

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT



TRANSPORTATION EMPLOYEE HANDBOOK

WELCOME TO OUR TRANSPORTATION TEAM

As a school district employee for the Sacramento City Unified School District (SCUSD), you are part of a team that successfully and safely transports thousands of students to school each day. The District encompasses approximately 67 square miles with school buses servicing more than 110 individual routes. Approximately 2.1 million miles were driven last year by District employees and contracts drivers in transporting our students. Such a large program demands the highest level of professionalism.

This publication has been developed to assist you in your job as a professional school bus driver in the SCUSD. The policies and rules outlined are the result of many years of busing experience and have proven to be beneficial. Policies and rules are subject to modification as situations change and, therefore, require each bus driver's diligence in keeping up with such changes.

As a school bus driver, you are personally responsible for knowing and following the policies, rules and procedures contained in this Manual and 82.7. If there is a need for clarification on particular points or issues, check with your supervisor immediately. Each driver is required to fully inform him/herself and to put into practice the requirements contained in this Manual.

The bus driver is the first District employee our students see each morning and the last employee in the evening. As a result, your personal influence extends beyond that of many other District staff members. I am confident that you will be a positive influence on our students by displaying the highest levels of professionalism in carrying out your duties.

OVERVIEW OF THE TRANSPORTATION SERVICES DEPARTMENT



Mission Statement

To support the educational process by providing safe, dependable, efficient and cost-effective transportation services in response to the needs of students, staff and community.

Sacramento City Unified School District

Transportation Services Department

The Transportation Services Department provides home-to-school/school-to-school busing services for approximately 2,000 students every day on over 110 routes. In addition, approximately 2,000 other types of bus trips are provided each year, such as class field trips, after school activity buses, and athletic team buses. Over 2.3 million miles were driven last year in support of the District's student transportation program. The Transportation Services Department is proud to have one of the finest safety records in the state.

Responsibilities

- Process requests, schedule buses, and track expenditures for approximately 2,000 curricular and other bus trips.
- Operate garage which is required to service over 200 District-owned buses, trucks and autos.
- Provide a continuous program for the training of bus drivers that exceeds the requirements mandated by California Law.
- Respond to emergencies, including accidents, resolve problems and complaints from parents, school administrators and the public.

Contact Information

Transportation Services Staff

Chuck Ernst	Director, Distribution Services	277-6705
Linda Chastain	Fleet Supervisor	277-6678
Ronald E. Hill	Fleet Supervisor	277-6498
Kurt Schoener	Maintenance Supervisor	277-6624
Susan L. Paavola	Cluster Program Technician	277-6702
Lucy Becker	Field Trip Office	277-6703
Transportation Office	Dispatch	277-6701

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GENERAL EMPLOYEE INFORMATION

1. All employees will sign in and out daily (AM-MID-PM). Actual times of reporting and leaving, **NO EXCEPTIONS.**
2. Call in 45 minutes prior to your leave time when unable to report to work and also 45 minutes prior to your leave time on the day returning to work.
3. Drivers are to report to work 45 minutes prior to first pick up, unless other instructions are given.
4. Drivers leaving work area before their required number of paid work hours must check out with a supervisor and sign a Form 12.
5. Bus Drivers are required to work their full hours for all shortened/minimum days. Schedules and lunchtime may be adjusted to provide bus service.
6. When returning from an absence, report to the Payroll Office to sign a Form 12.
7. When completing overtime, report to the Payroll Office to sign a Labor Statement.
8. Do a complete pre-trip inspection before leaving the bus yard. Turn in Pre-Trip Inspection Sheet at the completion of your day.
9. Turn on the two-way radio and complete a radio check during pre-tripping.
10. Buses shall be parked in their designated slot.
11. All bus keys are to be turned in daily. PLEASE do not make keys for your bus.
12. Be sure to check the board and mail boxes for messages and changes of schedules.
13. Speed limit in the yard is 10 M.P.H. Follow the arrows and do not cut through parking spaces or yard. Buses parked along the south side by the small shop are to follow the arrows around the yard when parking.
14. Do not use San Joaquin Avenue between 65th Street and Redding Avenue unless servicing a designated school bus stop.
15. Do not use Redding Avenue between San Joaquin Avenue and 14th Avenue unless servicing Hiram Johnson High School or a designated school bus stop.
16. Buses and vans will be returned to the yard after completion of each run unless other arrangements are approved by a supervisor.
17. Drivers shall not transport any person(s) (including family, friends and District Employees) other than those assigned to them by their supervisor.
18. Bus/Van drivers are not to use equipment for any personal use such as shopping or going to visit friends, etc.

19. Public telephones will be used for all personal calls. Incoming telephone calls: Emergency Calls – Supervisor will attempt to relay messages. Routine messages will not be taken.
20. Report all accidents that happen including those in the yard, to Dispatch.
21. Keep at least three (3) feet between your vehicle and the fuel pumps when fueling.
22. **Fuel all buses/vans daily.**
23. When fueling **do not lock nozzle shut off** in the open position. Do not overfill. When fueling is finished, let excess fuel in the nozzle drain into the bus tank, **not on the concrete.**
24. Replace nozzle on the pump hook in an upright position.
25. When fuel pump shuts off, stop fueling the vehicle.
26. If something is wrong with the fuel pump, tell Dispatch.
27. Dump garbage in garbage bins only.
28. The can outside by the fueling island is for paper towels only, **NOT** for trash.
29. NON-driving time will be used to clean and wash the buses/vans.
30. Wash buses/vans weekly or more often if needed. Wash rack will be open for washing after the AM runs.
31. Buses/vans are to be swept daily before leaving work. Floors are to be mopped once a week or more often if needed. Bus/van seats are to be pulled up and cleaned at least once a month. It may require a mechanic to unbolt the seats. Floors of buses/vans are to be damp mopped only. Do not hose or use excessive amount of water on the inside of the vehicles.
32. Window cleaner is available in the shop.
33. Bus/van windows are not to be raised with a broomstick or other object from the outside of the bus/van.
34. No mops or brooms are to block any exits on the bus/van.
35. Proper footwear (shoes) must be worn while on the premises and for safe operation of school buses/vans. High heels and footwear without back straps shall not be worn while operating school buses.
36. You may wear walking shorts, dress or skirts if they are not more than 2 inches above the knees.
37. Tank tops are not proper attire.
38. Walkmans, Ipods, MP3 players and other electronic listening devices will not be permitted while on duty and during driving for safety reasons.
39. Wireless phones with or without hands free devices are not allowed while driving a school bus.

