

Transportation Department



**PROCEDURES HANDBOOK
2024-25**

TRANSPORTATION DEPARTMENT HANDBOOK

Introduction

Transportation is one of the most vital parts of the school system. School bus personnel and school buses are the most frequent reminder of the school's presence in the community. The yellow bus is the only visible sign of education to many people. You, as the driver or aide, are a very important link in the chain between the school system and the public. In many cases the student's first impression of school depends a great deal on the bus driver (driver) or bus aide (aide). Many students' first experience of the day is the school bus ride and their relationship with their driver or aide.

Prohibition Against Discrimination, Harassment, and Retaliation

The Platte County R-3 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities, and provides equal access to the Boy Scouts and other designated youth groups. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

The Platte County R-3 School District is an equal opportunity employer. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Compliance Officer:

Ashley Jones, Executive Director of Human Resources
998 Platte Falls Rd, Platte City, MO 64079
Phone: 816-858-5420, Fax: 816-858-5593
Email: jones.ashley@pcr3schools.org

Platte County R-3 School District policies can be accessed through the school's website:
plattecountyschooldistrict.com.>District>School Board> About the District Board>Board Policies

TITLE IX

The Platte County R-3 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with Title IX of the Education Amendments of 1972 and Part 106 of Title 34 of the Code of Federal Regulations, the District strictly prohibits discrimination and harassment against employees, students and others on the basis of sex in its programs, activities, admissions and in employment.

Any person may report sex discrimination – including, but not limited to, sexual harassment – whether or not the person reporting is the person alleged to be the victim of the conduct. This report may be made: (1) in person; (2) via mail; (3) via phone; or (4) via email. This report may be made at any time – including non-business hours.

The following individual has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX. Information concerning the provisions of this act, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries or concerns regarding the application of this notice may be referred to our district's Title IX Coordinator. Any person who is unable to resolve a

problem or grievance arising under Title IX may contact the Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320 Kansas City, MO 64106, phone number (816) 268-0550.

Title IX Coordinator:

Dr. Chad Sayre, Student Services Director
998 Platte Falls Rd, Platte City, MO 64079
Phone: 816-858-7001, Fax: 816-858-5593
Email: sayre.chad@pcr3schools.org

The Platte County R-3 School District Employee Handbook has more detailed information regarding the District's Title IX grievance process as found in District [Policy ACA](#).

The grievance form is a part of this handbook and can be identified as AC-AF 2. The District encourages review of the AC Grievance Procedure.

Platte County R-3 School District policies can be accessed through the school's website: plattecountyschoolDistrict.com, Leadership>School Board Policies

This handbook and the content within is neither a contract nor a substitute for the official District Board Policy Manual. Rather, it is a guide to and a brief explanation of the District policies and procedures. District policies and procedures can change at any time; and any such changes shall supersede any handbook provisions that are not compatible. The master copy of the District's Board Policy Manual is available online at our District website <https://www.plattecountyschooldistrict.com>.



Platte County School District

Strategic Plan-On-A-Page



Vision

Building learners of tomorrow...

Mission

To prepare individual learners for success in life, the Platte County School District provides meaningful experiences in a safe and caring environment.

Values

- Student Focus
- Collaboration
- High Expectations
- Integrity
- Visionary Leadership
- Innovation
- Results Orientation

Strategic Focus Areas

- Academics - Student Success
- Business - Financial and Service Support
- Community - Students, Staff, Parents, & Members

Principles of Learning

- Everyone can learn.
- Learning is a process.
- Each learner's personal best looks different.
- We learn from taking risks and making mistakes.
- We learn at different rates, times, and in different ways.
- Timely feedback is essential for high levels of learning.
- Learners should set goals and be able to track their own learning.
- Positive relationships are necessary to prepare individual learners for success.

Tradition. Pride. Vision.

Qualifications of Drivers

Under state law all drivers are required to have 8 hours of training throughout the year to keep your “S” endorsement on your license. It is imperative that you attend all safety meetings. If, for some reason, you are unable to attend a safety meeting it is your responsibility to work out arrangements to make it up by the end of the school year. The Director will not sign off recertification hours for drivers with less than 8 documented hours of mandatory annual training.

Bus Driver Examination and Training

Each bus driver shall observe all state laws and regulations pertaining to the safe use of school buses.

The following qualifications for bus drivers have been established by Missouri state law or by regulations of the Missouri Department of Elementary and Secondary Education and/or by policies of the Platte County R-III School District Board of Education. The qualifications for a substitute or a trip bus driver shall be the same as for a regularly employed driver.

A bus driver shall hold (and carry at all times) a valid CDL with proper endorsements (“S” and “P”) in accordance with section 302.272, RSMo. and shall submit all driver’s license numbers to the Director of Transportation prior to the first day of school.

A driver shall be in good physical and mental health, free from communicable disease, and have normal use of both arms, hands, legs and feet. Vision shall be at least 20/40 in each eye, with correction if necessary. A driver shall be able to distinguish the colors of red, green and yellow. Hearing shall be adequate to hear ordinary conversation. A driver shall undergo a physical examination annually by a licensed physician, and shall present a signed physical examination certificate to the Director of Transportation prior to the first day of school. The school bus endorsement shall be renewed annually for those drivers aged 70 and over. The driver shall pass the required examinations prior to receiving the renewed endorsement.

A driver shall be neat and clean; abstain from the use of tobacco in the bus; refrain from driving under the influence of intoxicants, narcotics or drugs; and display appropriate conduct. Each driver/CDL holder will be subject to random drug examinations each quarter as per DOT CDL regulations. When called for a random examination driver must have their Driver's license present at check in. Once notified the driver cannot leave the premises until examination is complete. See District School Board Policy GBEBB (pg. 31 of this handbook) for further information.

Driver Regulations

1. Drivers shall report to work with ample time to perform a proper Pre-Trip (generally that is thirty (30) minutes prior to AM route start time and fifteen (15) minutes before bus PM line-up). Prior to the PM line-up, drivers will Pre-Trip focusing only on the tires and lights. Failure to do complete and proper pre-trips will result in disciplinary actions.
2. Drivers shall clock in and out each shift utilizing the District clocking application. Drivers clocking in and out each shift using the clocking application on their personal phones must do so while on the bus or on the bus lot.
3. If a driver is ill and unable to drive his/her scheduled route, he/she must call the Transportation Director, Assistant Director, or Transportation Supervisor by phone (voice should always be used) **two hours** prior to departure time.
4. All drivers shall track their time and depart and run their routes according to schedule. There should be no more than 5 minutes variance at any time. Drivers must not run their assigned route early.
5. Each driver shall perform and maintain written documentation of the daily pre-trip inspection. (MO 5CSR 30-261.010(1)(K) and 5 CSR 30-261.010(3)(A)(3).
6. Driver is responsible for keeping the weekly mileage report and pre-trip inspection sheet each day to be turned in **completed and correct (or it will be returned to you)** to the Transportation office the first day of a new week. If the driver and bus are not on a trip over the weekend, papers can be turned in on Friday after their PM route. Please use a pencil in case corrections need to be made.

