

# **Cape Cod Collaborative**

**2010**

## **Transportation Handbook**

# FORWARD

This employee handbook is intended to provide information about Cape Cod Collaborative current policies that pertain to drivers and monitors transporting school children to and from educational services. You are responsible for knowing the contents of the handbook. These policies and this handbook, however, may be changed at any time by the Board of Directors and are not intended to establish contractual rights.

All transportation employment appointments are for one year only, or the remaining part of the year. These policies and this handbook however, may be changed at any time by the Board of Directors and are not intended to establish contractual rights.

This handbook **cannot** cover every circumstance or event that may occur through a school year. **YOU** are an integral part of the handbook. **YOUR** training, knowledge, skills, expertise, professionalism and good old fashion common sense will enable you to make appropriate decisions while on the road. All decisions are based on **SAFETY** for the children in your care.

# INTRODUCTION

**WELCOME** to the transportation division of the Cape Cod Collaborative. It is the mission of this division to provide safe and efficient transportation as directed by school districts. **Our daily goal is to ensure the transportation we provide is dependable, courteous, timely and safe.**

**CAPE COD COLLABORATIVE** is a non-profit entity created by the Massachusetts Legislature at the request of its member school districts to provide a wide range of educational services. Below is a list of members:

<b>Barnstable</b>	<b>Bourne</b>
<b>Brewster</b>	<b>Cape Cod Technical H.S.</b>
<b>Chatham</b>	<b>Dennis-Yarmouth Regional</b>
<b>Eastham</b>	<b>Falmouth</b>
<b>Harwich</b>	<b>Mashpee</b>
<b>Martha's Vineyard</b>	<b>Nantucket</b>
<b>Nauset Regional</b>	<b>Orleans</b>
<b>Provincetown</b>	<b>Sandwich</b>
<b>Truro</b>	<b>Upper Cape Cod RTS</b>
<b>Wareham</b>	<b>Wellfleet</b>

# Collaborative Organization

The **BOARD OF DIRECTORS** is composed of appointed individuals from each member district's school committee. The Board is responsible for hiring the Executive Director and has the overall responsibility of establishing and approving all aspects of the Cape Cod Collaborative services.

The **EXECUTIVE DIRECTOR** (hereafter referred to as the "Director") is responsible to the Board of Directors. The Director is responsible for the overall day-to-day operation of the Collaborative activities. These include, but are not limited to, hiring staff, budgets, establishing policy, and working with Cape & Islands Superintendents, Business Managers and Directors of Special Education.

The **CENTRAL OFFICE STAFF** is supervised by the Executive Director. This staff is comprised of the Director of Summer Programs, Transportation Manager, Medicaid staff, Business Manager, Bookkeeper, and Administrative Assistant.

The **EDUCATION STAFF** is supervised by the Executive Director and is comprised of Program Directors, Teachers, Teacher Assistants, Nurses, Occupational Therapists, Physical Therapists, Speech Pathologists and consultants.

The **TRANSPORTATION DIVISION** is comprised of the Transportation Manager who is supervised by the Executive Director. The Transportation Manager supervises the drivers, monitors, dispatcher and clerical staff.

## The Collaborative Central Office and Transportation Office are Located at:

Cape Cod Collaborative Administrative Offices  
(Formerly Otis Memorial Elementary)  
5500 Curtis Boulevard  
Otis ANGB, MA 02542

Central Office Telephone: **508-564-5099**  
Transportation Telephone: **508-564-5206**  
Cell **774-930-0198**  
WEB Site [www.cccollaborative.org](http://www.cccollaborative.org)

<b>The Transportation Office:</b>	Office Hours	8:00 AM to 4:00 PM
	Telephone number	<b>508-564-5206</b> (direct line)
	FAX	<b>508-564-5749</b>

**Nantucket Supervisor – Linda Carpenter 508-332-0890**

The Transportation Manager and/or the Dispatcher can be reached by phone from 8:00 AM to 4:00 PM.

The Transportation line is monitored 24 hrs, 7 days a week.

## EMPLOYMENT STATUS

School bus drivers and bus monitors are an **“AT WILL EMPLOYEE”** who serve at the pleasure of the Cape Cod Collaborative Board of Directors. After the 30 day Probationary Period (described below), and subject to their continued acceptable performance, Drivers and Monitors are hired for one school year at a time. A school year is defined in this handbook as September to June. Unless a driver or monitor receives an individual appointment letter indicating that he/she will be re-employed in the following school year, there is no guarantee of re-employment in the following school year.

**Employment of school bus drivers and school bus monitors during the summer months is entirely separate from employment during the school year. Unless a school bus driver or school bus monitor receives a letter of employment for the summer months, there is no expectation of employment during the summer months.**

Although decisions to terminate a driver or a monitor during the school year will be made by the Board of Directors, the Executive Director may discipline or suspend any employee. Summer staff are hired and terminated by the Executive Director.

All new Drivers and Monitors are subject to a 30 Day Probationary Period during which time they can be dismissed by the Transportation Manager, if in her/his judgment, performance is substandard or could jeopardize student safety.

## THE ROLE OF THE SCHOOL BUS DRIVER AND MONITOR

The School Bus Driver and Monitor's responsibilities are of equal importance of those of any person in the school educational system. You are completely responsible for the well being of your students while transporting them to and from school. The daily transportation of a child is an important part of his/her education day and is an extension of the classroom and should be a safe and pleasant environment.

## TRANSPORTATION OF DRUGS AND OTHER MEDICINE

Drivers and monitors **ARE NOT TO TRANSPORT DRUGS OR OTHER PRESCRIPTIONS OR OVER THE COUNTER DRUGS** of a student to or from the school. Advise parents that Cape Cod Collaborative drivers and monitors are prohibited from accepting drugs or other medicines for transport and that they must given directly to the classroom teacher. The parent/guardian must arrange with the classroom teacher for delivery or transfer of these items. Over the counter drugs are considered in this category.

## CAPE COD COLLABORATIVE RULES AND REGULATIONS

Drivers and Monitors **ARE NOT TO ACCEPT DRUGS, OTHER PRESCRIPTIONS OR OVER THE COUNTER DRUGS**, from the classroom teacher or any other school representative, to transport home.

**This DRUG, OTHER PRESCRIPTIONS OR OVER THE COUNTER DRUG TRANSPORT POLICY** is a basic policy of the Cape Cod Collaborative and **shall not be violated.**