40. Smoking will be conducted off district property, or in the designated area(s).
41. Prepare and maintain left and rights for **each route** and keep them in the binder and **up to date at all times.**
42. **Routing** – Start route at farthest point from school and work your way in. On return runs, reverse the route and drop off the child who lives the closest to the school then work your way out. Try to set up your run so students will not be on the bus/van longer than one hour if possible.
43. Please do not arrive at your schools too early. Set route up so that you arrive five (5) minutes before school start time. If you see you are waiting at school longer than five (5) minutes, adjust your pick-up times to arrive later.
44. All drivers shall confirm with your schools for bell schedules. Times may be different than what is on your route sheet. Please see dispatch if you cannot cover early schedules.
45. **At the end of each run, do a walk through to check for sleeping children or small children that could be left on the bus before continuing on your run or returning to the yard.** All drivers are required to inspect their buses before leaving them parked overnight or for any extended period of time. Special attention should be given to students sleeping in the rear of the bus, windows closed, lights turned off and two-way radios off. All vehicle discrepancies should be noted on the daily condition report for corrections and turned in.
46. Mileage sheets are to be kept current daily and signed. A neat legible and accurate mileage sheet will be completed and turned in on Fridays.
47. Mileage is to be entered in the appropriate columns. **Please note on the left and rights what program to list mileage under.**
48. Students with an injury/incident other than a school bus accident must be reported to dispatch and a Student Injury/Incident Report must be filled out.
49. Training classes for certificate renewal will be conducted throughout the year. Check the Training Board for date and times. **Employees are responsible for keeping their training requirements current, School Bus Certificate, First Aid, Medical, and Driver's License.**
50. Drivers are prohibited from giving anything by mouth to student for a treat (i.e. candy, chocolate, cookies, or drinks). If you wish to reward students, non-edible treats such as stickers, pencils, books, or badges that are generic in nature are acceptable.

School bus drivers must comply with all Federal, State and Local rules and regulations including but not limited to the Highway Patrol Handbook 82.7.

SPECIAL EDUCATION PROGRAM INFORMATION SHEET

- All drivers shall check with their schools to verify times for each child. The times may be different than the times on your list. There should be only one pick up time for each tier unless the school has pre-school classes. Also, check for a breakfast program. This information should be put on the route sheet and the Dispatch Office needs to be informed. See Dispatch if you cannot cover an early schedule or if you have any questions.
- Drivers shall verify PM dismissal times. **REMEMBER only one pick up time for each tier!**
- On short or early days, please check with Dispatch and make yourself available to cover extra runs. **You must work your scheduled hours.**
- Drivers shall not make any special arrangements with parents or schools without clearing them through Dispatch or your supervisor. If parents or school staff inquires about your route, refer them to Transportation Services at (916) 277-6700.
- If more than one van services a school and you find you are crossing each other on the route, come in and talk to Dispatch.
- Drivers shall go by every stop every day unless the student has missed more than five (5) consecutive school days. Only then will parents be required to call in to reinstate transportation.
- The bus will wait one (1) minute, then driver shall chalk the sidewalk with time & date and continue on route.
- Place backpacks of all students in front of van.
- Dispatchers **will not** call drivers for no pick ups unless students will miss more than five (5) days, if there is a problem or if the student is in a wheelchair.
- **REMEMBER.....**Radios are not telephones! Please keep radio conversations to a minimum. Use only when necessary or in an emergency and use proper radio procedure. No personal messages on the radio. It is to be used to conduct official district business only. (See pgs 14-20 Employee Handbook for Radio Operation Instructions)
- Route lists – You will receive two (2) copies of your route list on bidding day. Please fill in pick up and drop off times and any information that needs to be changed. Turn in one copy to Dispatch at the end of the routing day. Dispatch will give you a new route list with corrections before school starts.

- **VERY IMPORTANT.....**All drivers shall notify all parents/caretakers of approximate pick up time and what bus their student will be riding. Go by your student's home and introduce yourself. The telephone numbers on your route sheets are not always current or correct. Just because you cannot reach someone by telephone does not mean they do not live at that address. Be sure to check with your parents for any special information you might need to know while transporting their child. Please note this on your left and rights. It will also enable you to confirm the address and
- Hand out emergency information cards and parent information letters. **Remember, contact all parents.** We will be calling parents to verify contact.
- **Transportation Eligibility and Notification Procedures – Special Education Letter** Give a letter to each parent. Write your name, bus/van number and pick up time in the box provided. **Contact all parents** in person.
- **Emergency Forms** – Give one for each child. Parents are to fill out, sign and return to you. Enter your bus/van number in the upper right hand corner and return to Dispatch. This must be done **every time** you receive a new student during the year.
- **Route List** – Keep up-to-date pick up and drop off times with up-to-date lefts and rights to match. This information is used to support you regarding inquiries to your route.
- When a student cancellation occurs on your route, please be sure to state a cancellation reason and if possible, the person(s) name or source responsible for the cancellation.
- On Special Education route lists the following is the meaning under PRG:
H2S – House to School must pick up and drop off at house
S2S – Stop to School – stop may be set up on a corner, etc.
TH – Therapy – pick up and drop off at designated stop
WE – Work Experience – pick up and drop off at designated stop
- Supervisors will be conducting route audits. You may observe them at schools and other locations. Be sure to follow your left and rights. Also, keep left and rights updated at all times.
- **Special Education Only** – If there is no one home, **do not leave the child.** Take the child with you and leave a note on the door so the parent will know where the child is. **Call into Dispatch before continuing on your route.** When you have completed your route, return to the student's home and find out if the parent has returned. **If the parent is still not home, call into Dispatch again for instructions before returning to the yard. The only time you can leave a child alone at home is when a parent has completed a leave alone slip stating permission and the student is able to gain access to the inside of the home. Be sure to note this on your left and rights that the child can be left alone.**
- All Special Education drivers shall check with their schools to see if it is all right to drop students off without staff to meet them. If the school wants you to hold students until someone comes out, please do so. Also, indicate this on the left and rights.

- **Yellow Program Sheets** – After school starts, we will be running some special programs such as: Work Experience, Therapies, Adaptive P.E., etc. If you service any programs other than home to school, you must keep a yellow program sheet to be turned in each month.
- Bus Attendants shall not go on field trips or anything else extra unless requested by school and approved by Transportation Services.
- **Wheelchairs** – All wheelchair drivers shall check each chair to be sure it has proper equipment such as seat belts, brakes and batteries if so equipped. Batteries must be leak resistant or in a leak resistant container. If any of the above problems exist, notify Dispatch and pick up a letter to give to the parents. It is the parent's responsibility to repair the wheelchairs.
- Drivers shall be on the ramp, unless otherwise specified, while there is a student on it. Driver shall have at least one hand on the chair while on the ramp with specific exceptions noted on the left and rights. Only the driver will operate the ramp. (NO EXCEPTIONS.)
- **Wheelchairs** – All chairs are to have at least a four-point contact to the floor and more if necessary. Be sure wheelchairs are properly secured. If a wheelchair is not secured properly and a child flips over, it is a school bus accident, and the C.H.P. may cite you.
- **Wheelchairs** – All tie downs are to be removed from the floor when not in use.
- **Wheelchairs** – Please mark all wheelchair students with "W/C" on the left and rights beside the student's name.
- **Wheelchair Mileage Sheet** – Wheelchair log must be kept current daily. A neat legible and accurate sheet shall be turned in on Fridays.