7. Drivers are responsible for completing a thorough post trip of their buses after **EVERY** route or trip for sleeping or hiding students. Also check for lost articles belonging to the students. Items that a student would need during the school day (lunches, backpacks, & books, etc.) should be taken to school where the student is located.
8. Check seats and interior lights after each route for damage. If there is seat damage, Drivers must note the passengers who were sitting there and notify the Transportation Office immediately.
9. Any minor or major maintenance problems are to be reported in writing on a Maintenance Request form and provided immediately to bus mechanics.
10. Drivers are responsible for reporting any conditions which would prohibit a bus from passing state inspection or may create an unsafe situation for a route/trip.
11. As part of the focus on safety, each driver shall provide a clean and sanitary bus for passengers to ride. Buses shall be swept out daily or as needed. **Under district policy, drivers shall not permit students to eat on the bus.** Only water drinking is allowed. This rule includes drivers. This rule does not apply to students with certain medical conditions or to passengers on athletic or academic trips. **NO** peanuts are permitted to be on the bus at any time. Keep the driver area clean.
12. It is District policy and Missouri State law that there will be no smoking or use of tobacco products, electronic cigarettes, imitation tobacco, or cigarette products at any time on school buses, school vehicles or school property.
13. 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. **Violation of this policy is a serious offense and could result in termination of employment by the district.**
14. The operator of a school bus cannot transport more students than the manufacturer suggests as appropriate (Section 304.060, RSMo). Furthermore, each passenger must have seating space sufficient enough to ensure that the back of each passenger can come into full contact with the seat back (5 CSR 30-261.010(4)(B)(3)(i)).
15. All passengers should be seated before the bus is moved. Passengers should not be permitted to stand or to change seats while the bus is in operation.
16. Routes are required to have a **seating chart** and the students must adhere to the chart. A current chart should be kept in the transportation office as well as in your folder for emergencies. Secondary routes can assign seats at driver discretion. This policy can be changed based on current conditions to require seating assignments on all routes by school administration.
17. **The driver is to stop at all scheduled stops, whether students are waiting or not.** The bus driver should wait **only** up to ten seconds at any one stop if no students are in sight. A student that is consistently tardy to the bus should be reported on a Bus Conduct Report. Tardiness will be treated in the same manner as misconduct.
18. For all field trips, drivers must remain with the group that he/she takes on a field trip unless they have the expressed permission of the teacher or coach in charge to leave. Leave your cell number with the sponsor or coach. (See Sponsor Guidelines for Field Trip Transportation on pg. 20 of this handbook). Drivers should turn their trip sheets in on a timely basis.
19. If a driver has layover time, please be cautious where you park. You should layover as close to the first stop of your next route as possible. Never park in a location that requires backing of the bus and if using a business that is open, park as far from the front door as possible.
20. Ridership Lists will need to be confirmed by the second Wednesday of the months of October and February, per state law. All drivers are to keep their ridership lists up to date. As new students are assigned, see that they are placed on your list and review the list regularly. On elementary routes, drivers must adjust their seating charts to include any changes in ridership. These new seating charts must be filed with the district transportation office. Drivers are expected to get to know the names of their students.
21. Dress professionally and in a manner that will not interfere with the educational environment. (Board Policy: GBCB: 14, pg. 27 of this handbook). Additionally, bus **drivers and aides** should wear:
 - a. Clothing that fits comfortably and allows full range of motion while driving.
 - b. Appropriate footwear (no open toed shoes) Straps securely fastened.
 - c. Shirts and blouses: must be size appropriate; shoulders must be covered and arm holes tight fitting. No halter tops or spaghetti straps.

- d. Shorts should be of appropriate length and pants should not have holes in them.
 - e. Clothing that does not display inappropriate items such as alcoholic beverages, drugs, nudity, profanity, vulgarity, or political statements.
22. Maintain courteous and professional relationships with students, parents/guardians, other employees of the district and all patrons of the district. (Board Policy GBCB pg. 26 of this handbook)
 23. Drivers must check mailboxes in the break room and email at least once each week as important information is sent this way.
 24. Drivers who utilize the break room, must keep it clean and tidy.

Driver & Bus Aide Salary Guarantee

Beginning with the 2024-25 school year, the new salary schedule will be implemented. All tasks will be paid at the Bus Driver or Bus Aide established rate of pay. With the exception of training pay, all other special positions were removed from the Salary Schedule.

<u>Activity</u>	<u>Minimum Hours</u>
Double Route - Driver or Aide	6 hours/day
Single Route - Driver or Aide	3 hours/day
Sub Driver or Aide	Paid for hours worked
Trips	2 hours
After School Activity Shuttle	2 hours
Mid-Day ECSE Driver or Aide	
Platte City Area	2 hours
Barry Area	3 hours

All other activities (i.e., safety meetings, bus shuttling, bus fueling, etc.) will be paid for hours worked, with no minimum,

School Bus Safety

Safety of students is of the utmost importance in the operation of the bus system, and cannot be over emphasized. No bus should be operated in an unsafe manner. Any action that causes an unsafe condition should be reported immediately to the Transportation Director.

A driver’s conduct and responsibility in operating a school bus begins when they report for duty and only ends when their shift is finished. Their total responsibility includes pre-trip, route operations and post-trip, not just driving. A driver is fully responsible for their bus and students at all times and no other individual can act for them.

1. Drivers shall drive in a careful and prudent manner and in accordance with the Missouri Motor Vehicle Laws. Drivers should also drive in accordance with any further safety standards deemed necessary by the Director of Transportation, Operations Supervisor, or Trainer/Safety Coordinator.
2. Drivers shall observe all signs, signals, rules of the road and courtesies as provided by the Missouri Motor Vehicle Laws.
3. State law requires that all bus drivers must properly wear their safety belt at all times when driving a school bus.

4. Drivers may not **make or receive phone calls or text messages** while driving. Drivers may not have any listening devices of any kind (**in ear or external**) while driving- no hands free cellular. This is both an FMCSA rule and District Policy.
5. If a driver receives a traffic citation, including in their personal vehicle, it is his or her responsibility to notify the Transportation Director within 24 hours of issue. Failure to do so may result in disciplinary action, up to and including termination. 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.
6. The district will conduct License Checks at least twice a year, and employees holding licenses outside Missouri will be required to obtain a License check when requested at the operator's expense.
7. Drivers shall not follow within three hundred (300) feet of another bus on the highway, except when passing.
8. A school bus shall, upon approaching any railroad crossing be brought to a full stop by the driver within fifty (50) feet but not less than fifteen (15) feet from the crossing and shall not proceed until due caution has been taken to ascertain that the course is clear. Students are to be absolutely quiet when at a railroad crossing.
9. Drivers must have headlights on at all times while driving. It is District policy that strobes are to be used when there is inclement weather or limited visibility only.
10. Drivers shall use red reflectors or red flags to indicate a disabled bus on the roadway.
11. Drivers shall not permit any person to occupy the driver's seat, drive the bus, or tamper with any of the controls excepting such persons as are approved by the Board of Education and who are properly authorized by law.
12. Drivers shall use the yellow lights for warning approaching motorists that the bus is stopping to take on or discharge students prior to activating the stop arm and red flashing lights.
13. Driver shall maintain a prudent and safe speed when on a route. Do not exceed the maximum posted speed limit or those set by local school board policy. No vehicle shall be operated less than 40 mph on any interstate highway.
14. Driver shall keep the service door closed at all times when the bus is in motion.
15. Driver shall instruct students who must cross the road to walk around to the front of the bus and stand a minimum of ten feet in front of the bus in line with the left front fender and wait for a signal to cross the road. - NEVER allow students to cross behind the bus or to cross a four-lane highway.
16. No driver of a school bus shall take on or discharge passengers while the bus is upon the road or highway proper unless the stopped vehicle is plainly visible for at least 300 feet from the crest of a hill, in either direction, to drivers of other vehicles upon the highway and then only for such time as is actually necessary to take on or discharge passengers.
17. Each bus is equipped with a first aid kit, a fire extinguisher and a body fluid containment kit. A driver should know where they are and how to use them. If in doubt, ask for instructions. A driver shall check the fire extinguisher daily to determine if it is ready for immediate use. Drivers are required to have current CPR certification. Be aware of students with special needs or circumstances.
18. Driver shall fill the fuel tank only when there are no students in the bus.
19. Driver shall never turn or swerve suddenly. You should avoid jerky starts and sudden stops and travel slowly over rough places or speed bumps.
20. Driver shall not back up the school bus on school grounds unless the rear is guarded by school patrol or adult and when the driver is advised that the way is clear. The bus lot and bus barn are exempted.
21. No driver shall back up a school bus on a route unless the turnaround has been approved by the director or safety coordinator.
22. When waiting at school, buses should have an emergency brake set whether the bus is running or not.
23. Drivers are to wash front and back windows as needed.
24. Do not leave the driver's seat when you have a loaded bus while the motor is running or keys are in the ignition.
25. Do not allow items carried on the school bus to protrude into or block the aisle or be left in the driver or exit areas. The bus may not be operated until the aisle is cleared. (5 CSR 30-261.010) Items such as **skateboards or non-school related equipment** will not be allowed on the bus including the under-bus storage. Items that are used in school activities (such as band instruments or ball bats) are allowed, but must be secured.
26. No animals, **dead or alive**, shall be permitted on school buses, unless required by law.
27. No glass, sharp objects or balloons shall be permitted on school buses at any time.
28. No loaded or unloaded weapons or ammunition shall be permitted on school buses.