1. All employees will follow the **Confidentiality Law** (see page 12).

2. Cell Phone use is Prohibited except in the case of an Emergency as defined in **Motor vehicles and Traffic Laws of Massachusetts C. 90 (17)**
3. Everyone in the vehicle, school bus drivers, monitors and students will **USE THE VEHICLE SEAT RESTRAINT SYSTEM.**
4. State law requires Collaborative vehicles to be **smoke free** environment. Smoking or other tobacco use is not allowed on Collaborative vehicles. The Driver, any other person, or student **IS PROHIBITED FROM SMOKING OR THE USE OF OTHER FORMS OF TOBACCO WHEN STUDENTS ARE ON BOARD OR WHEN THERE IS NOT STUDENTS ON BOARD.** The violation of this rule may result in a day or more suspension.
5. Unless specified for specific reasons, children are not allowed to eat or drink while in the vehicle. The Collaborative staff will not offer food or drink to children. **The Collaborative staff will not eat or drink** when children are in the vehicle. There will be **no open containers of beverages of any kind** in the vehicle when transporting children.
6. Drivers **will not** stop at convenience stores or other retail establishment's en-route with students on board.
7. **Vehicles will not be refueled when students are on board – No Exceptions.**
8. No student is to be left alone in the vehicle at any time. (A driver may leave the school bus driver's position to assist a student on or off the vehicle).
9. **The DRIVER MUST REMOVE THE IGNITION KEY, PLACE VEHICLE TRANSMISSION INTO PARK AND APPLY THE PARKING BRAKE WHEN NOT IN THE DRIVER'S SEAT.**
10. Unless otherwise notified by the dispatcher, **a responsible person must be home to accept a STUDENT. A STUDENT SHALL NOT** be dropped off at his/her home when a responsible adult or other (sibling) person is not present to accept the student unless directed otherwise by the Transportation Office,
11. **Changes to routes are NOT permitted unless approved through the Transportation Office.**
12. When a parent/guardian asks that a child to be dropped off at a sitter, parent's place of work or other relative or friend, please advise the parent/guardian to contact the Collaborative Transportation Office with their request. The child's home school district and/or the Transportation Office may **ONLY** approve any route changes.
13. Collaborative policy is for everyone to be courteous and helpful to all parents, children, and staff at all schools, at all times. Drivers shall be "road courteous" to all other motorists.
14. All motor vehicle traffic violations, parking tickets, or other charges in the operation of the Collaborative vehicles are the driver's responsibility. The driver will notify the Transportation Manager of any citation issued for a motor vehicle violation. The driver must pay all fines immediately or other disposition that may be appropriate including such a court appearance before the proper authorities. Failure to do so will result in disciplinary action by the Collaborative. The driver shall be disciplined, suspended, or dismissed as of a result of a citation and/or being found guilty after a court appearance for a motor vehicle violation
15. Vehicles that are reported in violation of Massachusetts Motor Vehicle Law, and have been properly identified and in the location of reported violation, that driver may be subjected to immediate suspension and/or dismissal after thorough review and investigation.
16. You are required to report immediately any suspension or revocation of your drivers license in Massachusetts or any other state and/or your CDL or School Bus Driver endorsement in Massachusetts or any other state. A driver is subject to immediate dismissal if this requirement is violated.
17. The teacher normally pays charges for parking or tolls required for a field trip. Any charges are incurred by the driver please submit receipts for reimbursement.

18. Unauthorized persons are **NOT** permitted transportation in our vehicles. Prior consent from the Transportation Office is required to transport anyone other than those assigned to the route. This includes parents, guardians, or other persons either employed or not in the employment of the Collaborative.
19. The personal use of a Collaborative vehicle is not permitted. Contact the Transportation Office for any use of the vehicle other than that of the assigned route. Unauthorized use may result in disciplinary action by the Collaborative.
20. Personal appearance and attire is important. You represent not only yourself, but also the Cape Cod Collaborative and your peers. (Short shorts, muscle tee shirts, tee shirts of questionable fit or that display questionable images or language are **NOT ACCEPTABLE** and will not be tolerated.)
21. Vehicles that are parked at Lyle School will be the responsibility of individual drivers to come and get. The driver is responsible for completing daily circle check and reporting any damage to the vehicle.
22. All CDL drivers are required to perform a minimum of (8) hours of training with a CDL instructor per calendar year as required by Law.
23. Speeding violations – any Employee who has been determined to be speeding, will face the following action(s).
  - 1<sup>st</sup> Violation – Employee will be issued a warning and a letter to employee file
  - 2<sup>nd</sup> Violation – Suspended without pay – retrained by driving instructor.
  - 3<sup>rd</sup> Violation – Employee will be TERMINATED.

\*\* Please Note: Due to the individual circumstances and determination of the Transportation Manager drivers maybe suspended or terminated immediately

## **ALCOHOL AND DRUG POLICY**

### **General**

This section applies to all employees of the Cape Cod Collaborative (CCC) whether or not they are also subject to the requirements of the Omnibus Transportation Employee Testing Act of 1991.

The CCC has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the CCC has established this policy regarding drug and alcohol use or abuse. Quite simply, our goal is to establish and maintain a work environment that is free from the effects of alcohol and drug use.

While the CCC has no intention of intruding into the private lives of its employees, the CCC does expect employees to report for work in condition to perform their duties. The CCC recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have an impact on the work place and on our ability to accomplish our goal of an alcohol and drug-free environment. All of the employees of CCC are employees at will and thus may be terminated for any reason at any time.

### **Section I**

1. **THE USE, SALE OR POSSESSION OF ALCOHOL, NARCOTICS, DRUGS OR CONTROLLED SUBSTANCES WHILE ON THE JOB ON OR OFF THE PROPERTY OR ON THE PROPERTY OF A MEMBER DISTRICT IS AN OFFENSE WARRANTING DISCHARGE FROM EMPLOYMENT.**
2. Employees who are under the influence of alcohol, narcotics, drugs or controlled substances, either on the job or when reporting for work, or who possess or consume alcohol or drugs during work hours, have the potential for interfering with their own, as well as their co-workers', safe and efficient job performance. Consistent with existing Cape Cod Collaborative practices, such conditions will be cause for termination of employment.

3. Off-the-job drug use or activity which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, students, the public, or Cape Cod Collaborative property or equipment will be cause for termination of employment.
4. Employees who are involved with off-the-job drug use or activity shall be considered in violation of this policy and may be terminated from employment.
5. Some of the drugs which are illegal under federal, state or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and/or depressants not prescribed for current personal treatment by a licensed physician.
6. Employees are expected to follow any directions of their health care provider concerning prescription medications, and must immediately notify their supervisor if any prescription drug is likely to have an impact on job performance. In addition, notification must be given at the time of any testing or screening as to any drugs or medicine being taken.
7. Any employee, while on the property of Cape Cod Collaborative or a member district, or during that employee's work shift, including without limitation all breaks and meal periods, who consumes or uses, or is found to have in his or her personal possession, in his or her locker or desk or other such repository, alcohol or drugs, will be suspended immediately pending further investigation. If use or possession is substantiated, the employee may be discharged.
8. If an employee chooses to notify the Cape Cod Collaborative or request assistance from the Cape Cod Collaborative regarding an alcohol or drug problem, that notice or request will not jeopardize his or her continued employment, provided the employee stops any and all involvement with the substance being abused and maintains adequate job performance.

## **SECTION II: Alcohol and Drug Testing**

As noted below, portions of this section apply to all employees, other portions apply to all drivers, and other portions apply only to drivers operating under a COMMERCIAL DRIVER'S LICENSE ("CDL"). The testing of such CDL drivers is required by the Omnibus Transportation Employee Testing Act of 1991.

### **TYPES OF TESTS THAT WILL BE ADMINISTERED:**

- 1) Pre-Employment Testing for Controlled Substances and Alcohol. The successful applicant for initial employment in the Cape Cod Collaborative (i.e., not limited to drivers), **as well as any employee who moves into a position as a driver, will be subject to testing. All applicants who test positive for either drugs or alcohol will not be offered employment with the Cape Cod Collaborative.**
- 2) Post-Accident. All CDL drivers shall be tested after accidents when there has been a citation for a moving violation, or when there has been a fatality even if the driver is not cited for a moving traffic violation, or when there has been bodily injury to any person who as a result of the injury is administered medical treatment away from the accident scene, or if one of the vehicles in the accident is disabled and not drivable. Test for alcohol use shall usually be conducted within two (2) hours, but in no case more than eight (8) hours after the accident. Tests for controlled substances shall be performed as soon as practicable but in no case more than 32 hours after the accident. Employees must refrain from all alcohol and controlled substance use until the test(s) has been completed.
  - a) Employees are obligated to cooperate in such testing or they will be deemed to have refused the test. It is the employee's responsibility to make him/herself available for testing. Generally, the employee will be accompanied to/from the testing site by a Collaborative employee/supervisor. DOT regulations permit employers to use blood, breath, or urine test results that have been obtained by federal, state or local officers having independent authority to perform the tests in order to satisfy testing requirements.
- 3) Reasonable Suspicion. An employee (i.e., not limited to drivers) may be tested when a supervisor or manager observes behavior, speech, appearance, or odor that leads to a reasonable suspicion that the employee has violated this drug and alcohol policy.



