BAT's to ISD concerning the alcohol testing results of employees will be to a designated COMPANY representative.

Employee Test Information:

ISD will maintain employee test information records in a secure manner, so that disclosure of information to unauthorized persons does not occur. Employee test information will only be released as required by law or as expressly authorized. The release of employee test information is allowed in the following instances:

1. An employee will have access to any of his/her alcohol testing records upon written request.
2. ISD will allow any DOT-authorized agency access to facilities and records in connection with the Company alcohol misuse prevention program.
3. When requested, ISD will disclose post-accident testing information to the National Transportation Safety Board (NTSB) as part of an accident investigation.
4. ISD may disclose information to the employee or to a decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee.
5. ISD will release information regarding an employee's alcohol testing records as directed by the specific, written consent of the employee authorizing release of the information to an identified person.

Drug Testing Procedures and Employee Safeguards

Chain of Custody (C.O.C.):

The ISD employee drug testing program will utilize a clear and well-documented procedure for collection, shipment and accession of urine specimens from the specimen collection site to the laboratory. For this purpose, a standard drug testing chain of custody and control form (C.O.C.) will be used.

Definition of Chain of Custody (C.O.C.) :

Federal regulations defines "chain of custody" in the following way:

“Procedures to account for the integrity each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.”

The C.O.C. Form:

The drug testing custody and control form (C.O.C.) is used to document the chain of custody to the laboratory. These forms are multiple-part carbonless forms to allow for copies to be retained by the laboratory, to be shared by the MRO, the employee, and the Company

designated representatives. These forms will be maintained as a permanent record on will all necessary identifying data and the collection process are retained.

Preparation for Testing:

In addition to using a custody and control form, other safeguard procedures, in preparation of testing, include:

1. Use of clean, single use specimen bottle;
2. Use of a tamper proof seal system;
3. Use of a shipping container that can be sealed and initialed after depositing both specimen and C.O.C. documentation;
4. Written procedures and instructions for collection site person.

Written Procedures:

The written procedures for the collection site person emphasizes that the collection site person is responsible for maintaining the integrity of the specimen collection and transfer process. Only persons contracted to collect and transfer specimens shall do so. Employees of ISD will not serve as the collection site persons for testing purposes. In any case, where a collection is monitored or directly observed, the collection site person will be of the same gender as the employee/donor.

Specimen Collection: Security Procedures:

The collection site will be a secure location, closed to allow for maximum privacy. Security procedures require restricted access to collection materials and specimens. No unauthorized personnel will be permitted access to the collection site. No one other than the collection site person may handle specimens prior to their being placed securely in the mailing container. To minimize the chance of error, the collection site person will collect only one specimen at any given time. The collection procedure for each specimen is completed when the urine bottle has been sealed and initialed, the custody and control form has been executed, and the employee has departed the collection site.

Laboratory Analysis:

In compliance with the FHWA/DOT drug testing regulations, ISD will only authorize laboratories certified by the Department of Health and Human Services (DHHS) to be used for the analysis of urine specimens for the ISD drug testing program. Certified laboratories, so utilized by ISD, will take security measure to ensure accurate identification of each specimen. Internal chain-of-custody forms will be used at all times to track each specimen from the time it is received to the time it is destroyed.

NOTE: See Appendix A for more information on initial screening and confirmation testing.

Reporting of Results:

The certified laboratory, chosen by ISD to analyze urine specimens of covered employees, will report the test results directly to the company's designated Medical Review Officer (MRO). Both positive and negative results will be reported in a secure and confidential manner, and never verbally. The report, as certified by the responsible laboratory individual, will indicate the drug/metabolites tested for, whether the results are positive or negative, the specimen number assigned by ISD and the drug testing laboratory identification number. Only specimens confirmed by GC/MS testing as positive are

reported as positive. The laboratory will also transmit to the MRO the original or certified copy of the chain-of-custody and control form and will identify the individual at the laboratory responsible for the day-to-day management of the laboratory process.