29. It shall be the duty of the driver, at the direction and under regulations prescribed by the local administration, to perform emergency evacuation drills on school buses. This includes instructions and practice in the location of the emergency door, fire extinguisher, first aid kit, opening windows as a means of escape in case of fire or accident and vacating the bus quickly by using the emergency door, service door or both.
30. Drivers must clear all mirrors - Be certain to count students as they enter and leave your bus and to look twice in **ALL** your mirrors before pulling away from a pickup/drop-off stop or out onto any street. Also, mirrors sometimes have blind spots in them, so use the rock and roll method.
31. Drivers shall not leave the bus when the motor is running at schools or anywhere except in the Bus Parking Lot. Bus idling must be limited to 5 minutes in normal weather; 10 minutes in cold weather. Be constantly aware of carbon monoxide poisoning when buses are kept running with windows closed. As a precaution, a window should be kept slightly open while the motor is running, except when the door is being opened frequently to load and unload passengers.
32. Unless given specific instructions to do so by dispatch, employees must never enter private driveways or travel on non-public roads.
33. Students must be seated on the school bus before it starts moving and must remain seated until the bus comes to a full stop. This includes while moving the bus on campus.
34. Students are not allowed to ride a bus other than their regularly scheduled bus. If needed for emergency purposes contact the transportation office.
35. A driver should go into service (radio transmission 10-8), as soon as they arrive at the bus prior to performing their pre-trip.
36. A driver should go out of service (radio transmission 10-7) only **after** parking the bus and doing a thorough post-trip.
37. If a driver has an emergency (radio transmission 10-33) all other drivers must cease transmission until the emergency is cleared.
38. Any work-related injuries must be reported immediately to your supervisor, or as soon as possible but no more than 24 hours after the injury. Drivers must immediately report any unsafe condition or act to a supervisor.
39. If a driver should encounter a tornado alert, locate the nearest brick & mortar, preferably with a basement, such as a school, post office, fire station or bank to unload students and shelter in the structure to ensure their safety. Be sure to count all students and double check the bus, if time allows. Once evacuated, contact dispatch at once and after the alert has passed wait until Dispatch contacts you to inform you when it is safe to resume travel. Procedure is outlined in "Bus Guide - Emergency Procedures" kept on each bus.

Fights, Bullying & Other Acts of Student Violence

In order to promote a safe learning environment for all students, the district prohibits all forms of hazing, bullying, and student intimidation. School bus transportation is an extension of the classroom and drivers shall not permit, condone or tolerate any form of hazing or bullying.

Drivers shall report incidents of hazing and bullying to their supervisor or the building principal. You will provide the child's name; date and location of the incident; detailed account of what happened; parties involved and witnesses.

In Case of Accident

(Note: this process is outlined in the *Bus Guide to Emergency Procedures* booklet on each bus)

In case of accident or breakdown while the bus is loaded with students, the driver shall not leave the bus to summon help.

In case of accident:

1. If you are involved in an accident do not leave the scene unless told to do so by the Director of Transportation, Assistant Director, Operations Supervisor, or Executive Director of Operations, or appropriate law enforcement officer.

2. Immediately notify the Director of Transportation, Assistant Transportation Director, Operations Supervisor or Executive Director of Operations.
3. Let dispatch know if any injuries have been sustained and or if an ambulance is needed.
4. Notify highway patrol or city police (whichever has jurisdiction in the location of the accident) - typically Transportation Base will notify the authorities.
5. Drivers must not make statements to anyone other than District investigators, except to answer direct questions from law enforcement officers, and such answers should be short and concise.
6. Do not move the vehicle unless it is an immediate safety hazard or unless specifically instructed to do so by law enforcement officers or Dispatch.
7. Have 2 copies of the roster or trip roster and seating chart available of all students on the bus.
8. Get names and addresses of all students on board at time of accident, and specifically note any students sent to the hospital. (This would be difficult without the above stated roster!)
9. Names are to be forwarded to the Central Office Administrator who shall notify the parents of all the students on the bus at the time of the accident.
10. If any students are sent to the hospital, a school official shall remain with the students until parents arrive. Do not leave students unattended on the bus.
11. Bus drivers will be responsible for filing a report at the Transportation Office to be submitted to the Missouri State Highway Patrol and the Department of Elementary & Secondary Education.
12. Non-emergency accidents or fender benders should be reported immediately to the Transportation Director or Assistant Director from the scene of the accident. Driver will have retraining following the event.
13. In an accident in which there are no injuries, the driver must attempt to collect as much of the following information as possible:
 - a. Date, time, road and weather conditions.
 - b. Names and telephone numbers of all students injured or otherwise.
 - c. Names of other driver(s) and passengers injured or otherwise.
 - d. Address(es), telephone number(s), and insurance company of other driver(s).
 - e. Make, year, model and license plate number of all involved vehicles.
 - f. Name and badge number of officer(s) investigating.
 - g. Police report number.
 - h. Names and telephone numbers of all witnesses.

**Administrative Procedure GBEBB-2-AP(2): EMPLOYEE ALCOHOL AND DRUG TESTING -
(Testing Procedures for Drivers)**

Status: ADOPTED

Original Adopted Date: 12/15/2005 | Last Reviewed Date: 12/15/2005

In accordance with Board policy, the following procedures apply to drug and alcohol testing of drivers.

Definitions

For the purposes of this procedure, the following terms are defined:

Driver -- Any person who operates a commercial motor vehicle. This includes full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers; and independent, owner-operated contractors.

Safety-Sensitive Function -- Includes responsibilities such as time on duty waiting to be dispatched; driving time; assisting or supervising loading or unloading; and repairing, obtaining assistance for or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with random, reasonable suspicion, post-accident or follow-up testing will also be considered safety-sensitive functions.

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

Drug -- Any controlled substance listed under section 102(6) of the Controlled Substances Act as specified by the administrator of the federal department of transportation.

Substance Abuse Professional -- A licensed physician or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol- and drug-related disorders.

Reasonable Suspicion -- Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odor of an individual.

Qualified Supervisor -- An employee or driver supervisor who has completed at least 60 minutes of training on alcohol misuse and at least 60 minutes of additional training on controlled substance use.

Program Coordinator

The assistant superintendent shall serve as the program coordinator to implement the alcohol and drug testing program of the district.

Pre-Employment Tests

The district will not allow a driver to perform a safety-sensitive function for the district unless the district has a verified negative test result for the driver. The district will not consider for employment any applicant who refuses to submit to drug testing and/or refuses to release information as required by the district.

The district may not require a new test if the driver has participated in a drug testing program required for operators of commercial vehicles within the previous 30 days or has participated in a random selection program for the previous 12 months, provided that the district has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and drug tests shall be conducted on a driver as soon as practical after any accident involving a district vehicle if such driver:

- ▶ Was performing safety-sensitive functions with respect to the vehicle and the accident involved loss of human life.
- ▶ Receives a citation under state or local law for a moving traffic violation arising from the accident if the accident involved bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
- ▶ Receives a citation under state or local law for a moving traffic violation arising from the accident if one (1) or more motor vehicles incurs disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

All post-accident alcohol and drug testing shall be conducted within the required time periods. If a test is not conducted within the appropriate period then the test will not be given, and the program coordinator shall prepare and maintain a file documenting the reasons the test was not promptly administered. Tests for drugs must be administered within 32 hours following the accident and tests for alcohol should be administered within two (2) hours and must be administered within eight (8) hours following the accident.

A properly administered post-accident test conducted by federal, state and/or local law enforcement officials meets post-accident testing requirements as long as the results of those tests are provided to the district.

Random Testing

Alcohol and drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with federal regulations. Tests for alcohol shall be conducted just before, during or just after the performance of safety-sensitive functions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Any qualified supervisor who has reasonable suspicion to believe that a driver has violated the alcohol or drug prohibitions of the district shall require the driver to submit to the appropriate testing.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made just before, during or just after the period of the work day when the driver must comply with alcohol prohibitions. The person who determines reasonable suspicion exists to conduct a drug or alcohol test will not administer the actual test. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the qualified supervisor shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours, and the qualified supervisor will state in the record the reasons for not administering the test.