- 4) Random. All drivers (i.e., not limited to CDL drivers) shall be tested for the use of alcohol and controlled substances on a random, unannounced basis just before, during or after performance of safety sensitive functions. Each year, the number of random alcohol tests conducted by the CCC will equal at least 25% of all the covered employees, and random drug tests conducted by the CCC will equal at least 50% of all covered employees.

## **CONDUCTING TESTS**

All tests will be conducted through a facility that has been certified by the U.S. Department of Health and Human Services ("DHHS") and in compliance with the regulations that have been promulgated by the U.S. Department of Transportation (DOT). Any refusal to participate in any of the types of alcohol and/or drug tests authorized in this policy will be treated as indicative of a positive result. If there is any evidence that an employee has tampered with a sample, such conduct shall be treated as a refusal to participate in testing for purposes of imposing discipline.

1. Alcohol. An employee is tested for alcohol consumption using an evidential breath-testing (EBT) device. DOT regulations require two tests, a screening and a confirmation test. If the initial screening test has a result of less than .02 alcohol concentrations, then the test is considered negative. If the employee's result reveals a concentration greater than .02, a confirmation test will be performed. An employee's refusal to sign the breath alcohol testing form, perform the test, or otherwise fail to cooperate shall be deemed a refusal to test. In addition, blood alcohol testing can be used in reasonable suspicion and post accident testing when an employee cannot provide adequate breath or an EBT device is not available.
2. Drug. Drug testing is conducted by analyzing a driver's urine specimen, and must be conducted through a U.S. Department of Health and Human Services certified facility. Specimen collection procedures and chain of custody requirements ensure that the specimen's security; proper identification and integrity are not compromised. DOT rules require a split specimen procedure. Each urine specimen is subdivided into two bottles, labeled as "primary" and "split". Both bottles are sent to the laboratory. Initially, only the primary specimen is opened and used for the urinalysis. The split specimen remains sealed at the laboratory. If the analysis of the primary specimen confirms the presence of an illegal controlled substance, the driver has 72 hours to request that the split specimen be sent to another DHHS certified laboratory for analysis. Testing is conducted using a two-stage process. First, a screening test is performed. If the test is positive for one or more of the drugs, a confirmation test is performed for each identified drug. Sophisticated testing requirements ensure that over-the-counter medications or preparations are not reported as positive results. All drug tests are reviewed and interpreted by a physician designated as Medical Review Officer (MRO) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO will contact the driver and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen. For all the drugs listed above, except PCP, there are some limited, legitimate medical uses that may explain a positive test result. If MRO determines that the drug use is legitimate, the test will be reported to the CCC as a negative result.

## **CONSEQUENCES OF A Negative Dilute ALCOHOL/DRUG TEST RESULT**

Employees whose test results in a Negative Dilute will automatically result in a retest.

## **CONSEQUENCES OF A POSITIVE ALCOHOL/DRUG TEST RESULT**

Employees (i.e., not limited to drivers) who tests positive for alcohol or drug use may be terminated.

## **INFORMATION**

**All current and new employees will receive a copy of this policy (which may be part of the Employee Handbook) and must sign a Confirmation of Receipt.**

## **PRE-EMPLOYMENT REFERENCES**

1. The CCC must obtain and review the following information from each employer that a prospective CDL driver worked for, in a safety sensitive position, during the previous two years: information about test in which the employee's blood alcohol was 0.04 or greater; information about a positive drug test; and any information about any refusal to participate in the alcohol and drug testing program.
2. The prospective CDL employee must provide the former employer with a written release allowing the release of this information or he/she may not be hired.
3. The CCC must provide the same information to subsequent employers of current Collaborative employees when provided with a written release.

## **QUESTIONS**

Questions about this policy should be referred to the Collaborative Director.

**EMPLOYEE CONVICTION/DISPOSITION REPORT**

**BY LAW, THIS REPORT MUST BE FILED WITH THE COLLABORATIVE DIRECTOR NO LATER THAN FIVE DAYS FOLLOWING ANY CONVICTION (INCLUDING PLEAS OF GUILTY, NOLO CONTENDERE, OR ANY OTHER DISPOSITION WHICH DOES NOT RESULT IN ACQUITTAL, OF VIOLATING A CRIMINAL DRUG STATUTE ARISING FROM WORK-PLACE CONDUCT. FAILURE TO SO REPORT TO THE COLLABORATIVE DIRECTOR WITHIN FIVE DAYS MAKE YOU LIABLE TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**

**EMPLOYEE NAME:** \_\_\_\_\_

**PROGRAM:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **DATE HIRED:** \_\_\_\_\_

**I hereby report that I was convicted of, or plead guilty to nolo contendere to, the following violation of a criminal drug statute arising from work-place conduct. (Describe violation, when and where it happened):**

**This conviction/disposition was entered in the following court at the date shown:**

**COURT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**I understand that within thirty (30) days of today's date, the Cape Cod Collaborative. must either discipline me, including the possibility of terminating me, or refer me for participation in an authorized drug abuse assistance or rehabilitation program. If the CCC chooses to refer me to a program, I must satisfactorily take part in the program to continue with my employment in the Collaborative. My preference in action:**

**DISCIPLINARY ACTION      DRUG ABUSE ASSISTANCE OF  
REHABILITATION PROGRAM**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# TRANSPORTATION IS TRULY AN EXTENSION OF THE CLASSROOM

The Special Needs School Bus driver or monitor is likely to encounter a pupil that has diverse and wide-ranging disability affecting some aspect of their physical functioning, learning ability, judgment and decision-making skills, visual and hearing acuity, or other abilities. A positive attitude on the part of the school bus driver and monitor is one of the most crucial factors in making the student feel at ease. Drivers and monitors must also realize their involvement will be a part of the student's successful educational experience.

## CONFIDENTIALITY OF STUDENT INFORMATION

It is the Collaborative policy **DO NOT DISCUSS** and **DO NOT OFFER ANY INFORMATION about any problem or condition** of a student with anyone **other than the parent and/or guardian** and the classroom **teacher or teacher's aide**. Certain circumstances allow for communication of a child's behavior or medical condition between the school transportation staff and the school staff. If any person should ask you questions about another student in your vehicle, please direct that person to call the Transportation Office. This is the Commonwealth of Massachusetts law.

When discussing with a parent or school staff the behavior or medical condition of a particular child, make sure there are no other, children or unauthorized adults within hearing distance. Remember the old adage "loose lips sink ships."

Do not allow unauthorized personnel to handle, or look in, the **VEHICLE NOTEBOOK**. Confidential information is contained in the notebook.

**The "STUDENT'S TEACHER TO PARENT COMMUNICATION LOG BOOK" IS CONFIDENTIAL AND SHALL NOT BE READ BY UNAUTHORIZED PERSONS INCLUDING DRIVER'S AND MONITORS.**

As a driver or monitor, you may have suspicion of child abuse. You are what is termed a "first reporter", if you have any concerns a child may be suffering from child abuse, or see signs of child abuse, report in person to the Transportation Office immediately.

## EMERGENCIES AND SUDDEN ILLNESS OF CHILDREN

If an emergency occurs, call **BASE** on the 2-way radio. If there is an emergency being dealt with on the radio, all other drivers should keep off the air unless necessary. All drivers in the area should be ready to assist if directed to do so by the Dispatcher. If you have a cell phone, telephone your Transportation Supervisor immediately. If you cannot contact the office, **dial \*77 and the State Police will respond.**

**CALL 9-1-1 ON A CELLULAR TELEPHONE AND BE PREPARED TO KNOW EXACTLY YOUR LOCATION.** THE 9-1-1 CELLULAR CALL is answered in the Massachusetts State Police central office and the cellular phone call will not give your location. You can also proceed to the closest hospital, fire station or police station for help. The transportation office cannot provide all the possible emergency locations. The Driver-Monitor should make it a part of their information to note these emergency centers in your **VEHICLE NOTEBOOK**.