BUS ATTENDANT'S INSTRUCTIONS / GUIDELINES

The reason for explaining your duties and responsibilities in detail is that many students will be under your direction. Your attitude and concern is extremely important at the start of the day in as much as your influence could determine whether a student arrives at school troubled or a happy, eager student ready to learn. The troubled student will not only create problems on the bus, but will also create problems in the classroom. This group must be handled with extra care as they are at an age where you can influence their daily learning attitude.

GENERAL INSTRUCTIONS / GUIDELINES – K-6

1. Respond to each child regardless of race, color or creed.
2. Again, remember your daily effect on each student.
3. Receive each student when he or she boards the, direct them to the seat in which you want them to sit.
4. Instruct students to leave the windows alone and explain that you will adjust them as necessary. Remind students to keep their arms and any part of their bodies inside the bus. Tell students to stay seated and to sit back in their seats at all times. Moving, standing or changing seats is prohibited.
5. At times, it becomes necessary to separate the children who are not compatible; try to find the right combination. There are different ways to achieve this. Find the right combination as whatever works for you may not work for others.
6. There are times when you are required to act as a nurse. Tissue/Paper Towels should be readily available. Some of the problems you will have are runny noses, bloody noses, bruises, etc. Band-aid and bandages are found in the First Aid Kit. Ask your driver to handle this as he/she is qualified to give First Aid.
7. See that the students do not throw papers, gum or other materials of any kind on any area of the bus.
8. When you arrive at the school, position yourself at the same spot as when they boarded the bus. Instruct students to remain seated until the bus stops at the unloading location and have them leave the bus according to the system you find best. There are several methods from which to choose. Some attendants have students take turns. We suggest you make it interesting. The driver may be standing at the door outside ready to keep the students from falling.
9. The driver is responsible for the students and the safe operation of the bus. However, he/she will not interfere unless it becomes necessary, so ask for their help when needed. Control the students.
10. Do not allow noises; keep talking to a normal tone; let them express themselves but under your control. Conversing with anyone outside the bus is prohibited.
11. The attendant will remain inside the bus whenever students are aboard. Seat yourself in an area of the bus that allows you to see more and control the students better.

12. Foul language should not be tolerable.

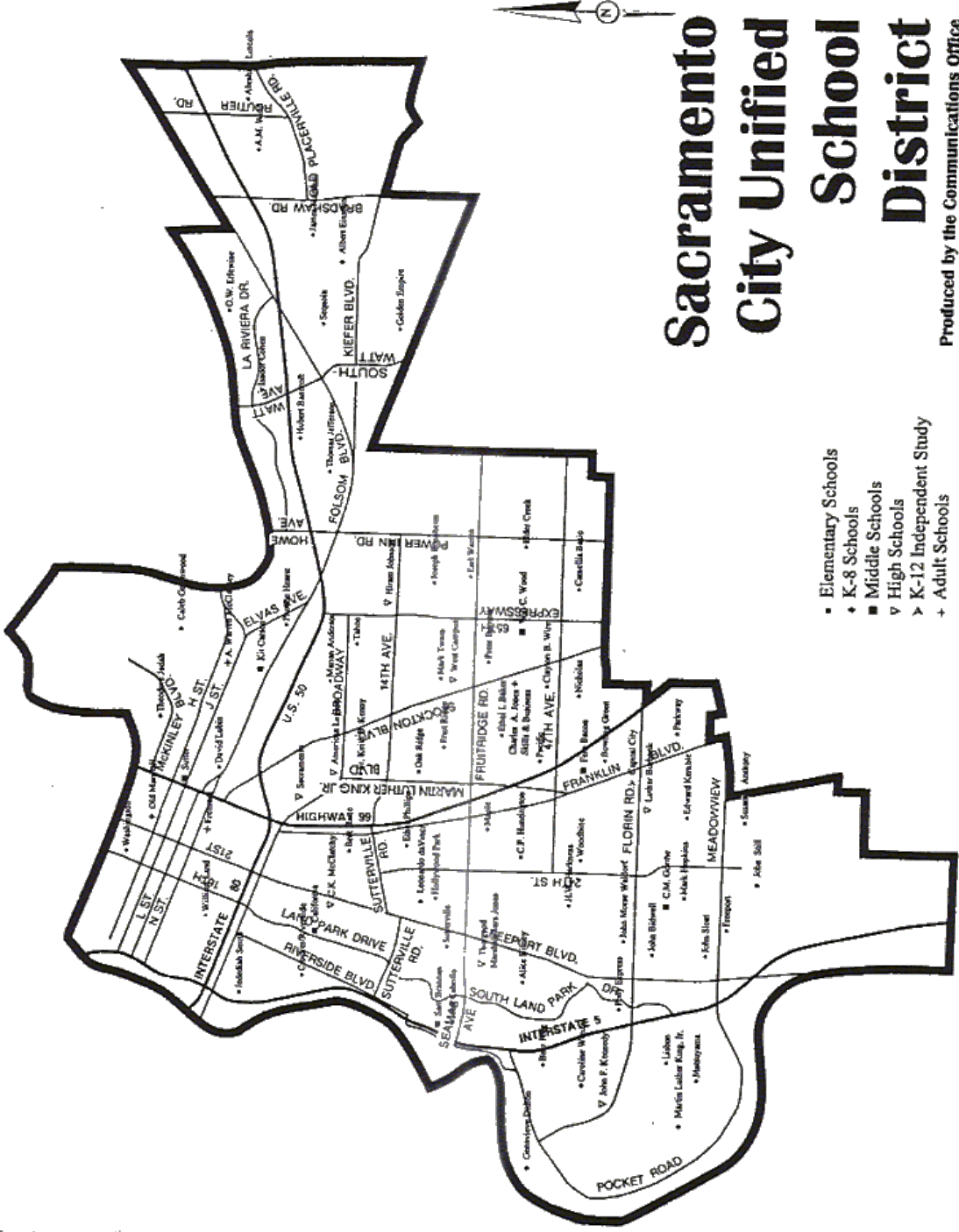
13. If you are unable to control any student due to behavior, consult with your driver regarding the proper steps for notifying the staff of unsatisfactory conduct. Corrective action, if any, will be taken by the staff which could result in suspension of transportation privileges.