Drug and alcohol testing shall include documentation by a qualified supervisor who makes a finding of reasonable suspicion. He or she shall create and sign a written record of his or her observations leading to a reasonable suspicion test within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier.

Consequences

Employment actions up to and including termination may be instigated in accordance with Board policy and law for any driver who tests positive for prohibited substances.

The program coordinator shall notify the director of the Missouri Department of Revenue (DOR) of any driver who has failed to pass any drug, alcohol or chemical test administered pursuant to Board policy and these procedures. Notification shall consist of the driver's name and any other relevant information required by the director of the Missouri DOR. Such notification shall be made within ten (10) days of discovering that the driver failed to pass such tests.

Return-to-Duty Tests

Any driver who is not terminated as a result of a positive test must receive an evaluation from a substance abuse professional at the employee's expense and successfully pass an alcohol or drug test before the driver

will be permitted to perform safety-sensitive duties. The substance abuse evaluation must be conducted in accordance with federal law and by a properly credentialed substance abuse professional.

Follow-up Tests

A driver who violates the district's alcohol or drug prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving an alcohol or drug problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Testing

All testing will be conducted in accordance with federal law. The district will use only qualified collectors and testing facilities certified or approved by the U.S. Department of Health and Human Services. Drivers will be drug-tested for marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites and phencyclidine (PCP). Alcohol testing will be conducted by qualified collectors at facilities that meet federal standards.

Notification

The program coordinator shall ensure that all drivers receive written materials explaining the district's drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures, handbooks or other resources that include:

1. The identity of the program coordinator, who will have knowledge of the materials, policy, administrative procedures and the Omnibus Act.
2. Categories of employees covered.
3. Information about the safety-sensitive functions and what period of the work day the employee is required to be in compliance.
4. Specific information concerning prohibited conduct.
5. Circumstances under which drivers will be tested.
6. Procedures used in the testing process.
7. Requirements that drivers submit to alcohol and drug tests administered in accordance with federal law.
8. Explanation of what constitutes a refusal to submit to a drug and/or alcohol test.
9. Consequences of violations (e.g. discipline up to and including dismissal, removal from safety-sensitive functions as required by the Omnibus Act, referral to substance abuse professional for evaluation, treatment and follow-up testing as required).
10. Information on the effects of drug use and alcohol misuse on personal life, health and safety in the workplace.

Drivers shall sign statements certifying that they have received the materials.

Note: *The reader is encouraged to review policies and/or forms to related information in this administrative area.*

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

§§ 287.120, 302.275, RSMo.

Mo. Const. art. XIV §§ 1-2

Federal References

21 U.S.C. § 802(6)

21 U.S.C. §§ 841, 844, 860

49 C.F.R. Parts 40, 382, 383

49 U.S.C. § 31306

Cross References

EEA

EEA-AP(1)

Description

[State Statute](#)

[State Statute](#)

Description

[Federal Statute](#)

[Federal Statute](#)

[Procedures for Transportation Workplace Drug and Alcohol Testing Program: Controlled Substances and Alcohol Use and Testing: Commercial Driver's License](#)

[Omnibus Transportation Employee Testing Act of 1991](#)

Description

[STUDENT TRANSPORTATION SERVICES](#)

[STUDENT TRANSPORTATION SERVICES - \(Student Transportation in Private Vehicles and Common Carriers\)](#)

Policy JCFE: BULLYING

Status: ADOPTED

Original Adopted Date: 05/15/2004 | Last Revised Date: 01/19/2017

General

In order to promote a safe learning environment for all students, the Platte County R-3 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC or designee will serve as the districtwide antibullying coordinator. The district antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the district antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

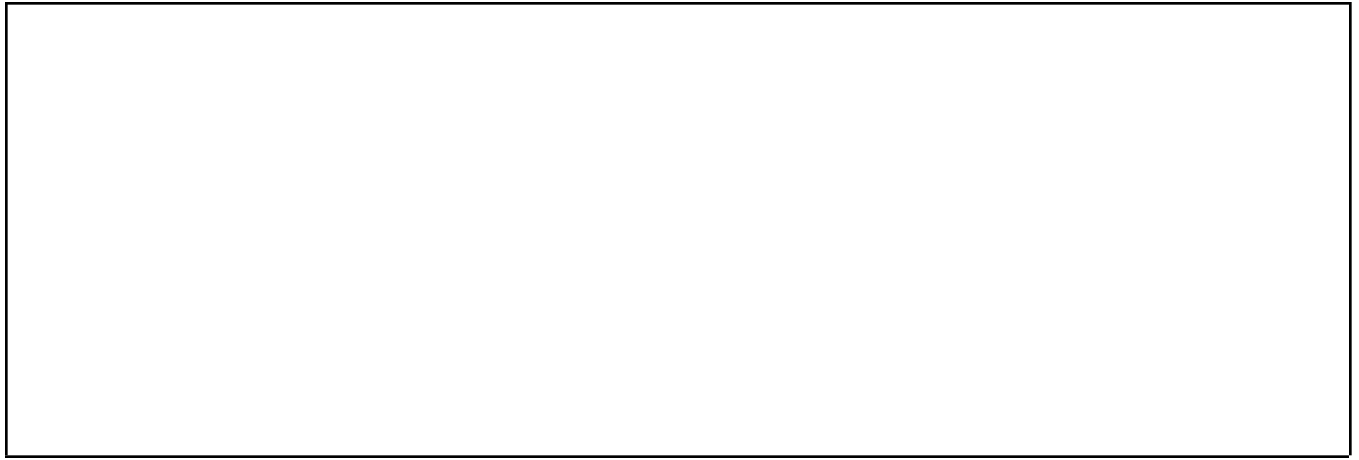
School employees or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the



Policy JFCF: BULLYING

Status: ADOPTED

Original Adopted Date: 05/15/2004 | Last Revised Date: 01/19/2017

General

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Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

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The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC or designee will serve as the districtwide antibullying coordinator. The district antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the district antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

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If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the

incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims.

The district will discipline or take other appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy. Patrons, visitors, volunteers or others who violate this policy may be prohibited from district property or otherwise restricted. Employees who violate this policy will be disciplined or terminated.

Policy Publication

The district shall annually notify students, parents/guardians, district employees and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.

3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
§ 160.261, RSMo.	State Statute
§ 160.775, RSMo.	State Statute
§ 565.090, RSMo.	State Statute
Cross References	Description
AC	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION
ACA	SEXUAL HARASSMENT UNDER TITLE IX
EHB	TECHNOLOGY USAGE
EHB-AP(1)	TECHNOLOGY USAGE - (Technology Safety)
EHB-AP(2)	TECHNOLOGY USAGE - (Access to Blocked or Filtered Content)

Cross References

Description

GCPD	SUSPENSION OF PROFESSIONAL STAFF MEMBERS
GCPE	TERMINATION OF PROFESSIONAL STAFF MEMBERS
GDPD	SUSPENSION OF SUPPORT STAFF MEMBERS
GDPE	NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS
IGCD	VIRTUAL COURSES
IGCD-AP(1)	VIRTUAL COURSES - (Best Educational Interest Determination)
IGCDA	FULL-TIME MOCAP VIRTUAL COURSES
IGD	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS
IGD-AP(1)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS
IGD-AP(2)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS
IGD-AP(3)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Participation of Part-Time Students in MSHSAA-Governed Activities)
IGD-AP(4)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Guidelines for New Programs)
IGD-AP(5)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Eligibility Standards for Athletics and Cheerleading)

Policy JFCG: HAZING

Status: ADOPTED

Original Adopted Date: 01/19/2017

In order to promote a safe learning environment for all students, the Platte County R-3 School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

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State References

§ 565.110, RSMo.