Each emergency is different. Notify the Dispatcher. Several options may be appropriate. Call **BASE**, and if you are closer to the child's home, proceed in that direction. If you are closer to the school, proceed in that direction. **Do not worry about other children you have yet to pick up or drop off.** While you are driving, the Dispatcher will be making phone calls to assist you. If you feel it is necessary, proceed to the closest hospital, fire station, or police station and the Dispatcher will notify the police and/or medical services.

It is imperative you remain calm and think clearly. While you may be alone dealing with the situation, you will be

getting help from many sources.

If a child gets ill on the way to school and the school asks you to return the child home, have the school or transportation office call the child's home **BEFORE you return to the child's home** to make sure a responsible person is home to receive the child.

**The role of the driver and/or monitor does not include entering the child's residence. It may be necessary to go to the door of the residence to get a student or to ascertain if the student is safely in the house. DO NOT ENTER THE RESIDENCE. DO NOT PROVIDE ANY FURTHER ASSISTANCE.**

### **Some suggestions for helping you to work effectively with parents and classroom personnel.**

1. The driver is the adult in charge of the vehicle. The monitor will assist the driver, observe and help the student(s). In addition, advise the driver of any pertinent information concerning the student(s).
2. You must be **consistent** with your time of pick-up
3. If you get "waved-on", call and advise the Dispatcher.
4. **Set the ground rules with your students the first day and you will have fewer problems throughout the school year.** Be firm, but also be polite. Be respectful and you get respect in return. Sometimes this is "difficult learning process for students". Do not be too hard or too soft.
5. Remember, all motorists will be observing your actions on the road. Obey all traffic rules.
6. You will be asked from time to time to complete a form giving your mileage and times at all stops. This should only have to be done once unless your route changes.
7. Because of the nature of our work, the routes are always rearranged and "tweaked" to provide the safest and most cost efficient transportation. You must be flexible and ready for changes to your route. Your input concerning your route, or route changes, shall be asked for and welcomed.
8. **DO NOT** do any "favors" for the parents by agreeing to drop off a child at a location other than what is specified on the route sheet. The parent/guardian **MUST** request all route change requests through the school district or the Transportation Office. The Transportation Manager or Dispatcher will advise you of any route changes.

### **DAILY SAFETY CIRCLE CHECK**

Drivers are to perform a daily safety circle check **BEFORE the start of their workday.** The circle check form is to be completed with each item correctly checked off that applies to your vehicle. If you know something is wrong with your vehicle that makes the vehicle unsafe to operate, contact your supervisor immediately.

If you are assigned another vehicle during the same workday, you must complete a **CIRCLE CHECK on each vehicle.** The **CIRCLE CHECK will be completed again** even though a previous driver has completed a prior CIRCLE CHECK.

Completed circle check forms are to be turned in to your supervisor with your weekly time sheets. If you have **ANY** questions as to how to do a circle check, or how to complete the form, please ask. **DO NOT** just draw a line down through all the blocks. You must check each box appropriately.

If a Massachusetts RMV Inspector or State Trooper stops you and your **CIRCLE CHECK BOOK** is not **CORRECTLY COMPLETED YOU** are liable for a summons and fine.

Some items to complete your Daily Circle Check:

- Make sure the fire extinguisher is PRESSURE GAUGE IS IN THE GREEN.
- Make sure the FIRST AID KIT is full and has the necessary contents.
- If you use your BODY FLUID CLEAN UP KIT, replace it.
- You should know how to set up and where the proper placement of EMERGENCY REFLECTORS should be in case your vehicle is disabled.
- Check tire for proper inflation, especially remember the inside dual tire.

**Failure to properly conduct daily circle checks may be grounds for suspension/termination.**

In addition, you are to check the levels of the motor oil, transmission fluid, and radiator coolant and windshield washer fluid.

## **MECHANICAL BREAK DOWN OR EMERGENCY STOPPING.**

There are occasions that you must stop along your route because of mechanical failure or student emergencies, such as, child seizures, illness and student misbehavior. First, try to pick a place where your vehicle is out of the flow of traffic, I.E. Park your vehicle on a grassy shoulder of a highway or in a driveway of a business or residence. Try to get off the roadway. Turn on the FOUR-WAY FLASHERS; call the Transportation Office and advise them of your situation then proceed to handle the emergency.

## **VEHICLE ROUTE NOTEBOOK**

At the start of each year, the driver of each route will be provided with a **VEHICLE ROUTE NOTEBOOK.** This book will contain confidential information and must be protected at all times. The notebook will contain items such as:

- **Route Description**
- **Student Information**
- **Medical Information**
- **Emergency Phone Numbers**

You remember to take the vehicle route notebook with you if you use a spare vehicle or are assigned a different vehicle.

Please keep the information up to date and notify the Transportation supervisor of any changes. The Transportation supervisor will then provide you with a up-dates print out with the revised information.

At the end of the school year, please return the notebook to the Transportation Supervisor.

## **ROUTES**

**At the start of the school year, you will be provided with a print out of your route with pick-up times, school time and dismissal times and other route information. This information will include the number of hours of pay for the route. Do a dry run of the route to familiarize yourself with the roads, houses and school(s). If you have any questions about the route, please contact Transportation Office. Route changes are not allowed without the Transportation Manager's Authorization.**

You will be provided with the student's names, addresses, telephone numbers, parent's names, parents work numbers, cellular telephone numbers and any other student pertinent information. This is **confidential information.** Parents will receive from the office information advising them the pick-up and drop off times and pertinent transportation information concerning their child. Telephone the parents to introduce yourself and review the approximate time you will be there for pick-up and drop-off. **Do not give out your personal cell phone or telephone number.**

## CAR SEATS

Many Cape Cod Collaborative children must be transported in approved car seats. The parent/guardian will provide the car seat that meets **Federal Safety Standards**. The Car Seat manufacturer must display this CERTIFICATION TAG on the care seat. Look for the certification label. The transportation office must approve all car seats supplied by parents/guardians.

Children under forty pounds must be in a car seat. Pupils over forty pounds may have to be transported in a car seat adapted for the larger and heavier child. All car seats **MUST** be properly secured in the vehicle **BEFORE** the child is secured in the car seat. Place the vehicle seat belt through the proper restraining brackets of the seat. It is best to place your hand on the seat and then tighten the seat belt adjustment.

Properly securing the car seat takes time. Make sure you have the vehicle in a safe area away from traffic.

## WHEEL CHAIRS

Wheel Chair students must have utmost care for transportation. The student should have a harness or other restraint device to retain them in their chairs. The wheel chair student should have the monitor or driver at their wheel chair when raising or lower the student on the W/C bus lift. The W/C lift may have a safety belt that will be in place to operate the lift. The wheel chair parking brake should be placed in the locked position. All bus W/C lift platforms have a wheel chair roll-off guard and this guard must be in the up position when operating the lift.

The bus monitor and/or the driver will closely monitor electric wheel chairs that are operated by the student. Students usually have very good control of their electric wheel chair and need little assistance other than being near-by to provide help and guidance.

Wheel Chairs should be placed in the same position everyday so that the tie-down straps are readily available and adjustable for the particular chair. Tie-down the rear of the chair first, pulling the adjustable belts as tight as possible. The front restraining straps should be tightened next pulling the chair forward and holding the wheel chair firmly to the floor. Crossing the restraining belts often helps to hold the wheel chair more firmly to the floor of the bus. Never attach the restraining belt to the wheel of the chair but rather to the frame of the wheel chair. When finished the non-electric and electric wheel chair should have no movement side to side nor front to rear. The properly secure wheel chair student a seat belt and shoulder belt be provided and properly secured.