14. GENERAL INSTRUCTIONS / GUIDELINES

1. Always be alerted for illegal drugs, guns, knives, explosive devices or any type of weapons. Immediately confiscate and turn into the principal.
 2. When student board the bus, attendant and driver should be cordial but under no circumstances should they fraternize with students.
 3. Be watchful of potential arguments or fights. Attendants should defuse these problems as soon as possible.
 4. When students flagrantly disregard instructions or violate bus behavior, a policy citation will be issued.
 5. Citation will identify specific violation with names, dates, time, etc. General statements should not be used. All citations will be signed by the driver and immediately turned into the principal for action.
 6. Bus attendants should always ride in an area that best services all students.
 7. Authority of Driver. Pupils transported in a school bus shall be under the authority of, and responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. (5 CCR 14103)
 8. Ejection of Pupils. The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent of school. (13 CCR 1217(h)).
 9. Designated Stops. A school bus driver shall stop to receive or discharge pupils only at school bus stop designated by the school district governing board or authorized by the board of school activity trips. (13 CCR 1217(a)).
15. If unable to report for work, notify dispatch/supervisor (45) minutes prior. Also notify Dispatch/Supervisor when returning. Try to make doctor and dental appointments, if at all possible, after working hours. If such appointments require time off during working hours, you should give notice to your supervisor as far in advance as possible. When you return after being absent for any reason, report to the office and sign a report form to verify your absence. You are required to furnish your own transportation to and from work. If a message is left on the voicemail, it is the employee's responsibility to call and speak with a dispatcher/supervisor to confirm the message has been received.
16. All Bus Attendants shall load/unload at the bus/van parking space inside the Transportation yard.

PARKING

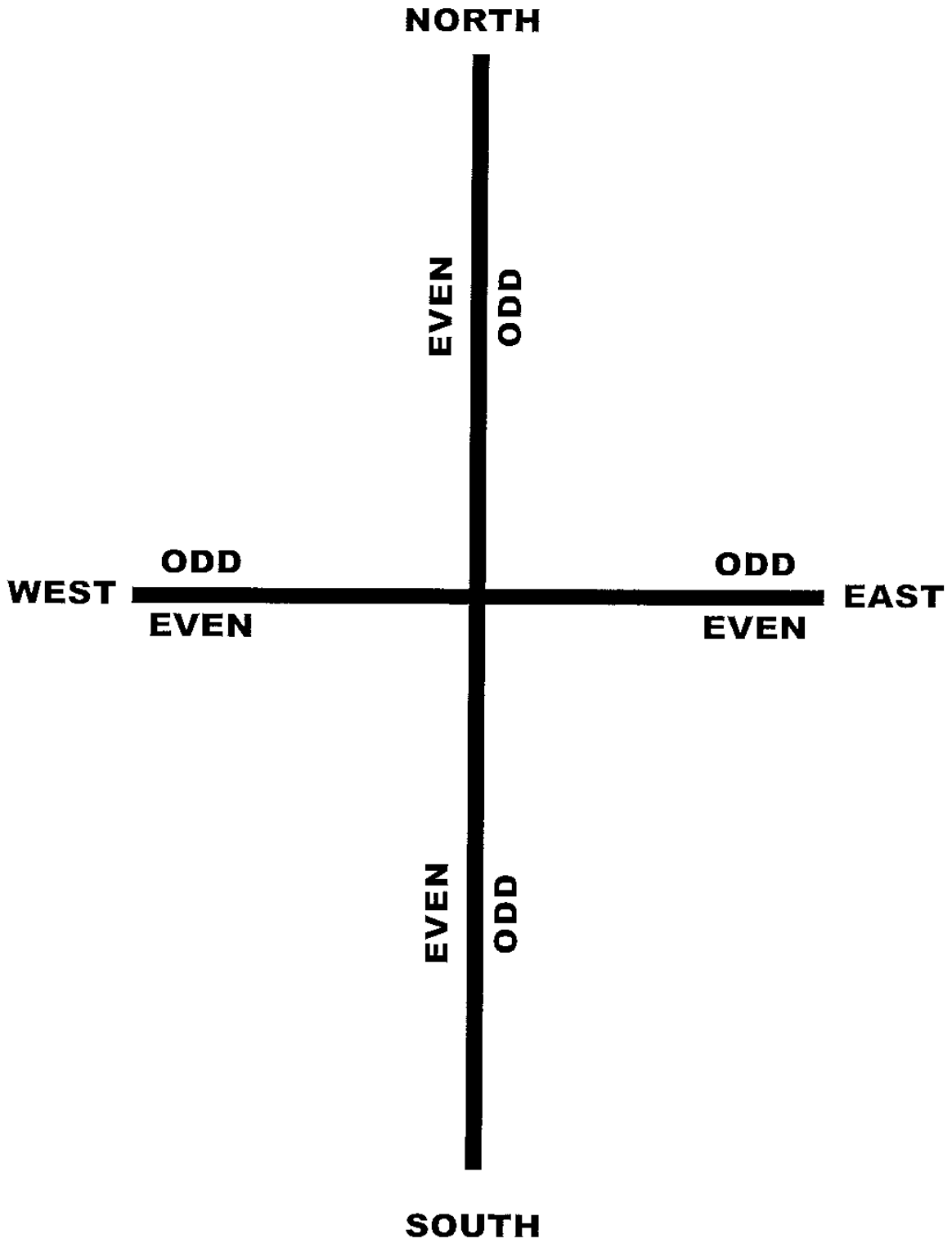
1. You may park your private vehicle in your assigned bus stall while you are doing your route. You must be parked within stall boundaries. Do not cross over boundary stall lines.
2. Drivers shall not pick up or drop off their bus attendants at the back of the driver's lounge.
3. Drivers shall not park at the back of the driver's lounge to sign in or sign out.
4. There is no parking up by the driver's lounge for the bus drivers or attendants. This is for office staff.
5. There is no parking by the shop area. This is reserved for the shop personnel and for parking downed buses.
6. Use consideration when parking in gravel area near the fuel island. Do not park so as to block another car from being able to get out at any time.
7. Parking along the back fence is parallel in the slots provided. Do not park so close to the gate that you are blocking the safe entrance of buses.
8. There is no parking on the grass area in front of Transportation.