Review of Results / MRO:

The Medical Review Officer (MRO), designated by ISD to review drug test results, will be a fully licensed physician and possess a knowledge of drug abuse disorders. It is the primary responsibility of the MRO to review and interpret positive results obtained from the laboratory. The MRO will assess and determine whether alternate medical explanations could account for the positive test results. To accomplish this task, the MRO may conduct medical interviews of the individual, review the individual's medical history and review any other relevant biomedical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications. The MRO will not consider any drug test results that arise from urine collection or analysis which do not comport with FHWA/DOT regulations. The MRO will give the individual testing positive an opportunity to discuss the test results prior to making a final decision. After the final decision is made, the MRO will notify Independence School District.

Testing of Split Sample:

The MRO will notify each employee who has a confirmed positive test that the employee has seventy-two (72) hours in which to request a test of the split specimen. If the employee makes such request, the MRO will direct, in writing, the laboratory to provide the split specimen to another certified laboratory for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test and report cancellation and the reason for it to the DOT, ISD, and the employee.

MRO Unable to Contact Employee:

If ISD's designated MRO, after making and documenting all reasonable efforts is unable to contact a tested employee, the MRO will contact a designated management official of ISD to arrange for the individual to contact the MRO prior to going on duty. The MRO may verify a positive test without having communicated with the employee about the results of the test if:

1. The driver expressly declines the opportunity to discuss the results of the test, or
2. Within five (5) days after a documented contact by a designated management official of ISD instructing the employee to contact MRO, the employee has not done so.

Referral, Evaluation, and Treatment:

The FHWA/DOT drug testing rules, following the Omnibus Act of 1991, require drivers be provided with an opportunity for alcohol or drug abuse treatment. The rules, however, do not require that the employer pay for rehabilitation or hold a job open for a driver.

Specifically, the alcohol and drug ruling requires:

1. That the drivers who violate alcohol or drug prohibitions be advised of the resources available to evaluate and resolve the problem.
2. That the driver be evaluated by a substance abuse professional (SAP) to determine what assistance is necessary.

3. That before returning to safety-sensitive duties a driver must:

- a. produce a return-to-duty alcohol test of 0.02 alcohol concentration or less (if violation was alcohol related); or produce a verified negative return-to-duty controlled substances test (if violation was drug related).
- b. if assistance was recommended, the driver must be evaluated by a Substance Abuse Professional (SAP) to determine if treatment recommendations were followed.
- c. be subject to a minimum of six (6) unannounced follow-up tests within the first year back to work.

NOTE: Follow-up testing can be done for up to five (5) years after return to work.

Appendix A

Every specimen is required to undergo an initial screen followed by confirmation of all positive screen results. This screen-confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine.

Federal drug testing rules require the use of immunoassay in the initial screening process. The following table shows the initial cutoff levels that are to be used by the laboratory when screening specimens to determine whether they are negative.

Initial Test

level	Initial test (ng/ml)
Marijuana metabolites (THC)	50
Cocaine metabolites	300
Opiate metabolites	300
Phencyclidine	25
Amphetamines.....	1000

All specimens identified on the initial screen must be confirmed by gas chromatography/mass spectrometry (GS/MS) at the cut-off levels shown in the next table. All confirmations must be quantitative in their analysis, which means that the specific, scientific level of drug contained in the collected specimen must be known.

Confirmatory Test

	Test level
Marijuana metabolites	15
Cocaine metabolites	150
Opiates metabolites:	
Codeine.....	300
Morphine	300
Phencyclidine	25
Amphetamine metabolites:	
Amphetamine	500
Methamphetamine.....	500

Appendix B

Keith Henry, Director of Transportation, is designated by Independence School District to be available to all drivers for the purpose of answering any questions about ISD’s Substance Abuse and Alcohol Misuse Policy, including information about the availability of materials on substance abuse and alcohol misuse.