## SAFE LOADING AREAS

The driver will provide a safe area for loading and off-loading students. Avoid stopping on the roadway if your vehicle can enter the student's driveway. Wheel chair loading and unloading requires an adequate space to the right on the vehicle and consideration should be given to using level ground. The driver and/or monitor are to assist those children that require assistance to enter or leave the vehicle. If the driver is alone, remember to remove the keys from the ignition switch before assisting a student on or off the vehicle. Do not rush. Make sure the child leaves the vehicle with everything he/she brought in the vehicle (book bags, clothing, etc.)

**The role of the driver and/or monitor does not include entering the child's residence. It may be necessary to go to the door of the residence to get a student or to ascertain if the student is safely in the house. Do not provide any further assistance.**

## BUSINESS 2-WAY RADIO COURTESY

**All Collaborative vehicles are equipped with a business-band 2-way radio that allows for group communications.**

The radio system is for business use only. Please respect the protocol for business only. Yes, there are times

when humor may be appropriate but please refrain from chit- chat.

When making a call; key the microphone, wait 2-3 seconds, listen for the BEEP then begin your transmission by giving the station you are calling to first, then your route number or identify yourself; hold the microphone approximately 6" from your mouth and speak clearly into the microphone using a normal tone of voice; at the end of your transmission release the microphone key and wait for a reply. Example: "BASE. THIS IS ROUTE 1," or, "ROUTE 1 THIS IS ROUTE 14." Give the other person a chance to answer your call.

- Keep your transmissions short. A few short transmissions are better than one long one.
- Keep in mind that everything you say is being heard by many different people. You never know who is listening. Vulgarity will not be tolerated.
- Do not allow students to use the microphone or play with the 2-way radio.
- The 2-way radio is one of the most important tools we have. Do not abuse it.
- Some conversations are better said over the telephone or in person than over the radio.
- Remember CONFIDENTIALITY is not secure over the 2-way radio.

## YEARLY MASSACHUSETTS SAFETY AND EMISSION VEHICLE INSPECTIONS

**REMEMBER EVERY** vehicle must have a Massachusetts RMV yearly safety and emissions check. This sticker is on the lower right of the windshield. Make sure you know the expiration date. This is part of the daily inspection and is your responsibility.

### School Buses:

In addition to the YEARLY MASSACHUSETTS SAFETY AND EMISSION VEHICLE INSPECTIONS, school buses undergo **three (3) yearly** inspections. The first inspection shall be completed in the months of August or September, the second in the months of December or January, and the third months of April or May. Your bus should be ready for an inspection every day! You will be advised in ample time to prepare, to make small repairs or adjustments and have your vehicle ready for either inspection. The State Trooper School Bus Inspector may ask to review your daily inspection record and your driver's license, CDL and DTE school endorsement. A yearly state inspection for safety and emissions is also required.

## VEHICLE CARE

Take pride in your vehicle; how it looks is a reflection on you. Your vehicle should be ready to pass an inspection everyday. Keep a clean vehicle inside and remove accumulations of dirt on the windows inside and outside. Do not keep a large supply of windshield washer fluid or oil in your vehicle. Try to have a supply of plastic gloves, a body fluid clean kit, paper towels and tissues on hand.

Be aware when your vehicle is due for the regular oil change; yearly state inspection; and school bus inspection. You know your vehicle; any odd sounds may be an indicator of a pending mechanical problem. Notify your supervisor immediately!

Keep a spare set of keys in your house. If you put a "hide-a-key" outside on your vehicle, let the Transportation Supervisor know where you put it.

The newer vehicles have a security door locking system and you should lock your vehicle when parking in a questionable area.

**BEFORE** shutting off your vehicle, make sure to turn **OFF** all accessories (wipers, radio, fans, etc). This makes it easier when you start it the next morning. **DO NOT** leave windshield wipers on when you turn off your vehicle. If freezing weather hits and the wipers are on they will not move when starting the vehicle again you may damage the wipers and/or the wiper motor.

If snowy or icy weather occurs overnight or over the weekend, do not attempt to clear off snow or ice until the



vehicle is warmed up. Do this by starting the vehicle, then turn on the **DEFROST**, put the **FAN** on **MED-HIGH** and the temperature to **WARM**. This will allow the windshield to warm up and prevent it from cracking while the interior of the vehicle starts to warm up. This will also help loosen the ice/snow of the side windows. Clear all ice and snow from windows before starting on your route.

When you park your vehicle for the night, or in between runs, back your vehicle in to the parking space. This allows for access to the motor if the vehicle will not start, or the vehicle has to be towed. **During cold weather, do not use the parking brake (emergency brake)** on overnight. It may freeze and prevent the vehicle from moving. You should keep the gas tank as close to full as possible. The vehicle will not collect moisture from condensation from the inside of the fuel tank.

## **SCHOOL CALENDAR / SNOW CANCELLATION**

The Collaborative transportation system follows the school calendar(s) of the school district where the child(s) classroom is located. It is most likely that the children you transport live in one district and attend a school in different district. Your **Vehicle Route Notebook** should have the school calendar(s) for the school(s) on your route. Contact the Transportation Supervisor if you are missing a calendar, or if a student is added to your route during the year and you do not have a calendar for that school. Familiarize yourself with the calendar(s); you are responsible to know when half (1/2) days occur and if you need help from the Transportation supervisor to do a part of your route due to time conflicts..

The transportation rules for **SNOW DAY CANCELLATIONS** ARE:

- **IF** school is closed in the district where the school is located, the Collaborative will not transport to that school.
- **IF** school is closed in the hometown district where the child lives, the Collaborative will not transport children from that town.
- **IF** both the school district and the hometown district are OPEN, but School District in towns in between are closed, the Collaborative will either do a delayed pick-up or the Collaborative will not transport.

School closings will be posted on the Collaborative website: [www.cccollaborative.org](http://www.cccollaborative.org)

The following radio stations carry local school closings:

**WKJP 104.7 FM WQRC 99.9 FM WCOD 106.1 FM WXTK 95.1 FM**  
**WWKJ 101.1 FM WCIB 102 FM WFCC 107.5 FM**

The major TV stations in Boston, **WBZ channel 4** and **WCVB channel 5** are good reference to watch as they list the school closings off-Cape that may affect your route.

The major TV stations in Rhode Island, **WLNE channel 6** and **WJAR channel 10**, are also helpful in determining school closings.

Fall and/or Winter inclement weather days when it is possible/probable that school(s) may close, it is the Collaborative policy for the driver to contact the Dispatcher on duty at (508) 564-5206 or call on the vehicle radio **BEFORE** starting the route to verify if in fact a school is open or has a delayed opening.

## **MOTOR VEHICLE ACCIDENTS or STUDENT / EMPLOYEE INCIDENTS And INSURANCE CLAIMS**

No matter how small you may think the ACCIDENT or INCIDENT, notify the Transportation Supervisor immediately. Do not leave the scene unless directed to do so by the Transportation Supervisor. The seriousness of the ACCIDENT OR INCIDENT will dictate how deal with each situation.