Sacramento City Unified School District

Produced by the Communications Office

- Elementary Schools
- K-8 Schools
- Middle Schools
- ▼ High Schools
- > K-12 Independent Study
- + Adult Schools



DIRECTIONS TO SCHOOLS

The directions given for each school are from 14th Avenue, the street off Business Drive which is the route the school buses depart from the Transportation Services Department, 3101 Redding Avenue. We suggest that you keep a Sacramento City map in your bus.

ABRAHAM LINCOLN ELEMENTARY – 3324 Glenmoor Drive

From 14th Avenue, right on 65th Street Expressway, east on Highway 50, exit Mather Field Road, right on Mather Field Road, right on Rockingham Drive, left on Glenmoor Drive.

ALBERT EINSTEIN MIDDLE – 9325 Mirandy Drive

From 14th Avenue, right on 65th Street Expressway, east on Highway 50, exit Watt Avenue south, cross Folsom Blvd, left on Kiefer Blvd, left on Huntsman Drive, right on Mirandy Drive.

ALICE BIRNEY ELEMENTARY – 6251 13th Street

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, left on Freeport Blvd, right on Blair Avenue, left on 13th Avenue to the school.

A.M. WINN ELEMENTARY – 3351 Explorer Drive

From 14th Avenue, right on 65th Street Expressway, east on Highway 50, exit Bradshaw Road, right on Bradshaw Road, left on Lincoln Village Drive, left on Explorer Drive.

AMERICAN LEGION ADULT SCHOOL – 3814 4th Avenue

From 14th Avenue, right on Martin Luther King Jr. Blvd, left on Broadway, right into school driveway.

ARTHUR A. BEN HEALTH PROFESSIONALS HIGH – 401 McClatchy Way

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, exit on 10th Street, left on W Street, left on 6th Street, right on Broadway, left on 5th Street, right on McClatchy Way.

BOWLING GREEN ELEMENTARY – 4211 Turnbridge Drive

From 14th Avenue, left on 65th Street Expressway, right on Elder Creek Road/47th Avenue, left on Franklin Blvd, left on Turnbridge Drive.

BRET HARTE ELEMENTARY – 2751 9th Avenue

And

BRET HARTE CHILDRENS CENTER – 2761 9th Avenue

From 14th Avenue (which turns into 12th Avenue), right on Franklin Blvd, left on 9th Avenue.

C.K. McCLATCHY HIGH SCHOOL – 3066 Freeport Blvd.

From 14th Avenue (which turns into 12th Avenue), cross over Highway 99 (which turns into Sutterville Road), right on Freeport.

CALEB GREENWOOD ELEMENTARY – 5457 Carlson Drive

From 14th Avenue, right on 65th Street Expressway, left on Elvas Avenue, right on Fair Oaks Blvd/J Street, left on Carlson.

CALIFORNIA MIDDLE SCHOOL – 1600 Vallejo Way

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, exit 16th Street, left on 15th Street, left on Broadway, right on South Land Park Drive, left on Vallejo Way.

CAMELLIA ELEMENTARY – 6600 Cougar Drive

From 14th Avenue, left on 65th Street Expressway, left on Elder Creek Road, right on Cougar Drive.

CAROLINE WENZEL ELEMENTARY – 6870 Greenhaven Drive

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, south on I-5, exit Florin Road west, right on Greenhaven Drive.

CESAR E. CHAVEZ – 7500 32nd Street

From 14th Avenue, left on 65th Street Expressway, right on Florin Road, left on 29th Street, left on Torrance Avenue, right on 32nd Street.

CHARLES A. JONES SKILL & BUSINESS CENTER – 5451 Lemon Hill Avenue

From 14th Avenue, left on 65th Street Expressway, right on Lemon Hill Avenue.

ROSA PARKS MIDDLE SCHOOL – 2250 68th Street

From 14th Avenue, left on 65th Street Expressway, right on Florin Road, left on Tamoshanter Way.

CLAYTON B. WIRE ELEMENTARY – 5100 El Paraiso Avenue

From 14th Avenue, left on 65th Street Expressway, right on Elder Creek Road/47th Avenue, right on Sampson blvd, right on El Paraiso Avenue.

COLLIS P. HUNTINGTON – 5921 26th Street

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, left on 24th Street, left on 40th Avenue.

CROCKER/RIVERSIDE ELEMENTARY – 2970 Riverside Blvd.

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, exit on 16th Street, left on W Street, left on 11th (which turns into Riverside Blvd), continue on Riverside Blvd.

DAVID LUBIN ELEMENTARY – 3535 M Street

From 14th Avenue, right on 65th Street Expressway, left on Folsom Blvd, right on 36th Street, left on M Street.

EARL WARREN ELEMENTARY – 5420 Lowell Street

From 14th Avenue, left on 6th Street Expressway, left on Fruitridge Road, left on Standish Road, left on Lowell Street.

ENGINEERING & SCIENCE – 6620 Gloria Drive

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, south on I-5, exit 43rd Avenue, right on 43rd Avenue, left on Greenhaven Drive, right on Gloria Drive.

EDWARD KEMBLE ELEMENTARY – 7495 29th Street

From 14th Avenue, left on 65th Street Expressway, right on Florin Road, left on 29th Street.

ELDER CREEK ELEMENTARY – 7934 Lemon Hill Avenue

From 14th Avenue, right on Power Inn Road, right on Lemon Hill Avenue.

ETHEL PHILLIPS ELEMENTARY – 2930 21st Avenue

From 14th Avenue, left on Martin Luther King Jr. Blvd, right on 21st Avenue, right on Franklin Blvd, left on 19th Avenue, left on Arlington Avenue, left on 21st Avenue.

FERN BACON BASIC MIDDLE SCHOOL – 4140 Cuny Avenue

From 14th Avenue, left on 65th Street Expressway, right on Elder Creek/47th Avenue, left on Franklin Blvd, left on Cuny Avenue.

FREEPORT ELEMENTARY – 2118 Meadowview Road

From 14th Avenue, left on 65th Street Expressway, right on Florin Road, left on 21st Street, left on Meadowview.

FRUIT RIDGE ELEMENTARY – 4625 44th Street

From 14th Avenue, left on 44th Street, right on 22nd Avenue, left on 42nd Street, left on 23rd Avenue, left on 44th Street.

GENESIS – 5601 47TH Avenue

From 14th Avenue, left on 65th Street Expressway, Right on Elder Creek/47th Avenue, right into parking lot.

GENEVIEVE F. DIDION ELEMENTARY – 6490 Harmon Drive

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, south on I-5, exit 43rd Avenue (which turns into Riverside Blvd), continue on Riverside Blvd, right on Park Rivera Way, right on Driftwood Drive, left on Harmon Drive to school.