Appendix C

Educational materials about the effects of substance abuse, including alcohol, are available to all ISD drivers at the following locations:

1. Independence School District
900 South Powell Road
Independence, MO 64056
2. Independence School District
201 North Forest Avenue
Independence, MO 64050

Telephone: 1 (816) - 521-5335 and 521-5300

Appendix D

Help for Substance Abuse Problems

Employees who want help with a substance abuse problem (self or other) can begin the helping process by calling the following telephone numbers:

- * **1-800-878-9078**

Acknowledgment

By my signature, I (print) _____ hereby acknowledge that I have received a copy of the School District’s Substance Abuse and Alcohol Misuse Policy. I also understand the policy prohibitions and consequences of policy violation. I understand that ISD requires employee alcohol and drug testing as a condition of employment and the consequences of failing an alcohol or drug test or refusing to be tested.

I further agree to cooperate and abide by the requirements and conditions of ISD’s Substance Abuse and Alcohol Misuse Policy and understand that failure to do so could be grounds for my termination.

Employee signature

Date

District Official

Date

The foregoing acknowledgment is to be kept on file after the employee has received a copy of the policy and signed the acknowledgment. Signatures of all current employees in safety-sensitive positions must be secured before testing begins in 1997. This acknowledgment is a condition of any future employees of ISD.

GENERAL DISTRICT INFORMATION

School Information 2018-2019

ELEMENTARY SCHOOLS

SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Benton	Leslie Hochsprung	Karen Wilson	429 S Leslie St	Indep	MO	64050	521.5390
Blackburn	Christine Lamb	Kris McNeill	17302 R.D. Mize Rd	Indep	MO	64057	521.5395
Bryant	Brian Duffie	Heather Nordsieck	827 W College St	Indep	MO	64050	521.5400
Fairmount	Jeff Anger	Darlene McDaniel	120 N Cedar Ave	Indep	MO	64053	521.5405
Glendale	Todd Siebert	Brooke Masters	2611 Lees Summit Rd	Indep	MO	64055	521.5510
Korte	Ron Alburtus	Tabitha Mabie	2437-2731 S Hardy Ave	Indep	MO	64052	521.5430
Little Blue	Joe Armin	Jennifer Lane	2020 Quail Drive	Indep	MO	64057	521.5480
Luff	Melissa Carver	Dawn Howe	3700 S Delaware Ave	Indep	MO	64055	521.5415
Mallinson	Sarah Brown	Tina Giammalva	709 N Forest Ave	Sugar Creek	MO	64054	521.5530
Mill Creek	Lindsey Miller	Betty Maday	2601 N Liberty St	Indep	MO	64050	521.5420
Ott	Ronnee Laughlin	Deb Koepke	1525 N Noland Rd	Indep	MO	64050	521.5435
Procter	Amy Hawley	Paula McKinney	1403 W Linden Ave	Indep	MO	64052	521.5440
Randall	Bobby McCutcheon	Debbie Bryant	509 Jennings Rd	Indep	MO	64056	521.5445
Santa Fe Trail	Gib Rito	Angela Ordean	1301 S Windsor St	Indep	MO	64055	521.5450
Southern	Gwenn Tauveli	Michelle Polston	4300 S Phelps Rd	Indep	MO	64055	521.5475
Spring Branch	Aaron Kirchhoff	Sheree Etzenhouser	20404 E Truman Rd	Indep	MO	64056	521.5455
Sugar Creek	Shellie Dumas	Stephanie Spiers	11424 Gill St	Sugar Creek	MO	64054	521.5460
Sycamore Hills	Amber Miller	Connie Daoust	15208 E 39th St	Indep	MO	64055	521.5465
Three Trails	Kevin Lathrom	Angie Zaner	11801 E 32nd St S	Indep	MO	64052	521.5470
Hanthorn	Amy Cox	Susan Hunter	1511 S Kings Hwy	Indep	MO	64055	521.5485
Sunshine Center	Amanda Spight	Wendi Jones	18400 E Salisbury	Indep	MO	64056	521.5526