If possible, the following steps are to be taken when you are involved in an **accident**:

## **1. Notify the Transportation Supervisor immediately.**

2. Ascertain if there are any injuries. Students who are not able to convey information of their injuries need special attention. In addition, a sudden stop or other violent motion of the vehicle could cause injury to a fragile student. Every student on board and staff must be Cleared by their Physician or EMT staff on site.
3. Keep calm. Assess the situation. Provide the information to the Dispatcher slowly.
4. The Transportation Supervisor will notify the local police or state police and if necessary rescue personnel.
5. If necessary, evacuate the children from the vehicle to a safe location. **Remove the students only** from the vehicle if there is a **dire emergency**; e.g. such as potential fire, being struck again by other vehicles or danger of the vehicle moving and causing further injury.
6. Get all necessary information from the operator(s) of the other vehicle(s). This will be the driver's name and license number; phone number(s), owner's name and address, the insurance company of the other person's vehicle(s). Indicate if there is any damage to property other than other motor vehicles such as building, sign or other structures.
7. Report to the Transportation Supervisor in person as soon as possible after the accident to complete necessary paperwork. Accident forms are in the vehicle notebook.
8. Depending on the severity of the accident (i.e., injury or death to another person), a drug/alcohol test is required within 8 hours by the D.O.T. compliance program and the Cape Cod Collaborative, which is a **Drug Free Workplace**.
9. The driver involved in an accident that has been determined to be at fault will be given a written warning by the Transportation Manager, which will include specific concerns and necessary corrective action. Corrective action could also include suspension or dismissal.
10. The corrective action will be determined by the seriousness of the accident. When the driver has an at-fault accident the driver may be placed on paid leave or suspension without pay until the Executive Director reviews all the specific details to determine if disciplinary action should be taken. Such action could include but is not limited to, **additional unpaid training**; unpaid leave, removal from the route or dismissal. Any citations issued to the driver shall be the responsibility of the driver.
11. **Must** report any bus damage, no matter how small immediately to Transportation Supervisor.

## **INJURY CAUSING INCIDENTS**

### **Vehicle Related or Not Vehicle Related Accident Involving a Student or Employee**

The action(s) of avoiding an accident or the motion of the vehicle crossing over a rough road surface or striking a curb or other roadway obstruction may cause injury to a student or employee. A student may cause injury to himself or herself or other students or/and monitor or driver. These incidents are to be reported as soon as possible, preferably in written form.

These and other actions that cause injury or concerns on or off the school vehicle must be reported to the Dispatcher immediately. A written report may be required by the Collaborative Workmen's Compensation reports must be made with-in 24 hours.

# Insurance Reports and Insurance Investigations

The accident investigation may require that additional driver accident/incident report(s) be given to our insurance company representative. The insurance company(s) involved may attempt to call or visit you at your home. **DO NOT** answer any inquires or respond to any questions. Insurance companies are known to fraudulently identify themselves as a representing party to the accident. **The insurance company(s) shall only make investigations and reports by appointments through the Transportation Office.**

## Wages/Benefits

### DRIVER:

The hourly wage rate is based on the Collaborative driver/monitor pay scale. The Transportation Supervisor will determine the number of hours for your route. Your route will include 15 minutes per day for the daily circle check. The Transportation Manager must approve any changes as to the number of pay hours per day.

### MONITOR:

The hourly wage rate is based on the Collaborative driver/monitor pay scale. The Transportation Office will determine the number of hours for your route. The time will be determined from when you meet the bus until you are let off the bus. You are to meet the bus at a prearranged location.

The hourly wage rate is determined by the Transportation office for non-route time (examples: classroom training; mandatory meetings; maintenance) and is currently \$ 8.76 per hour .

## DRIVER & MONITOR HEALTH, DENTAL, LIFE, INSURANCE BENEFIT INFORMATION

To be eligible for medical, dental, life insurance and retirement benefits, you must be on a fixed scheduled route for 24 hours or more per week prior to December 31st. Any questions concerning benefits should be made to the Business Manager at (508) 564-5099 Ext. 13.

## PAYROLL TIME SHEETS

The work schedule is based on one-week periods, Sunday through Saturday.

Driver's will be assigned a GPS phone system, it will be the responsibility of the driver to operate the GPS phone based on instructions and training that is provided by the transportation Office Before the start of the school year or upon your hire date. The GPS records actual driving time and locations of the bus at all times. At the end of the workweek the calculated hours are computer printed and received in the payroll office. Oil changes and meeting, and field trips must be submitted separately weekly by paper time to the transportation office by the end of the workweek by the Employee.

Meetings, Maintenance **time sheets** must arrive in the Transportation office on Friday following the close of the pay week by 5:00pm. They may be faxed to 508-564-5749. mailed or hand delivered. Under No Circumstances will hours be taken over the telephone.

If during the workweek you work as a driver and a monitor, you **must** clearly mark next to the total hours for that day a **D** for driver wage or an **M** for monitor wage. If you have any questions concerning your time sheet, please contact the Transportation Office.

## PAY OPTIONS

**Employees have two (2) options to receive their paycheck (paystub);**

1. **Direct Deposit – Pay deposited into your bank account on Friday for the previous work week. Your check stub is posted on the Harpers Payroll online website [payentry.com](http://payentry.com) call the Business Office for a User ID and Password. (if you do not have internet access your stub will be mailed).**

2. **Check (mailed or picked up in the Transportation Office) – Generally we will try to get your check in the mail by Thursday afternoon for delivery on Friday, but there is no guarantee that the Post Office will deliver it next day. Allow three or four days for delivery.**

It is the employee's responsibility to choose an option and notify the Business Office.

**Direct deposit is the preferable method of payment to employees.**

**\*\*The Collaborative is not responsible for bank of vendor fees related to the late posting of checks. It is the employee's responsibility to insure that funds are available prior to issuing checks from their personal account(s).**

PLEASE NOTE: If an employee chooses to have her/his pay check mailed and the paycheck is lost in the mail, it is the Collaborative policy to wait **10 working days** before issuing a new paycheck.

Any changes or corrections to payroll, call Business Office at 508 564 5099 x33

## **TIME OFF FROM WORK**

Historically the Cape Cod Collaborative drivers and monitors have an **excellent** attendance record. Those who have gone before you, you, and your peers have set attendance standards that are appreciated by the children you transport, their parents, school staff, and of course the Collaborative transportation staff.

Please try to fit personal appointments into the hours of the day that you are not working. Most appointments can be made well in advance with a little planning. Check your school(s) calendar(s) to make sure the time of your appointment does not interrupt your workday. A little planning helps you and the Dispatcher.

When making plans that may require a deposit, or non-refundable deposit to confirm reservation, check your school(s) calendar(s) to make sure there is no school on that day(s). For any non-emergency time off from work when school is in session, please submit a completed **REQUEST FOR TIME OFF** form to the Dispatcher **at least two weeks** in advance of the day(s) being requested. All approval/denial of requests for non-emergency time off are based on availability of spare drivers/monitors to cover your time off. All requests are reviewed on the first-come-first-served basis. **An employee out sick must call the transportation office by 12:00 P.M. on the day prior to his/her return to work to let the Transportation Supervisor know they can return to work. Any employee out longer than 2 days must provide a Doctor's note to return to work.**

Time off for emergencies is dealt with when the emergency occurs.

The taking of unauthorized leave creates major problems for the Collaborative and can be grounds for suspension, non-rehire or termination.

**Vehicle must be brought to the Transportation Office when you are on approved Time-Off.**

See the **Request for Time-Off Form** near the end of the Handbook

## **PHYSICALS FOR THE SCHOOL BUS DRIVER**

School Bus CDL license require physicals for the original license and the yearly renewal of the license. For employees who have a medical benefit from the Collaborative or through his/her spouse medical coverage, it is expected the physical will be paid for through that medical plan. For employees without any medical coverage, the Collaborative will reimburse the employee up to \$50.00 for the CDL License or

**7D School Pupil Transport License Physical.** The employee **MUST** provide a copy of a receipt showing that the \$50.00 was paid toward the physical in order to receive reimbursement. The employee is responsible for any difference in the cost of the CDL License Physical.

**Physicals are required annually CDL Licenses.** Those **School Bus Drivers** who have reached their 70<sup>th</sup> birthday must have a renewal physical every 6 months for the CDL Licenses.

## **Cape Cod Collaborative INFECTION CONTROL POLICY**

As of December 1991 the Labor Departments Occupational Safety and Health Administration (OSHA) set standards and put into law, guidelines pertaining to Infection Control in the workplace. This update is intended to review and inform you of measures to be taken in Infection Control and the use of universal precautions in the classroom and out vehicles.