GOLDEN EMPIRE ELEMENTARY – 9045 Canberra Drive

From 14th Avenue, right on 65th Street Expressway, east on Highway 50, exit Watt Avenue south, cross Folsom Blvd, left on Canberra Drive, right on Bairnsdale Way, left on Wyalong Way, left on Canberra Drive.

H.W. HARKNESS ELEMENTARY – 2147 54TH Avenue

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, left on 24th Street, right on 53rd Avenue.

HIRAM JOHNSON HIGH SCHOOL – 6879 14TH Avenue

Corner of 14th Avenue and 65th Street Expressway.

HIRAM JOHNSON WEST CAMPUS HIGH SCHOOL – 5022 58TH Street

From 14th Avenue, left on 65th Street Expressway, right on 21st Avenue, left on 58th Street.

HOLLYWOOD PARK ELEMENTARY – 4915 Harte Way

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, right on 24th Street, left on Irvin Way, right on Harte Way.

HUBERT BANCROFT ELEMENTARY – 2929 Belmar Street

From 14th Avenue, left on Power Inn Road, right on Folsom Blvd, left on Wisseman Drive, left on Cliffwood Way, right on Belmar Street.

ISADOR COHEN ELEMENTARY – 9025 Salmon Falls Drive

From 14th Avenue, right on 65th Street Expressway, east on Highway 50, exit Watt Avenue north, exit La Riviera Drive, right on Waterton Way, left on Salmon Falls Drive.

JAMES MARSHALL ELEMENTARY – 9525 Goethe Road

From 14th Avenue, right on 65th Street Expressway, east on Highway 50, exit Bradshaw Road, right on Bradshaw Road, right on Goethe Road.

JEDEDIAH SMITH ELEMENTARY – 401 McClatchy Way

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, exit on 10th Street, left on W Street, left on 6th Street, right on Broadway, left on 5th Street, right on McClatchy Way.

JOHN BIDWELL ELEMENTARY – 1730 65th Avenue

From 14th Avenue, left on 65th Street Expressway, right on Florin Road, left on 21st Street, right on 65th Avenue.

JOHN CABRILLO ELEMENTARY – 1141 Seamas Avenue

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, south on I-5, exit Fruitridge Road/Seamas Avenue, left on Seamas Avenue.

JOHN F. KENNEDY HIGH SCHOOL – 6715 Gloria Drive

From 14th Avenue, right on 65th Street Expressway, west on highway 50, south on I-5, exit 43rd Avenue, right on 43rd Avenue (turns into Riverside Blvd), left on Havenside Drive, right on Gloria Drive.

JOHN MORSE ELEMENTARY (OAKRIDGE/WALDORF SCHOOL) – 1901 60th Avenue

From 14th Avenue, right on 65th Street Expressway, right on Florin Road, right on Cromwell Way, left on 60th Avenue.

JOHN D. SLOAT ELEMENTARY – 7525 Candlewood Way

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, south on I-5, exit Pocket Road, left on Pocket Road/Meadowview Road, left on Amherst Road, right on Candlewood Way.

JOHN STILL ELEMENTARY SCHOOL – 2200 John Still Drive

From 14th Avenue, right 65th Street Expressway, right on Elder Creek Road/47th Avenue, left on 24th Street, right on John Still Drive.

JOHN STILL MIDDLE SCHOOL – 2250 John Still Drive

From 14th Avenue, right 65th Street Expressway, right on Elder Creek Road/47th Avenue, left on 24th Street, right on John Still Drive.

JOSEPH BONNHEIM ELEMENTARY – 7300 Marin Avenue

From 14th Avenue, right on 73rd Street, left on Marin Avenue.

KIT CARSON MIDDLE SCHOOL – 5301 N Street

From 14th Avenue, right on 65th Street Expressway, left on Folsom Blvd, right on 54th Street, left on N Street.

LISBON ELEMENTARY – 7555 South Land Park Drive

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, south on I-5, exit Florin Road west, left on Greenhaven Drive, right on Windbridge Drive, left on South Land Park Drive.

LUTHER BURBANK HIGH SCHOOL – 3500 Florin Road

From 14th Avenue, left on 65th Street Expressway, right on Florin Road.

MAPLE ELEMENTARY – 3301 37th Avenue

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, left on Franklin Blvd, right on 37th Avenue.

MARIAN ANDERSON ELEMENTARY – 2850 49th Street

From 14th Avenue, right on 65th Street Expressway, left on Broadway, right on 49th Street.

MARK HOPKINS ELEMENTARY – 2221 Matson Drive

From 14th Avenue, left on 65th Street Expressway, right on Elder Creek Road/47th Avenue, left on 24th Street, right on Matson Drive.

MARK TWAIN ELEMENTARY – 4919 58th Street

From 14th Avenue, left on 65th Street Expressway, right on 21st Avenue, left on 58th Street.

MARTIN LUTHER KING ELEMENTARY – 480 Little River Drive

From 14th Avenue, right on 65th Street Expressway, west Highway 50, south on I-5, exit Florin Road west, left on Havenside Drive/Gloria Drive, left on Rush River Drive, right on Little River Drive.

MATSUYAMA ELEMENTARY – 7680 Windbridge Drive

From 14th Avenue, right on 65th Street Expressway, west Highway 50, south on I-5, exit Florin Road west, left on Greenhaven Drive, right on Windbridge Drive.

NEW TECH HIGH SCHOOL – 1400 Dickson Street

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, left on Freeport Blvd, right on 35th Avenue, left on Belleau Wood Lane and follow curve into Dickson Street.

NICHOLAS ELEMENTARY – 6601 Steiner Drive

From 14th Avenue, left on 65th Street Expressway, right on Elder Creek Road/47th Avenue, left on Steiner Drive.

OAK RIDGE ELEMENTARY – 4501 Martin Luther King Jr. Blvd

From 14th Avenue, left on Martin Luther King Jr. Blvd.

O.W. ERLEWINE ELEMENTARY – 2441 Stansberry Way

From 14th Avenue, right on 65th Street Expressway, right on Highway 50 east, exit Watt Avenue north, exit La Riviera Drive, left on Stansberry Way.

PACIFIC ELEMENTARY – 6201 41st Street

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, left on 44th Street, right on 41st Avenue, left on 40th Street, left on 44th Avenue, left on 41st Street.

PARKWAY ELEMENTARY – 4720 Forest Parkway

From 14th Avenue, left on 65th Street Expressway, right on Florin Road, left on East Parkway, right on Forest Parkway.

PETER BURNETT ELEMENTARY – 6032 36th Avenue

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, left on 59th Street, left on 36th Avenue.

