

### DRIVING SAFETY

Every possible element of safety will be incorporated in the operation of the transportation system.

The following responsibilities are charged to the driver:

1. Make a daily pre – trip bus inspection before starting each trip and at the completion of every trip, making sure that no students are left on the bus.
2. Supervise loading of students.
3. Enforce school rules and regulations in respect to student conduct.
4. Turn in written reports promptly to the Principal/Superintendent or the Director of Transportation of students guilty of misconduct.
5. Turn motor off and remove the keys if it is necessary to leave the bus.
6. Follow all traffic laws and good driving practices.
7. Smoking is not permitted on any bus.
8. Have only absolutely necessary conversations while driving.
9. Students must follow rules and regulations established for passengers. Repeated violations of rules and regulations will result in supervision or loss of riding privileges.
10. Use of any hand held mobile phones while driving a school bus is strictly prohibited. If it is necessary to use a mobile phone, it must be a hands free device or the driver shall pull the bus to the side of the road where it is safe to do so. Under no circumstances shall a driver engage in text messaging while the vehicle is in motion. Violations of this policy may result in discipline up to and including termination of employment. District owned two way mobile radio systems used for necessary school business are allowed to be used when needed.