**Purpose:** This information is intended to educate and guide the staff of the Cape Cod Collaborative in infection control.

**Goal:** To protect students and staff from exposure and transmission of infectious diseases.

**Method:** Presentation of Universal Precautions as an approach to infection control where all human blood and human body fluids are treated as if known to be infected. They are "universal" because they refer to steps that need to be taken in ALL cases, not only when a staff member or student is known to be a carrier.

**Exposure Risk:** You are at risk of potential occupational exposure if, in your job, you can reasonably anticipate skin, eye, mucous membrane or parental contact with blood or other potentially infectious materials (i.e., sputum, feces, vomitus, urine, saliva).

**Information and Training:** The Infection Control policy of the Cape Cod Collaborative will be updated on a yearly basis and shared with each employee. A reference person on staff will be made available for questions and consult.

**Hepatitis B Vaccination:** It is recommended that all employees receive a Hepatitis B Vaccine. You should consult with your doctor regarding this issue. The Collaborative office can give you more information.

### **HAND WASHING**

Proper hand washing is crucial in preventing staff and students from the transmission of infectious diseases.

Wash your hands before and after contact with students, after touching objects that are contaminated, after cleaning up spills, after glove removal, before taking breaks and at the end of the workday.

Wash hands using soap and water. Rub hands vigorously together for at least ten seconds. Rinse thoroughly under running water. Dry hands with paper towels. Turn off faucet with dry paper towel and discard.

Remember, hand washing is your first and best line of defense!

Foamed Alcohol Health Care Personnel Hand wash containers are in each vehicle for use by the driver and monitor.

### **PERSONAL PROTECTIVE EQUIPMENT**

PERSONAL PROTECTIVE EQUIPMENT (PPE) is another means of reducing the risk of infectious diseases. It is recommended that the employee utilize this equipment in a consistent manner. PPE is

recommended for use in the classroom: disposable gloves for all, eye protection in the form of goggles where indicated and the use of disposable underpants (i.e., Chux).

Gloves should be worn when potential body fluid contact is anticipated. These instances include contact with blood, mucous membranes, non-intact skin, feces, urine, and respiratory secretions. Wear gloves when diapering, cleansing, bandage changers, when providing mouth care, and when doing suctioning and trach care. You will also want to wear gloves if you have open sores on your hands when you are cleaning up the environment. Dispose of gloves after each use. Do not reuse. Wash hands after wearing gloves.

## **CLEAN UP OF SPILLS**

Potentially infectious spills should be cleaned up immediately. This will decontaminate the area. Using gloves, mop up spills with paper towels and discard. Cleanse the surface with a fresh solution of bleach and water.

Everyday Solution:	1 TBSP. Bleach TO 1 gallon of water
Potty-Chairs:	1 TBSP. Bleach to one (1) gallon of water
Blood, vomits and excretion spills:	1 part Bleach TO 10 parts water

# **HARASSMENT IN THE WORKPLACE**

## **STATEMENT OF POLICY:**

It is policy of the Cape Cod Collaborative to provide a working environment free from sexual harassment. The Collaborative is committed to courteous and considerate treatment of its employees at all times as an accepted standard of behavior. Consequently, the Collaborative is committed to a work atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial or sexual conduct or comments.

The Collaborative prohibits sexual harassment by any of its employees, officers or agents and has set forth a process by which allegations of sexual harassment may be filed, investigated and resolved.

**PURPOSE:** To provide a guideline for recognizing, reporting, and resolving complaints of sexual harassment. Supervisors and managers should gain a more complete understanding of what constitutes sexual harassment in the workplace, how to prevent it or recognize it when it happens, and how it should be handled if a complaint is brought to their attention.

**RESPONSIBILITY:** Sexual harassment is specifically prohibited by the Collaborative's policies. It is the obligation of each person to report any conduct that violates the standards of the Collaborative-whether or not the person is a victim, whether the perpetrator is a supervisor, staff member or business invitee, and regardless of the sex of the perpetrator.

This policy applies equally to all individuals working at the Collaborative, male and female. This policy applies to all employment relationships including but not limited to superior/subordinate relationships, peer relationships and relationships between non-staff members and staff members.

All staff members, managers, and supervisors are responsible for ensuring that their behavior is free of sexual harassment or any form of harassment. No individual working at the Collaborative should engage in or encourage harassing behavior.

Managers are responsible for being proactive in ensuring the workplace is free of sexual harassment and for reporting to the Executive Director any claims or harassment reported to them. The Executive Director is responsible for investigating each claim and assisting in resolution of claims of harassment.

## **DEFINITION OF SEXUAL HARASSMENT:**

1. Unwelcome sexual advances, requests for sexual favors and other verbal or

2. Physical conduct of a sexual nature constitutes sexual harassment when:
3. Submission to such conduct is made either explicitly or implicitly a term or condition or an individual's employment.
4. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
5. Such conduct had the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
6. Sexual harassment may take many forms, including but not limited to:
7. Verbal harassment or abuse.
8. Subtle pressure or requests for sexual activity.
9. Unnecessary touching of an individual, e.g. patting, pinching, hugging, repeated brushing against another employee's body. The harasser may be male or female.

**PROCEDURE:** The following options are available to an employee who has been the victim of sexual harassment or harassment of any kind:

If the employee can comfortably do so, the employee may inform the person engaging in the harassment that the conduct is offensive and that it must be stopped.

If the employee does not wish to communicate directly with the person or if communication has not brought results, the employee may report the offence to his/her supervisor or to any administrative representative with whom the employee feels comfortable talking.

The supervisor to whom incident of harassment has been reported must immediately contact the Executive Director. In the event that the Executive Director is partly to the charge of harassment, the supervisor will contact the Staff Association representative who will report the incident to the Chairman of the Board of Directors for the Collaborative.

The executive Director will arrange for prompt and thorough investigation of all reports and take appropriate steps if an investigation indicates that any employee, officer or agent has engaged in a violation of this policy. Retaliation or threats of retaliation upon this alleged victim will not be tolerated.

**PROTECTION FOR VICTIM:** The initiation of a complaint in good faith will not have any detrimental effect on the individual's employment, compensation or work assignment.

**CONFIDENTIALITY:** Any investigation into allegations of sexual harassment must be conducted in as confidential a manner as possible. Only those individuals with a need to know should be informed of a complaint. Witnesses identified by the employee should be interviewed individually in circumstances that will encourage candid comments. The employee should be aware that the Collaborative is obligated to investigate each and every report of harassment and will do its best to maintain total confidentiality as long as possible.

**DISCIPLINARY PROCESS:** An employee who has been found in violation of the Sexual Harassment Policy will be subject to the Collaborative's disciplinary process, up to and including dismissal.

An employee may file a complaint with the Massachusetts Commission Against Discrimination (MCAD). Visit or contact the MCAD office at one of the following locations:

One Ashburton Place  
 Room 601  
 Boston, MA 02108  
 (617) 727-3990  
 (617) 720-6054 TTY

436 Dwight Street  
 Room 220  
 Springfield, MA 01103  
 (413) 739-2145

# JOB DESCRIPTION

## Driver

### General Statement of Duties:

1. The Driver is responsible for the well being of students while they are being transported to and from school or educationally related activities.
2. The Driver is to follow the policies, rules and regulations as outlined in the Transportation Handbook.
3. **Driver is to maintain school bus and perform daily circle checks.**

### Supervision Received:

1. The Driver will work under the supervision of the Transportation Manager.
2. The Transportation Manager will evaluate his/her performance.