Description

[State Statute](#)

Cross References

AC

ACA

Description

[PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION](#)

[SEXUAL HARASSMENT UNDER TITLE IX](#)

Cross References

Description

EHB	TECHNOLOGY USAGE
EHB-AP(1)	TECHNOLOGY USAGE - (Technology Safety)
EHB-AP(2)	TECHNOLOGY USAGE - (Access to Blocked or Filtered Content)
GCPD	SUSPENSION OF PROFESSIONAL STAFF MEMBERS
GCPE	TERMINATION OF PROFESSIONAL STAFF MEMBERS
GDPD	SUSPENSION OF SUPPORT STAFF MEMBERS
GDPE	NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS
IGD	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS
IGD-AP(1)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS
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IGD-AP(3)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Participation of Part-Time Students in MSHSAA-Governed Activities)
IGD-AP(4)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Guidelines for New Programs)
IGD-AP(5)	DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Eligibility Standards for Athletics and Cheerleading)

Discipline on the Bus

It is important that the relationship between bus drivers, students and parents be maintained on an impersonal but friendly basis. The first contact that many parents and students have with school is the bus driver. It is very important that this first contact be a pleasant one as this sets the tone for the day. The bus driver is the first line in the public relations program of Platte County R-3 School District.

Bus drivers should be consistent in their handling of students. No favoritism should be shown. Infractions of the rules should be handled the same way every day with every student.

The driver is to be on the bus while loading and assume control of all students while they are being transported.

A school staff member is responsible for notifying the bus driver of a student's behavior prior to leaving school in case he/she needs to take action to ensure safety on the bus drive home. The principal of each school is responsible for notifying parents of students' misbehavior. The bus driver is responsible for notifying the Transportation Director of a student's misbehavior when such behavior becomes a disruption and endangers the safety of others. The driver is expected to stop by the Transportation Director's office to report any such misbehavior. If this is impossible, the driver should inform the Director by telephone.

The following guidelines will be used by the principal and Director of Transportation for addressing discipline problems:

1. **First Offense** - Student will be counseled and warned. The principal may contact parents personally by telephone that further misbehavior may result in the loss of privileges of riding the bus. The principal will inform the Director of the disciplinary action taken.
2. **Second Offense** - The privilege of riding the bus may be taken from the student or some other appropriate action may be taken by the principal that will insure misbehavior will not reoccur. The principal will inform the Director of the disciplinary action taken.
3. **Third Offense** - The privilege of riding the bus may be taken from the student. The decision to refuse transportation to a student will be a joint decision between the building principal and the Transportation Director.

Some misconduct may be serious enough to take away the privilege of riding the bus on the first offense.

Bus drivers **are not** empowered to refuse transportation to a student or to determine who shall not ride the bus. No student should be left at any point other than their regular stop unless directed to do so by the Director or the principal. If a student acts in a manner that endangers the successful completion of the trip, the driver should stop the bus, contact the Director or principal by radio or phone and await further instructions.

Helpful Tools for Good Student Control

C - Consistent

L - Limits

A - Attitude

S - Share

S - Support

1. Know your students by, at least, their first name.
2. Never give an order you do not mean to enforce.
3. The response of the student is in action. Give your command to stimulate action, not check it. Say, "do this" rather than "don't do that". Suggest an action which can be successfully obeyed. Be specific in what actions you want the kids to take and be specific about which actions you are commending them for.
4. Give a student time for reaction.

5. Have a reason for what you ask a student to do, and when possible, take time to give the reason –they can see the point if you can.
6. Be honest in what you say and do. A student’s faith in you is a great help.
7. Be fair; it isn’t punishment, but injustice that makes a student rebel against you.
8. Be friendly. Always show an interest in what they are doing.
9. Commend good qualities and action. Again, be specific! Say, “Good job of sitting on your bottom with your back against the seat!” Instead of just saying, “Good job today!”
10. Give mature commands.
11. Try to be constructive, not repressive, in all dealings with students.
12. Give positive feedback.
13. Remember that a sense of humor is extremely valuable.
14. Never strike a student.
15. Do not judge misconduct on how it annoys you.
16. Maintain poise at all times. Do not lose your temper.
17. Remember!! “The tongue is the only keen-edged tool which grows sharper with use.” Do not nag, bluff or be officious.
18. When on a field trip, let the sponsors take the lead in dealing with misconduct. If the misconduct is not dealt with or there are safety concerns, politely enlighten the sponsor and ask for some support in dealing with the problem. If no support is given, discuss the trip with the director who will speak to the sponsor.
19. Look for good qualities—all students have them.
20. Don’t call students names! Even if you’re only joking, it may not translate that way when he or she tells a parent.
21. Do not “pick” on every little thing a student does.
22. Bear in mind that misbehavior is seldom willful. There usually is a cause and it may be in yourself or some other influence outside the student.
23. Listen for suggestions and complaints from the students.
24. Follow up on all cases which have been disciplined. Be certain that you still have the respect and confidence of the student.
25. Be sincere in your work.
26. Set a good example.
27. Intelligence in handling students consists of thinking faster than they do. If they can outthink you, you are not using your maturity and the advantage of your higher education. You should see possibilities before they become results. This is the secret of leadership.
28. Never hold a student up to public ridicule. It is the surest way of creating a discipline problem and an issue with the parents.
29. Bus drivers must be professional and courteous at all times. (Do not engage in inappropriate, non-work related conversations.). They also may not have contact with students using social media, such as Facebook, or call text or other types of contact not in accordance with state law.
30. Using the above methods, you assume your responsibility and assist the Principal, the Director of Transportation, and parents in enforcing discipline and improving the image of drivers.

Bus Conduct Report

Bus Conduct Reports are done online. Link to notice can be emailed to you. Once the document is completed an email will be sent to the transportation department. We view video footage and make it available to administrators via shared drive. BCR is entered into [Educlimber](#) with Director and/or Assistant Director’s recommendations for consequence.

Bus Conduct Report

Bus Conduct Report

schwlichk@platteco.k12.mo.us [Switch account](#)

Not shared

* Indicates required question

Date *

Date

mm/dd/yyyy

Route *

Your answer

AM or PM *

AM

PM

Student's Name *

Your answer

Student's Grade

Your answer

Incident Description *

Your answer

Approximate Time of Incident *

Your answer

Area/Seat of incident *

Your answer

Name of person submitting this form *

Your answer

Submit Clear form

Route Procedure

Schedule - Each bus route should have a specified number of authorized and published stops. Keep to the published schedule so that the bus will arrive at school at the appropriate time.

Route # - Each bus should show the current route on the changeable placard on the side of the bus.

If a student attempts to ride the bus in the morning, and the driver is sure that the student is not eligible or questions the student's eligibility to be transported, the student should be transported to school and the Transportation Director and Principal should be notified of the action. The bus driver shall not engage in altercations with parents or students. Have the student report to their respective school office to update their Transportation information. Inform them that it MUST be updated by the following day.

Routes shall be run as published, and should not ever be altered. No additional stops are to be added for convenience.

Field/Activity Trips

Rotation: Director of Transportation, Assistant Transportation Director or Transportation Supervisor will assign trips to drivers and/or monitors using the employee seniority list, continuing down the employee seniority list of all eligible drivers.

1. Drivers are eligible for trips that **DO NOT CONFLICT** with their regular route schedules and/or create continual overtime.
2. Trip Cancellation: if your trip is canceled for any reason, every attempt will be made to replace the canceled trip with the first available unassigned trip.
3. Driver Cancellation: if a driver cancels a trip after assignment, that driver will be passed during the next rotation.
4. Trading Trips: trips cannot be exchanged between drivers. Always needs to go through the transportation office.
5. On trips with two (2) or more buses assigned, the buses should travel to and from the destination together.
6. Poor performance on trips will result in suspension or removal from the trip rotation or from transporting a particular group.
7. Any driver who does not work their regular shift on Friday (in any part) will forfeit their Saturday/Sunday trips.
8. Know the Bus:
9. Do a thorough Pre-Trip prior to departure and Post-Trip on return. Check carefully for vandalism.
10. Bus should be rechecked prior to returning from the trip (particularly the exit doors) – after it has been parked and unattended at the trip destination.
11. Adjust mirrors if using a bus other than the one you drive on a regular basis.
12. Drivers with midday routes or daily shuttles will not be allowed to go off their regular route to take a midday trip unless directed by the Director or Transportation Supervisor.
13. Taking a spouse, children, etc., must be pre-approved by the Transportation Director before departing.