MIDDLE SCHOOLS

SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Bingham	Brett Playter	Teresa Roberts	1716 S Speck Rd	Indep	MO	64057	521.5490
Bridger	Jeff Williams	Marla Trahern	18200 E M-78 Highway	Indep	MO	64057	521.5375
Nowlin	Cristin Nowak	Susan Still	2800 Hardy Ave	Indep	MO	64052	521.5380
Pioneer Ridge	Michael Estes	Elaina Baker	1656 S Speck Rd	Indep	MO	64057	521.5385

HIGH SCHOOLS

SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Chrisman	Michael Becker	Monica Sullivan	1223 N Noland Rd	Indep	MO	64050	521.5355
Indep Academy	Rebecca Bressman	Lisa Coil	606 W Mechanic Ave	Indep	MO	64055	521.5505
Truman	Ronda Scott	April Claphan	3301 S Noland Rd	Indep	MO	64055	521.5350
Van Horn	Justin Woods	Lori Jonas	1109 S Arlington Ave	Indep	MO	64053	521.5360
Technology	Todd Theen	Sara Williams	201 N Forest Ave	Indep	MO	64050	521.5320

School Start/Dismissal Times 2018-2019

	<u>Unload</u>	<u>Starting</u>	<u>Dismissal</u>	<u>Leave</u>
<u>Tier 1 Routes</u>			Wed	Wed
Truman, Van Horn, William Chrisman	6:50/7:00 AM	7:20 AM	2:23 PM 1:50 PM	2:29 PM 1:56 PM
Bridger	7:00 AM	7:20 AM	2:23 PM	2:29 PM
Independence Academy HS	7:15 AM	7:20 AM	2:04 PM 1:31 PM	2:09 PM 1:36 PM

<u>Tier 2 Routes</u>				
Bingham, Nowlin, Pioneer, Benton, Procter, Randall, Santa Fe	7:55 AM	8:15 AM	3:18 PM	3:24 PM

<u>Tier 3 Routes</u>				
Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore, Three Trails	8:40 AM	9:00 AM	4:03 PM	4:09 PM
Sugar Creek	8:45 AM	9:05 AM	4:08 PM	4:14 PM

Day Treatment, LTS		7:25 AM	2:00 PM	2:05 PM
Early Ed		7:30 AM 12:30 PM	11:00 AM 4:00 PM	

Operation Procedures - Inclement Weather 2018-2019

When it becomes necessary to suspend or delay pupil attendance due to weather conditions, radio and TV stations will be notified. This information may also be obtained by dialing **521-5305** and information will be posted on the District Website – <http://www.isdschools.org>.

Phase I: Delayed Start

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will report for duty on a 2 hour delayed schedule.
2. All ten, eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable.
3. Unless notified, **the Child and Family Learning Centers (Kids' Safari and Early Education) will operate on the regular schedule at their Home School Locations.**
4. Part day Head Start classes **will not meet** on these days.

Phase 2: Pupil Attendance is Canceled

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will not report for duty when pupil attendance is suspended due to weather conditions. (The calendar will be amended and makeup days will be substituted at a later date.) **Early Education staff will follow the calendar provided to them at the beginning of the school year and are expected to report to snow day sites.**
2. All ten (excluding elementary secretaries), eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable after the morning rush hour.
3. Unless notified, **the Child and Family Learning Centers (Kids' Safari, Latitude and Early Education) will be open, but at Full Day Combined Site Locations.**

Phase 3: Extreme Weather Conditions

1. During extreme weather conditions, when street crews are unable to open streets, all employees other than emergency staff will be notified to remain at home. The Director of Facilities will contact the head custodians, who will be responsible for contacting other custodians in his/her building.
2. Unless notified, **the Child and Family Learning Centers (Kids' Safari, Latitude and Early Education) will be open, but at Full Day Combined Site Locations.** The Child and Family Learning Centers will close if conditions warrant. The public will be notified through regular media channels.