PHOEBE HEARST ELEMENTARY – 1250 60th Street

From 14th Avenue, right on 65th Street Expressway, left on Folsom Blvd, right on 61st Street, left on M Street, left on 60th Street

PONY EXPRESS ELEMENTARY – 1250 56th Avenue

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, south on I-5, exit Florin Road east, left on South Land Park Drive, left on 56th Avenue.

ROSEMONT HIGH SCHOOL – 9594 Kiefer Blvd

From 14th Avenue, right on 65th Street Expressway, east on Highway 50, exit Bradshaw Road, right on Bradshaw Road, right on Kiefer Blvd.

SACRAMENTO HIGH SCHOOL – 2315 34th Street

From 14th Avenue, right on 65th Street Expressway, left on Broadway, right on 34th Street.

SAM BRANNAN MIDDLE SCHOOL – 5401 Elmer Way

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, south on I-5, exit Fruitridge Road/Seamas Avenue, left on Seamas Avenue, left on Karbet Way, right on Casilada Way.

SEQUOIA ELEMENTARY – 3333 Rosemonth Drive

From 14th Avenue, right on 65th Street Expressway, east on Highway 50, exit Watt Avenue south, cross Folsom Blvd, left on Kiefer Blvd, left on Rosemont Drive.

SUSAN B. ANTHONY ELEMENTARY – 7864 Detroit Blvd.

From 14th Avenue, left on 65th Street Expressway, right on Florin Road, left on Franklin Blvd, right on Brookfield Drive, right on Meadowview Road, left on Detroit Blvd.

SUTTER MIDDLE SCHOOL – 3150 I Street

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, east on Capitol City Freeway, exit H Street, right on Alhambra, left on I Street.

SUTTERVILLE ELEMENTARY – 4967 Monterey Way

From 14th Avenue, left on 65th Street Expressway, right on Fruitridge Road, right on Monterey Way.

TAHOE ELEMENTARY – 3110 60th Street

From 14th Avenue, right on 65th Street Expressway, left on Broadway, left on 60th Street.

THEODORE JUDAH ELEMENTARY – 3919 McKinley Blvd.

From 14th Avenue, right on 65th Street Expressway, cross Folsom Blvd, left on Elvas Avenue, continue to Business District, at Y turn right, right on Elvas Avenue, left on McKinley Blvd.

THOMAS JEFFERSON ELEMENTARY – 3635 Chestnut Hill Drive

From 14th Avenue, left on Power Inn Road, right on Folsom Blvd, left on Norte Dame Drive, left on Chestnut Hill Drive.

WARREN McCLASKEY ADULT – 5241 J Street

From 14th Avenue, right on 65th Street Expressway, cross Folsom Blvd, left on Elvas Avenue, take Business District at Y, stay left at next Y, right on J Street.

WASHINGTON ELEMENTARY – 520 18th Street

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, north on Capitol City Freeway, exit H Street, continue on 30th Street, left on E Street, left on 18th Street.

WILL C. WOOD MIDDLE SCHOOL – 6201 Lemon Hill Avenue

From 14th Avenue, left on 65th Street Expressway, right on Lemon Hill Avenue.

WILLIAM LAND ELEMENTARY – 2120 12th Street

From 14th Avenue, right on 65th Street Expressway, west on Highway 50, exit 10th Street, right on 10th Street, right on T Street, right on 12th Street.

WOODBINE ELEMENTARY – 2500 52nd Avenue

From 14th Avenue, left on 65th Street Expressway, right on Elder Creed Road/47th Avenue, left on 24th Street, left on 52nd Avenue.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES DEPARTMENT

SUBJECT: TWO-WAY RADIO OPERATION (WNHX 890)

The Sacramento City Unified School District is authorized to operate a two-way radio system by the Federal Communication Commission (FCC). The FCC allows Sacramento City Transportation to use the radio system for the efficient operation of its school bus system and for the safety and general welfare of the students being transported.

In order to comply with the FCC regulations, the following radio procedures must be strictly adhered to:

1. ALWAYS MONITOR CHANNEL BEFORE YOU BEGIN TO SPEAK SO THAT YOU DO NOT TALK OVER ANOTHER UNIT. (Base will not be able to understand either conversation).
2. NO PROFANITY
3. KEEP MESSAGES SHORT AND TO THE POINT
4. ALWAYS IDENTIFY YOUR UNIT
(Base this is unit 106)
5. USE THE WORD "OVER" AT THE END OF A SENTENCE WHEN YOU EXPECT A RESPONSE. USE YOUR UNIT NUMBER AND THE WORD "CLEAR" OR "OUT" WHEN YOU ARE THROUGH WITH YOUR CONVERSATION.
6. DIRECT TRANSMISSION IS NOT TO BE USED UNLESS AUTHORIZED BY A SUPERVISOR.
7. WHEN DISPATCH IS CALLED BY YOU FOR INFORMATION, STAY BY THE RADIO SO DISPATCH DOES NOT HAVE TO PAGE YOUR UNIT.

All conversations are monitored by the FCC, and by the Director of Transportation.

DO NOT USE the radio for things that can be discussed with your Supervisor when you return to Transportation, such as:

1. STUDENT CONDUCT PROBLEMS (Unless immediate assistance is required)
2. IDLE CONVERSATION – PERSONAL MESSAGES
3. QUESTIONS ON NEXT WEEKS BUS SCHEDULE
4. ANY NON-URGENT PROBLEMS

Use the two-way radio to advise Base of the following:

1. ACCIDENT INFORMATION
2. MECHANICAL PROBLEMS
3. LATE ROUTE OR LATE STUDENTS
4. SPECIAL EDUCATION PARENTS NOT AT HOME TO RECEIVE STUDENT
5. ROAD OR TRAFFIC CONDITIONS
6. OTHER URGENT OPERATIONAL INFORMATION

After transmitting, wait for a reasonable time for a response (dispatch may be busy).

DO NOT TRANSMIT ON YOUR RADIO WHILE FUELING YOUR BUS/VAN

CORRECT TWO-WAY RADIO USAGE:

1. Choice of Words – The words you use have a lot to do with whether or not the other party will be able to understand you. It helps if you choose words that are distinct and clear and convey a definite meaning.
2. Voice Volume – Speak directly into the microphone in a normal tone of voice. Do not shout or mumble. High pitched voices, excitement, etc, can cause transmission distortion.
3. Voice Quality – Speak clearly and slowly in a calm, well modulated manner. Messages should be spoken in natural phrases and not word by word. Speech should be slow and clear with even emphasis on each word. Do not run your words together.
4. Pronunciation – Pronounce words distinctly. Emphasize each syllable. Do not slur words when transmitting unusual words or numbers or when it is necessary to further identify letters of the alphabet that are difficult to understand.
5. Use 10-Codes (see list).