Sponsor Guidelines for Field Trip Transportation

Your bus drivers want to help make all trips a safe, enjoyable experience, so we ask the sponsors of trips to work with us with the following guidelines.

1. Sponsors and coaches are responsible for ensuring order and appropriate behavior for all students being transported.
2. Sponsors and students are to remain seated once the bus is in motion until arrival at the destination. Standing to lead cheers or other reasons while the bus is in motion is an unsafe practice and cannot be permitted.

3. Sponsors should instruct students that the emergency door in the rear of the bus is for emergencies only. The drop from the rear door could easily cause a needless injury.
4. Missouri law requires that the aisles and area in front of all exits must remain open in case of an emergency. All equipment should be stored under or in a seat.
5. No signs, lettering, uniforms etc. can be placed in any window. The view for the driver must be kept clear for your safety.
6. Sponsors need to know exactly where the event is to be held. Good directions, ample travel time, and a map will go a long way toward getting you there quickly and safely.
7. The driver, not the sponsor, is legally responsible for the passengers and their safety. Don't put the driver in a difficult position by asking him to speed, to use illegal routing, to drive overloaded.
8. A sponsor must be on board on all non-route trips, unless it has been approved ahead of time.
9. Your driver is responsible for bringing you a clean, safe bus. It is the sponsors' responsibility to make sure students leave the bus clean, taking all belongings and trash to their proper places. The driver will still need to sweep out the bus and empty the trash cans.
10. Drivers need to arrive 15 minutes early.

The Platte County Activity Trip Drivers want to help sponsors and students to represent our school in the most favorable way. We will be glad to assist your group in any way to accomplish a safe, enjoyable trip.

Procedures for Determining Eligible and Ineligible Mileage

The school district's transportation aid dollars are dependent upon accurate and complete recording of **every mile driven by each bus**, and the appropriate classification of those miles. The classification allows us to determine whether the miles count as eligible (payable) miles, or ineligible (non-payable) miles. All mileage records are maintained by the Director of Transportation and are under the supervision of the Assistant Superintendent.

Every Monday, drivers are to hand in their mileage sheets to the office and pick up another for the next week. Drivers are responsible for recording beginning and ending odometer readings **each time** they drive a bus **anywhere**. The report contains spaces for each day of the week, along with columns used to classify the mileage. For example:

- | | |
|---|---|
| 1st & 2nd Tier/AM = AM route miles | 1st & 2nd Tier/PM = PM route miles |
| Other = Field/team trips | Act route = after school activity route |
| H = Handicap route | |
| Early Child = ESCE Preschool | V = Vocational |
| RS = Regular Summer School | HS = Handicapped Summer School |

Also included on the report is the bus number, the VIN #, the dates covered by the report and driver signature.

The report is to remain on a clipboard in each bus during the week, with odometer readings recorded each time the bus is driven. After the final trip of the week/weekend, the driver is to sign and return the completed report to the Transportation Office. If a substitute drives a route or if more than one driver uses a bus each day, he/she initials the odometer readings they record. A "Comments" section is included to explain any unusual deviation from the expected route miles.

Reports are to be turned into the mileage sheet box in the Transportation office every Monday. All reports must be double checked by the driver for accuracy before being turned in. (i.e. beginning and ending mileage are recorded, mileage matches up from trip to trip, and weekend trips are included). If school is not in session on Monday, reports are expected to be turned in the following day. Each week's mileage report is entered into a spreadsheet which will compute the total miles driven that week on each route category. Use of the mileage report forms will allow us to identify miles driven in each category on each bus on a daily, weekly, monthly and annual basis, thus providing the necessary data for the auditor report.

Video Camera Use

Purpose: The primary use of videos is to capture/monitor behavior on each school bus for later review. The camera should not be considered as a method of controlling student behavior by itself. It is another valuable tool, if used correctly.

Camera Location: 2 cameras in front, middle and rear of the bus. All district buses are equipped with video/audio cameras.

Video Review: Video reviews may be requested by the drivers and/or principals. The review may be requested because of a concern of behavior on the bus or to document a specific incident. Reviews may be also utilized by the Director for monitoring conduct on specific buses and a general review of overall conduct and bus driver performance. Buses videos can be a valuable tool in assisting drivers to establish acceptable behavior for students.

It is **not necessary to have video documentation** to complete a bus conduct form, or **for a principal to remove a student** from the bus. Bus conduct forms can be completed with or without a review of the video.

Random Review: Random reviews of tapes will be made by the Director or Supervisor. Drivers will not initiate a bus conduct slip from a video review without the consent of the Director. Locating the leaders of group misbehavior can be quickly accomplished using the video. The driver and Supervisor will plan steps to reduce and/or eliminate the existing behavior problems. As part of the driver evaluation/training process, the videos will be reviewed for driver performance.

Confidentiality: Due to Family Educational Rights and Privacy Act (FERPA) video will only be made available to drivers, Director, and school administration under the guidelines of the district's School Bus Video Recording Guidelines, unless otherwise required by law.

File: EEAC

Critical

School Bus Video Recording Guidelines

Procedures

Storage, Installation, and Use of School Bus Digital Video/Audio Recordings

- Video equipment will be installed on buses at the Platte County R-3 School District.
- All video recordings will be maintained and stored at the district's Transportation Department.

Records

- Records and video will be maintained and protected from invasion of privacy under the guidelines of the Family Educational Rights and Privacy Act (FERPA) and Platte County R-3 School District Board of Education policies.

Viewing Requests

- Requests for viewing bus videos can only be made by Platte County R-3 School District administrators, school Principals or their designees, or bus drivers of the bus that is documented. Drivers will not be permitted to see video from buses or routes they do not drive.
- Requests to view video(s) must be made within seven (7) school days from the date the video was recorded in order to ensure that the video clip may not have been recorded over.
- Requests for viewing of video can only be made with the intent of observing a given problem, issue, or situation to work towards a solution or disposition of the problem and/or actions involved in the incident.

- Requests for viewing of video should be from the district administrator or school building principal through the Director of Transportation's office.
- The viewing of school bus video can only be done at the Platte County R-3 Transportation facility, a Platte County R-3 school, or the Platte County R-3 School District Administration Office.
- Parents, students, or other parties may not obtain access to videos unless consent from the parents/guardians of all students in a video is obtained. Law enforcement, juvenile justice authorities, or authorized representatives of the Children's Division of the Department of Social Services may access videos in cases of reported child abuse or neglect, or as otherwise allowed by law.

Responsibilities

Director of Transportation, Assistant Director of Transportation, Safety Personnel, or Bus Driver

- A bus driver can write bus conduct notices for incidents of improper conduct that may initiate the review of school bus video recordings for a specific reason.
- The Director of Transportation, or his designee, will view any relevant video resulting from an incident or situation on board a bus as reported by a driver, or as requested by a district administrator or building principal.
- If the Director of Transportation, or his designee, determines from the video that disciplinary action should be considered, notification will be made with the building principal of the student(s) involved, who shall then make the determination of any potential disciplinary actions to be taken.
- The Director of Transportation will be responsible for forwarding any available video(s) that have been requested by a building principal or a district administrator.
- The Director of Transportation must secure all video so that only Platte County R-3 School District administrators, building principals, or other duly authorized staff or persons as listed above, may review it.

Building Principals or Assistant Principals

- It will be the responsibility of the principal/assistant principal to notify student(s) and their parents of any disciplinary actions taken as a result of a bus conduct notice.
- The severity of the conduct will be determined by the principal, and will be addressed according to district guidelines and policies. Building principals have the authority to "jump" steps in procedural discipline at their discretion based on the severity of the infraction or incident.

School District

- All recorded video is, and shall remain, the sole property of the Platte County R-3 School District. However, district officials, parents/guardians, law enforcement, juvenile justice authorities, or authorized representatives of the Children's Division of the Department of Social Services may have copies or originals of any video that may be required by law.
- Any changes or exceptions to the procedures in processing and utilizing video recordings made aboard school buses in the Platte County R-3 School District will be made only by the direction of, or under the approval of, the Superintendent of Platte County R-3 School District or his designee(s).