Absences due to weather will not qualify for any authorized leave provisions currently in effect.

2018-2019 School District Calendar

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3	3	4	5	6	7	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	23	24	25	26	27
30	31				27	28	29	30	31						29	30	31		
Student Attendance 12					Student Attendance 18					Student Attendance 21									
Teacher Contract 16					Teacher Contract 19					Teacher Contract 23									
										end of 1st qtr Oct 12									
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4					1
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	31					28	29	30	31		25	26	27	28	
Student Attendance 19					Student Attendance 15					Student Attendance 19					Student Attendance 18				
Teacher Contract 19					Teacher Contract 15					Teacher Contract 21					Teacher Contract 19				
					end of 1st semester Dec 21														
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	29	30				27	28	29	30	31					
Student Attendance 15					Student Attendance 20					Student Attendance 16									
Teacher Contract 16					Teacher Contract 21					Teacher Contract 16									
end of 3rd qtr March 8										Anticipated Final Student attend May 22									

<p> Non-Student Attendance/Non-Contract</p> <p> Non-Student Attendance/Professional Development</p> <p> First/Last Day of School</p>	<p> Non-Student Attendance/Contract Day</p> <p> Parent Conference Week</p>
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ELEMENTARY/SECONDARY

First Quarter	40
Second Quarter	45
Third Quarter	43
Fourth Quarter	45
	173

TEACHER CONTRACT DAYS

First Quarter	45
Second Quarter	47
Third Quarter	46
Fourth Quarter	47
	185

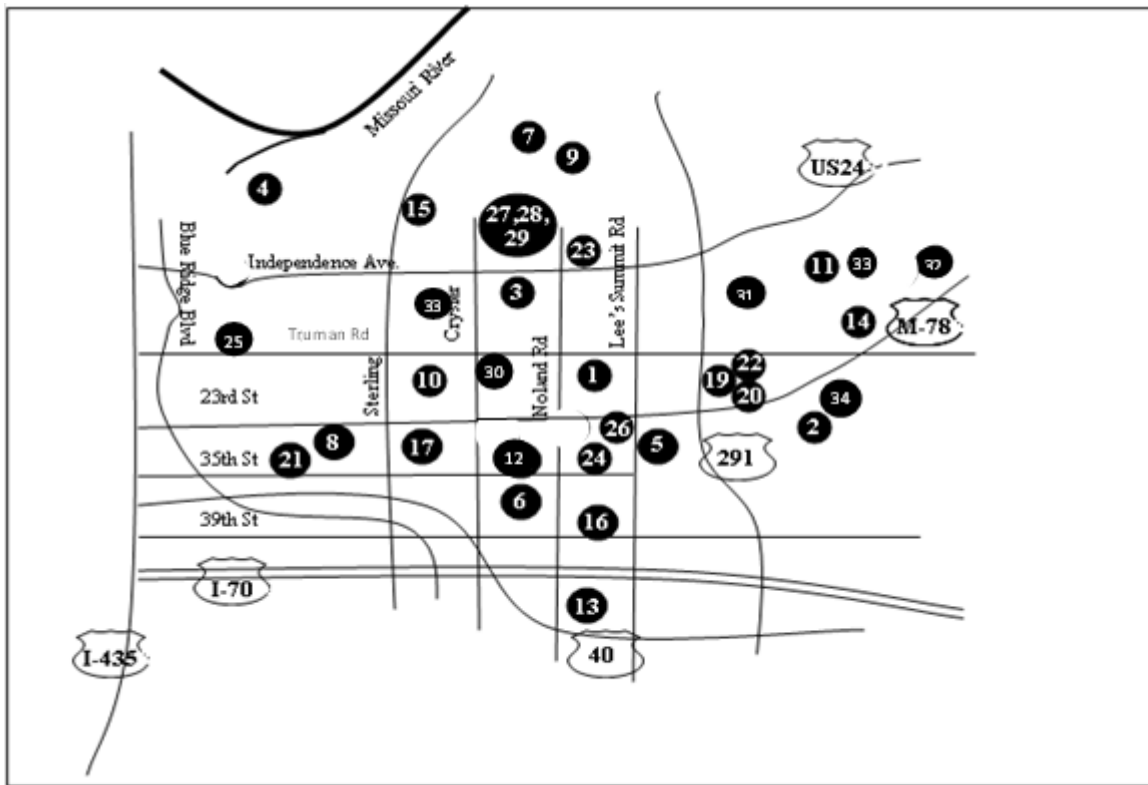
All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Student Evaluation Schedule