### Examples of Duties:

1. Transports students to and from school following his/her assigned route.
2. Maintains appropriate emergency information on each student including
3. Police, fire, schools, hospitals, office and family.
4. Assures for students safety following guidelines in the School Bus Drivers Handbook.
5. Keeps the Transportation Manager informed of any problems/progress regarding each student's transport.
6. Completes necessary paperwork including:
  - a. Weekly inspection checklist
  - b. Weekly payroll sheets
  - c. Transportation incident Reports.
  - d. Expense reports and receipts.
7. Performs routine maintenance (wash windows, add oil, etc.) and keeps supervisor informed of need to service vehicles.
8. Follows guidelines as to the personal use of vehicles as per the handbook.
9. Gives Transportation Manager and Dispatcher adequate notice of illness or absence so that she may locate a substitute.
10. Assists the Transportation Manager and Dispatcher by transporting students not regularly on his/her route in emergency situations.
11. Attends all mandatory training required by the Cape Cod Collaborative.
12. Need to be flexible for scheduling purposes.

### Qualifications:

1. Eligible for, and maintains a School Transport Drivers License or a School Bus Operators License as required for his/her particular vehicle. Must submit their driving record for the past year; they can obtain this thru the RMV.
2. Is over the age of **Twenty-one**.
3. Knowledge of methods and procedures in safely transporting students to school.
4. **Must have completed Mantoux Test (TB) and Collaborative CORI/SORI background checks prior to being eligible to drive.**
5. Hygiene – appearance must be neat and clean.
6. Responsible to attend **all mandatory** meetings as required by the Cape Cod Collaborative.



## JOB DESCRIPTION

### Monitor

#### General Statement of Duties:

1. The Monitor is responsible for the well being of students while they are being transported to and from school or educationally related activities.
2. The Monitor is to follow the policies, rules and regulations as outlined in the Transportation Handbook.

#### Supervision Received:

1. The Monitor will work under the supervision of the Transportation Manager.
2. The Transportation Manager will evaluate his/her performance.

#### Examples of Duties:

1. Monitors students as they are transported to and from school.
2. Assists in maintaining appropriate emergency information on each student including police, fire, schools, hospitals, office, family and updated medical assessments.
3. Observes and maintains appropriate decorum of student passengers; is observant of any medical emergency that may arise en-route.
4. The Monitor will be knowledgeable on the two-way radio operation.
5. Assures student safety, following the guidelines in the School Bus Drivers Handbook.
6. Keeps the Transportation Manager informed of any problems/progress regarding each student's transport.
7. Needs to be flexible for scheduling purposes.
8. Attends all Mandatory training meetings.
9. Completes necessary paperwork including:
  - a. Weekly payroll sheets
  - b. Transportation Incident Reports.
10. Follows guidelines as to the personal hygiene necessary for his/her safety and that of the transported students.
11. Gives Transportation Supervisor adequate notice of illness or absence so that he/she may locate a substitute.
12. Assist in maintaining the cleanliness of the interior of the vehicle.
13. Be familiar with how to operate a wheelchair lift and the proper way to secure the wheelchair with tie-downs.
14. When directed by the Collaborative transportation department, escort pupil from the vehicle to the school or vice versa.
15. When necessary, knock on the door of a residence to determine if someone is home or if the child is going to school.

#### Qualifications:

1. **Must have completed Mantoux Test (TB) and Collaborative CORI/SORI background checks prior to being eligible to drive.**
2. Required to lift 40 lbs or push wheelchairs. Must be able to assist Students in an emergency evacuation.

## Mantoux Record Requirement

The Department of Education requires a Mantoux (freedom from Tuberculosis) record for all school employees having direct contact with students. A copy must be in their personnel file before they can be sent into a classroom. Drivers and monitors are considered school employees and require a Mantoux Record.

If you do not have a current Mantoux Test, you can easily obtain one at:

The Sandwich Nurse Association, (508) 833-8020, 270 Quaker Meetinghouse Rd. (Human Services Building). There is no charge for Sandwich residents.

Upper Cape Visiting Nurse Association, (508) 548-0411, 67 Ter Heun Drive, Falmouth. There is no charge for Falmouth, Mashpee, Bourne, or Sandwich residents. They will read the test for you upon request.

Residents of the Seven Villages of Barnstable, the Town sponsors a clinic the last Wednesday of each month. Call (508) 790-6265 to register. There is not charge for Barnstable residents.

Central Cape Visiting Nurse Association. (508) 349-2230, 434 Route 134, So. Dennis. There is no charge for Yarmouth, Dennis, and Brewster residents.

Chatham Visiting Nurse Association, (508) 945-2869, 1250 Main St., Chatham. Call for an appointment. Chatham and Orleans residents.

Outer Cape Visiting Nurse Association, (508) 240-1100, (800) 696-0303, Route 6, Eastham. Truro residents.

Provincetown Town Nurse, (508) 487-7083, 26 Alden St. Province town.

CURA (508) 746-0215, Court Street, Plymouth next to Memorial Hall.

ANGB, (508) 968-6570. The clinic does Mantoux testing for qualified dependents.

Harwich residents call (508) 432-7505, 732 Main St.

Wareham Visiting Nurse Association, (508) 295-2040, 505 Main St.

For those who always test positive, a recent chest X-ray will suffice.

# REQUEST FOR TIME OFF

Request for authorized time off will be reviewed on a first-come-first-serve basis. Requests must be made 2 weeks prior to the times, or days being requested. Please do not make irrevocable plans, reservations, or appointments based on submitting this form. All time off other than an illness or emergency must be pre-approved.

Employee: \_\_\_\_\_ Today's date: \_\_\_\_\_  
Print Name

Please circle:    Driver       Monitor

Route # \_\_\_\_\_

Time or Days requested off:

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Signature: \_\_\_\_\_

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**Office Use**

\_\_\_\_\_ Approved       \_\_\_\_\_ Denied       \_\_\_\_\_  
Transportation Manager or Designee

Employee Notified On \_\_\_\_\_ By \_\_\_\_\_

## Telephone List

All Cape towns are on the **9-1-1 EMERGENCY SYSTEM**.

If you are using a cell phone **\*77 for the STATE POLICE**.

Transportation Office [Dispatcher; Transportation Mgr.]	(508) 564-5206
Transportation Office Fax	(508) 564-5749
Central Office	(508) 564-5099
Business Manager	(508) 564-5099 x13
Payroll	(508) 564-5099 x33

**USE THIS SPACE TO WRITE TELEPHONE NUMBERS YOU MAY USE:**

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**Cape Cod Collaborative**  
**TRANSPORTATION EMPLOYEE HANDBOOK**  
**SIGNATURE PAGE**

- All new Drivers and Monitors are subject to a 30 Day Probationary Period during which time they can be dismissed immediately by the Transportation Manager, if in her/his judgment, performance is substandard or could jeopardize student safety.
- I have been instructed in the use of the GPS system assigned to my route, and I understand that the GPS system is my electronic time card, which will calculate my work hours per shift. I also understand that the GPS alerts the Transportation office of any speeding violations and will be dealt with in accordance with the 3 step system outlined under **Rules and Regulations.**
- I am aware that Drivers and Monitor's, and other occupants in a Cape Cod Collaborative School Bus, are audio and video taped.
- I agree to allow the Collaborative to perform a CORI/SORI (background checks), at least annually.
- I also understand the physical requirements of the job (refer to Job Descriptions) and state that I have no physical or mental impairment that would interfere with my ability to perform my responsibilities.
- I have read and understand the Harassment in the Workplace Policy.
- By Signing below I acknowledge that I have been trained, read and understand the handbook policies, and agree, as a condition of employment, to adhere to Cape Cod Collaborative Rules and Regulations.

**Employee Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reminders:

- GPS System records time, distance, and Speed.
- Personal Cell Phone usage is prohibited.
- School buses are equipped with Audio and Video camera system.
- A Circle Check is required on every vehicle you drive each day.
- Maintain Student Confidentiality.
- Keep a professional appearance and attitude.