Performance Evaluation

The purpose of the Platte County R-3 School District (District) Classified Evaluation model (Classified Performance Improvement Cycle or CPIC) is to provide a collaborative process for employees and their supervisor(s) to discuss current job performance, clarify job responsibilities, and plan for future growth and improvement. The classified evaluation tool serves as an incentive toward professional growth on job-related skills for classified employees. This, in turn, will positively support student achievement. Additionally the evaluation process will provide the following outcomes:

- Provide employees with the ability to see a clear relationship between their job and the organization as a whole.
- Assure accountability to the public the school district is effectively meeting defined goals through sound use of its resources.
- Provide feedback on job performance, giving evaluators the opportunity to reinforce desired end results and provide direction on methods for improved job performance.
- Influence employment decisions affecting retention, transfer, and promotion.
- Recognize employees who exhibit continuous superior job performance.

Effective evaluation requires meaningful observation, analysis of employee actions, and first-hand knowledge of the employee and his/her work habits. Performance evaluation should not be a once-a year activity. This must be viewed as a cyclical process with feedback and observation geared towards continuous improvement, which culminates with a formal performance review. An effective evaluation process assures there are no surprises during the end-of-year formal review session. The District expects all of its employees to take an active role in identifying strengths and opportunities for improvement within this process, similar to the work that is done in every classroom.

Background

District administrators met with representatives of each classified category to revise the current classified evaluation tool. This was initiated, in part, to align with the new certified evaluation model referred to as Educator Performance Improvement Cycle (EPIC). The team began by exploring the strengths and weaknesses of the current evaluation tool and quickly moved to revising the key components of the evaluation pillars for all classified employees. The goal is to present the newly revised tool to the Board of Education in the summer and to fully implement the new Classified Performance Improvement Cycle (CPIC) with all classified employees.

Board of Education Policy GDN Evaluation of Support Staff

The superintendent or designee will regularly evaluate the performance of all support staff employees in the district. The primary purpose of the evaluation is to promote continuous growth of support staff employees in a manner that is aligned with the District's Comprehensive School Improvement Plan (CSIP) and, where applicable, building school improvement plans (BSIPs) with the goal of contributing to a positive education environment. Results of the evaluation will inform employment and compensation decisions, but may not be the only factor considered.

The procedures and instruments for support staff evaluation will be developed by the superintendent, in consultation with building-level administrators and support staff supervisors, and will include:

1. Multiple ratings used to identify differentiated levels of performance.
2. An analysis of the employee's impact on the education environment.
3. Incorporation of meaningful and timely feedback between the evaluator and the support staff employee.
4. Evaluator training on the proper implementation of the evaluation instrument used by the district.

The superintendent may delegate the responsibility for support staff evaluation to other administrators, but the superintendent is ultimately responsible for the performance of all employees. Evaluators will complete a written evaluation on all support staff assigned to them for evaluation. All employees will be given an explanation of duties and responsibilities, and will be provided guidance by their immediate supervisors in performing them satisfactorily. In addition, all staff members will receive a copy of the applicable evaluation instrument in advance of their evaluation.

Evaluators will assess and monitor growth in the following areas:

- District Commitments (Vision, Mission, Values)
- Customer Service & Communication
- Job Accomplishment
- Quality of Work
- Staff Conduct
- Time and Attendance
- Professional Knowledge
- Professional Growth

Pre-arranged Annual Leave Days (ALD)

Note that ALD days **are not to be used as vacation**, rather to cover you for illnesses or situations that come up that force you to be absent. As noted earlier for illness or emergency situations, contact the Director or Transportation Supervisor by phone as soon as possible.

Follow these procedures when pre-arranging time off:

1. Check the calendar for the dates and/or time that you would like off. If there are already 2 people scheduled to be off at your same time, you will need to talk with management. Only 2 requests for time off at the same time period will normally be allowed.
2. If your needed time is available, you will need to submit your request via the online request application (HR Portal).
3. Once your request is reviewed you will receive an "approved" or "denied" response online
4. Approved absences will be noted on calendar in Transportation office
5. If you have a "denied" you may see the Director, Assistant Director or Transportation Supervisor to understand any issues with your request.

Any requests turned in early have a better chance of being approved. Try to make your appointments in advance so there won't be any conflict with other requests. Sometimes you have to take what you can when making appointments; or you might have an unexpected emergency or illness; these will be dealt with as they come up.

In accordance with Board Policies GDBDA absences may be charged against ALD's for the following reasons.

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid ALD.
- b. Illness, injury or incapacity of an immediate family member (see Board Policy GDBA for definition of "immediate family").
- c. Pregnancy, childbirth and adoption leave in accordance with policy.
- d. Tax investigation.
- e. Court appearances, unless applicable law requires no leave be charged to the employee.
- f. Wedding or graduation.
- g. Observance of a religious holiday.
- h. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences. This also includes medical or dental appointments.
- i. Leave under the FMLA, or otherwise authorized by law.
- j. Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.
- k. Other personal situations approved by the superintendent or designee.

Bereavement Leave – A maximum of three (3) days of Bereavement may be used each school year at the time of death of an immediate relative (as stated in board policy).

Revised: July 1, 2016
Platte County R-3 School District, Platte City, Missouri

Bus Driver Recruitment:

Any Platte County R-3 employee who successfully recruits a bus driver (with or without a CDL) will receive a \$200 stipend once the new bus driver successfully completes ninety (90) days of employment as a licensed bus driver.

Transportation Department Procedures Handbook 2024-25 DRAFT

APPENDIX A: POLICIES



Policy GBCB: STAFF CONDUCT

Status: ADOPTED

Original Adopted Date: 12/16/1999 | Last Revised Date: 01/19/2023 | Last Reviewed Date: 01/19/2023

The board of education expects every employee to act professionally, ethically and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public. In addition to expectations in other board policies and directives from supervisors, district expectations for employees include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. Properly supervise all students. The board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
13. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the board of education that employs such teacher.

15. Employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.
17. Engaging and partnering with parent(s) and/or guardian(s) in the educational process is essential to improved student success and learning. District employees are expected to have positive, productive and meaningful two-way communication between home and school and to promote a safe and open dialogue to keep parent(s) and/or guardian(s) informed about essential events in school. Staff members will also support and encourage students to maintain open communication about school events with their parent(s) and/or guardian(s).

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
§ 105.055, RSMo.	State Statute
§ 115.646, RSMo.	State Statute
§ 167.166, RSMo.	State Statute
§ 168.114, RSMo.	State Statute
§ 168.130, RSMo.	State Statute
§ 304.820, RSMo.	State Statute

Cross References

	Description
AC	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION
ACA	SEXUAL HARASSMENT UNDER TITLE IX
CH	POLICY IMPLEMENTATION AND DISSEMINATION
DCB	POLITICAL CAMPAIGNS
DJF-1	PURCHASING
DJF-1-AP(1)	PURCHASING
DJF-1-AP(2)	PURCHASING - (Credit and Purchasing Cards)
IND	CEREMONIES AND OBSERVANCES
IND-AP(1)	CEREMONIES AND OBSERVANCES - (Flag Displays)
JFG	SEARCHES OF STUDENTS
JO	STUDENT RECORDS
JO-1-AP(1)	STUDENT RECORDS - (K-12 Districts)
JO-1-AP(2)	STUDENT RECORDS - (Disclosure of Photographs, Images and Recordings Maintained by the District)
KI	PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES

Policy GBEB: DRUG-FREE WORKPLACE

Status: ADOPTED

Original Adopted Date: 12/16/1999 | Last Revised Date: 04/18/2024 | Last Reviewed Date: 04/18/2024

Definitions

Controlled Substances – Substances listed in schedules I, II, III, IV, and V of the federal Controlled Substances Act, 21 U.S.C. § 812. For the purposes of this policy, a controlled substance shall also include any controlled substance, counterfeit substance, or imitation controlled substance as defined in § 195.010, RSMo., and any chemical substances structurally similar to and treated as controlled substances under state law.

District Activity – Any activity, event, or function where students are under district supervision, such as field trips or athletic events.

District Property – Any property owned or leased by the district, including any vehicle owned, leased, or used for district purposes, and any location where a district-sponsored or approved activity takes place.