First Quarter (Grades K-8)	August 16, 2018 through October 12, 2018
End of First Semester	December 21, 2018
Third Quarter (Grades K-8)	January 3, 2019 through March 08, 2019
End of Second Semester	May 22, 2019

HR 04/23/2018

Map of the School District of Independence



ELEMENTARY SCHOOLS

MAP#	SCHOOL	ADDRESS
1	Benton	429 S Leslie St
2	Blackburn	17302 R.D. Mize Rd
3	Bryant	827 W College St
4	Fairmont	120 N Cedar Ave
5	Glendale	2611 Lees Summit Rd
6	Luff	3700 S Delaware Ave
7	Mill Creek	2601 N Liberty St
8	Korte	2437-2731 S Hardy Ave
9	Ott	1525 N Noland Rd
10	Procter	1403 W Linden Ave
11	Randall	509 Jennings Rd
12	Santa Fe Trail	1301 S Windsor St
13	Southern	4300 S Phelps Rd
14	Spring Branch	20404 E Truman Rd
15	Sugar Creek	11424 Gill St
16	Sycamore Hills	15208 E 39th St
17	Three Trails	11801 E 32nd St S
26	Hanthorn	1511 S Kings Hwy
33	Sunshine	18400 E Salisbury Rd
34	Little Blue	2020 Quail Dr
35	Mallinson	709 N Forest Ave

MIDDLE SCHOOLS

MAP#	SCHOOL	ADDRESS
19	Bingham	1716 S Speck Rd
20	Bridger	18200 E M-78 Highway
21	Nowlin	2800 Hardy Ave
22	Pioneer Ridge	1656 S Speck Rd

HIGH SCHOOLS

MAP#	SCHOOL	ADDRESS
23	Chrisman	1223 N Noland Rd
24	Truman	3310 S Noland Rd
25	Van Horn	1109 S Arlington Ave

ALTERNATIVE SCHOOLS

MAP#	SCHOOL	ADDRESS
27	Indep. Aca. Day Trmt	606 W Mechanic Ave
28	Indep Safe Ctr	606 W Mechanic Ave
29	Indep Academy	606 W Mechanic Ave

SUPPORT SERVICES

MAP#	SCHOOL	ADDRESS
30	Central Office/IREC	201 N Forest Ave
30	Facilities	201 N Forest Ave
30	Technology	201 N Forest Ave
31	Nutrition Services	1400 W Geo Space Dr
32	Transportation	900 S Powell Rd

The School District of Independence does not discriminate on the basis of race, creed, sex, origin, or disability

Title IX

As set forth in the Regulations for Title IX of the Education amendments of 1972 and according to the policies of the School District of Independence, Missouri, “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

Policy 1310 Civil Rights, Title IX, Section 504 and Regulation 1310 may be accessed on the district website.

Inquiries regarding compliance with Civil Rights, Title IX, and Section 504 should be directed to the Human Resources Supervisor, Greg Gilliam, 201 N. Forest Avenue, Independence, Missouri 64050, telephone (816)521-5300, or to the Office for Civil Rights, Department of Education, Washington, D.C.

**“Education is a social process. Education is growth.
Education is not a preparation for life; education is life itself.”**

- John Dewey