Prohibited Substances – For the purposes of this policy, a prohibited substance shall include:

1. Alcohol.
2. Controlled substances for which the employee does not have a valid prescription.
3. Unauthorized inhalants.
4. Counterfeit or imitation controlled substances.
5. Marijuana or marijuana-infused products.
6. Any other illegal drug.
7. Any drug or medicine prohibited on district property by law or policy.
8. Substances intended to create a false negative on a drug test.

Prohibited Substances

Student and employee safety is of paramount concern to the board of education. In recognition of the threat to safety posed by employee use or possession of prohibited substances, the board commits itself to a continuing good-faith effort to maintain a drug-free workplace. Therefore, the board prohibits employees from manufacturing, using, selling, transferring, distributing, possessing, or being under the influence of prohibited substances on district property; in any district-owned vehicle or any vehicle used to transport students; at district activities; or during any time employees are supervising students on behalf of the district or are otherwise engaged in district business. The board also prohibits the manufacture, use, sale, transfer, or possession of drug-related paraphernalia. When it is evident that an employee has consumed prohibited substances off district property before or during a district activity that the employee is required to attend, the employee will not be allowed on district property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption of prohibited substances on district property.

This policy shall be communicated in writing to all present and new employees. Compliance with this policy is mandatory.

Marijuana and Marijuana-Infused Products

Marijuana is illegal under federal law and is considered a prohibited drug under this policy. This policy's prohibitions apply even if an employee has been authorized under state law to use marijuana or marijuana-infused products for medicinal or recreational purposes.

Testing

Employees may be tested for prohibited substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district vehicles must submit to alcohol and drug testing as required by law. Additional drug testing may occur as allowed by law. All testing will be conducted in accordance with board policy, administrative procedures, and law.

Consequences

Employees who violate this policy will be subject to disciplinary action, which may include, but is not limited to, suspension, termination, referral for prosecution, and referral for discipline of the employee's certification or license. Employees may be required to satisfactorily participate in substance use assistance or rehabilitation programs.

As required by federal law, if an employee is convicted of a criminal drug offense for a violation occurring in the workplace, the district will take appropriate personnel action, which may include discipline, termination, or requiring employee participation in a substance use or rehabilitation program. The district will take action within 30 days of notification of the conviction.

District Notifications

Each district employee is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this district or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five calendar days after conviction. In accordance with policy GBEBE, employees are required to notify the district if they are charged with any misdemeanor or felony.

Notification to Federal Agency

If an employee is convicted of any criminal drug offense for a violation occurring in the workplace, the superintendent or designee will provide notice in writing of such violation to the U.S. Department of Education or other appropriate federal agency within ten calendar days after the superintendent or designee receives such notification. Notification will be made only if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

Awareness Program

The superintendent or designee will institute a drug-free awareness program to inform employees of the dangers of drug and alcohol use and misuse in the workplace; of this policy of maintaining a drug-free workplace; of available counseling, employee assistance, and rehabilitation programs; and of the penalties that may be imposed upon employees for substance use violations occurring in the workplace.

Professional Assistance

The board encourages employees who have a substance abuse problem to seek professional assistance. The district will provide referrals to treatment resources upon employee request, but the district will not assume any financial responsibility.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
§§ 287.120, 302.275, RSMo.	State Statute
Mo. Const. art. XIV §§ 1-2	State Statute
Federal References	Description
21 C.F.R. §§ 1300.01-.04	Controlled Substances

Federal References

21 C.F.R. §§ 1308.11-.15

21 U.S.C. § 812(c)

21 U.S.C. §§ 841, 844, 860

41 U.S.C. §§ 8101 - 8105

Cross References

EBBA

EBBA-AP(1)

JFCH

JHCD

JHCD-AP(1)

Description

[Controlled Substances](#)

[Federal Statute](#)

[Federal Statute](#)

[Drug Free Workplace Act](#)

Description

[ILLNESS AND INJURY RESPONSE AND PREVENTION](#)

[ILLNESS AND INJURY RESPONSE AND PREVENTION - \(First Aid Guidelines\)](#)

[STUDENT ALCOHOL AND DRUG USE](#)

[ADMINISTRATION OF MEDICATIONS TO STUDENTS](#)

[ADMINISTRATION OF MEDICATIONS TO STUDENTS](#)

Policy GBEBB-2: EMPLOYEE ALCOHOL AND DRUG TESTING

Status: ADOPTED

Original Adopted Date: 12/16/1999 | Last Revised Date: 04/18/2024 | Last Reviewed Date: 04/18/2024

(District Provides Transportation Services)

Provisions Applicable to All Employees

Alcohol and Drug Prohibitions

Employees may not manufacture, use, possess, sell, distribute, or be under the influence of prohibited substances ("alcohol or drugs") in violation of district policy GBEBB, Drug-Free Workplace. Employees may be tested for alcohol and drugs if the district has reasonable suspicion that they have consumed alcohol or drugs in violation of board policy.

Marijuana and Marijuana-Infused Products

Marijuana is illegal under federal law and is considered a prohibited drug under this policy. This policy's prohibitions apply even if an employee has been authorized under state law to use marijuana or marijuana-infused products for medicinal or recreational purposes.

Program Coordinator

The superintendent or designee will serve as the program coordinator and will implement the district's alcohol and drug testing program within the guidelines of this policy.

Training

The superintendent or designee will secure training on identifying the signs that an individual is under the influence of alcohol or drugs and will select employees to receive the training. The training will include requirements under federal law for employees who operate district vehicles.

Testing Program

The district will use alcohol and drug testing facilities with appropriately trained personnel. The district's alcohol and drug testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The sample collection procedures and chain of custody shall ensure that the security, proper identification, and integrity of the samples are not compromised.

Consequences

Employees who test positive for prohibited substances will be subject to discipline, including termination, in accordance with board policy and law. Employees who obstruct the district's alcohol or drug testing process may be disciplined as if they submitted a sample that returned a positive test result and may also be subject to discipline for the act of obstruction itself. Employees obstruct the drug testing process when they:

1. Refuse to submit to a drug test under this policy;
2. Intentionally submit a falsified sample for testing (such as submitting someone else's sample as their own, providing a sample for another person to submit as theirs, submitting an old sample as if new, or submitting a sample containing a substance intended to cause a negative result on the test); or
3. Otherwise intentionally interfere or attempt to interfere in any way with the integrity of the sample collection and testing process under this policy.

Employees who have not been asked to submit a sample but obstruct the testing of another person's sample may be disciplined for the obstruction.

Treatment

In addition to any disciplinary action taken, the district will provide employees a list of names, addresses, and telephone numbers of substance use treatment professionals and programs when employees have a positive alcohol or drug test result, refuse to take a test, or otherwise request information about substance use treatment.

District Records and Reports

Alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, employees shall receive copies of any records pertaining to their use of alcohol or drugs, including any records pertaining to tests. Test records shall be maintained with each employee's separate medical files. The district shall maintain records and reports of its alcohol and drug prevention program as required by law.

Records of alcohol and drug tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

Notification to Employees

The program coordinator shall ensure that all employees receive appropriate notice of the district's prohibitions on alcohol and drug use.

Provisions Applicable to Drivers

In addition to the alcohol and drug testing provisions applicable to all employees, the district, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random, and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; participating in the Commercial Driver's License Drug and Alcohol Clearinghouse; and complying with the Missouri Department of Revenue's reporting requirements.

As required by law, drivers shall not report for duty within four hours of using alcohol. Drivers required to take a post-accident test shall not use alcohol for eight hours following the accident or until they undergo a post-accident alcohol test, whichever comes first.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
§§ 287.120, 302.275, RSMo.	State Statute
Mo. Const. art. XIV §§ 1-2	State Statute
Federal References	Description
21 U.S.C. § 802(6)	Federal Statute
21 U.S.C. §§ 841, 844, 860	Federal Statute
49 C.F.R. Parts 40, 382, 383	Procedures for Transportation Workplace Drug and Alcohol Testing Program; Controlled Substances and Alcohol Use and Testing; Commercial Driver's License
49 U.S.C. § 31306	Omnibus Transportation Employee Testing Act of 1991
Cross References	Description
EEA	STUDENT TRANSPORTATION SERVICES

Cross References

EEA-AP(1)

Description

[STUDENT TRANSPORTATION SERVICES - \(Student Transportation in Private Vehicles and Common Carriers\)](#)