CORRECT OPERATION OF THE HANDSET

Before transmitting messages listen for a clear signal (other persons transmitting) then press the handset bar until the tone stops. Continue to depress bar until message is complete. Failure to do this will cause an incomplete message to be received by base.

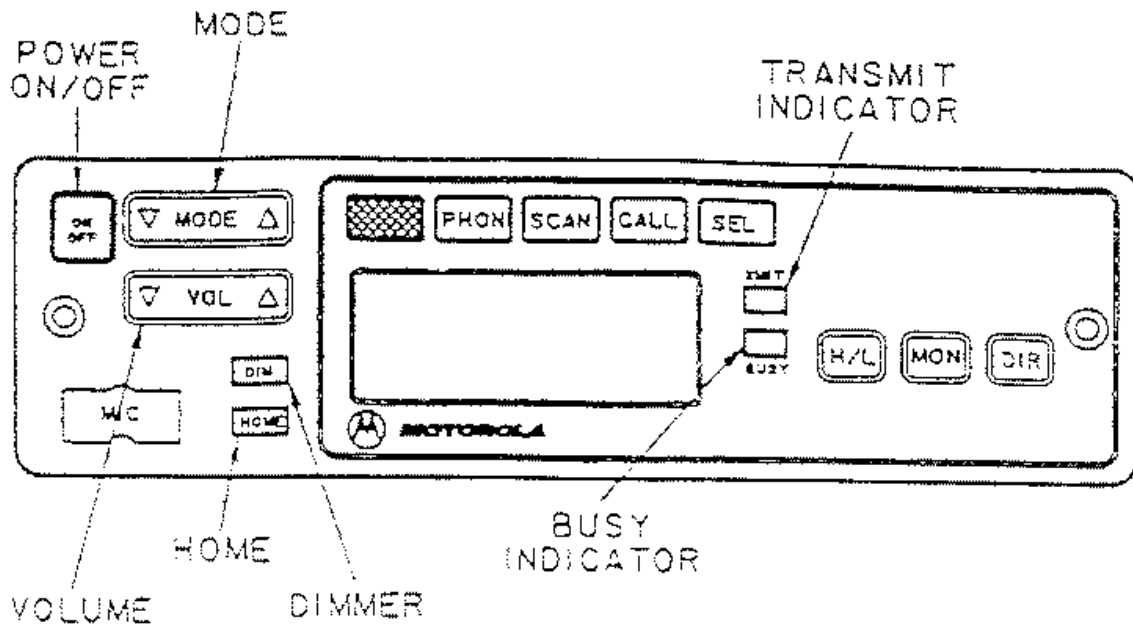
EMERGENCY SYSTEM

Location of Emergency Button – The emergency button is an unidentified black button located on the dashboard near the headlight switch on most vehicles.

Function of Emergency System – Is to notify the office in case of an emergency whenever the driver is unable or cannot use the handset to call into the office.

Operation of the Emergency System – When the emergency button is pushed, an emergency signal is set off in the office which automatically identifies the vehicle. However, it does not give the location of the vehicle; therefore, the office must have a correct and up to date copy of route sheets so that we are able to report your location to the police. Once the emergency signal goes off, the office will do the following:

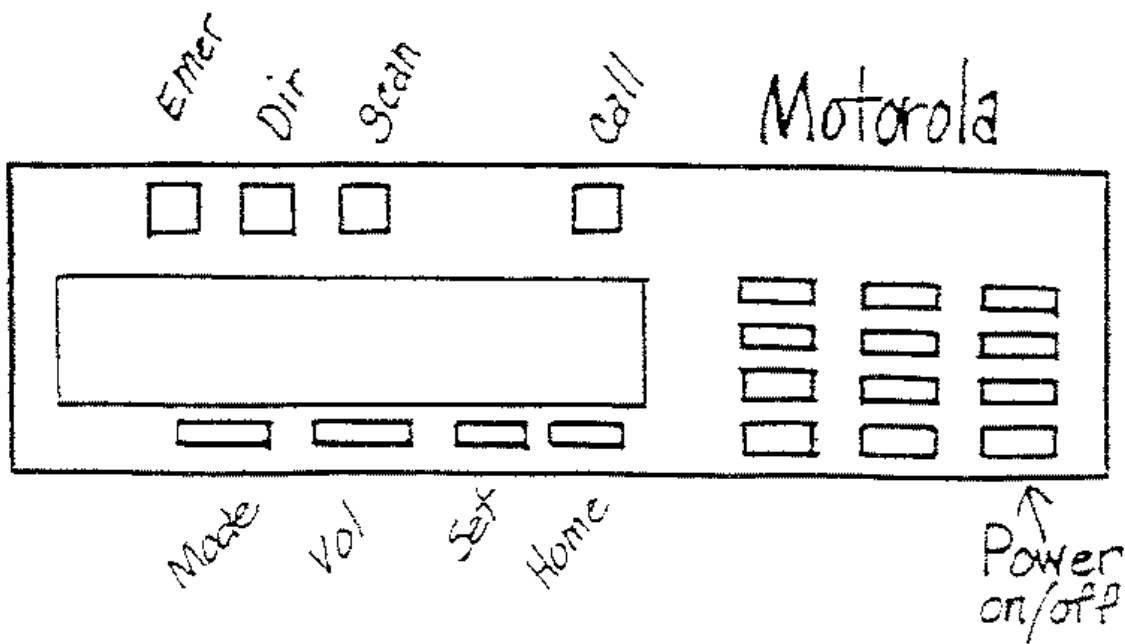
1. Clear the signal and page the vehicle back.
2. When driver responds, they will be asked, “Is Serna aboard?” (When office calls are asking if Serna is aboard? “**Affirmative/yes/10-4**”, we will consider this an emergency and send help to location where it is listed on office copy of route list. Dispatch will confirm by repeating back “I understand Serna is on board.”



To operate the Spectra Radio:

1. Start bus engine.
2. Press the power switch once. The display and graphics illuminates to indicate the radio is on.
3. When the radio is first turned on "SELF CHK" appears in the display as the radio checks itself for problems and then displays "MODE 1" or "MODE 2".
4. To set volume for receiving calls, press and hold the **Volume** rocker button; a volume indication appears on the display. Hold the button until the sound level increases (or decreases) to the desired level.
5. To change modes, use the **Mode** rocker switch to scroll forward or backward through the list of modes programmed in the radio. We use only Mode 1 and Mode 2.
6. To transmit, pick up hand held and press and hold center bar until beeping stops, then transmit. Release center bar, Dispatch can now respond.

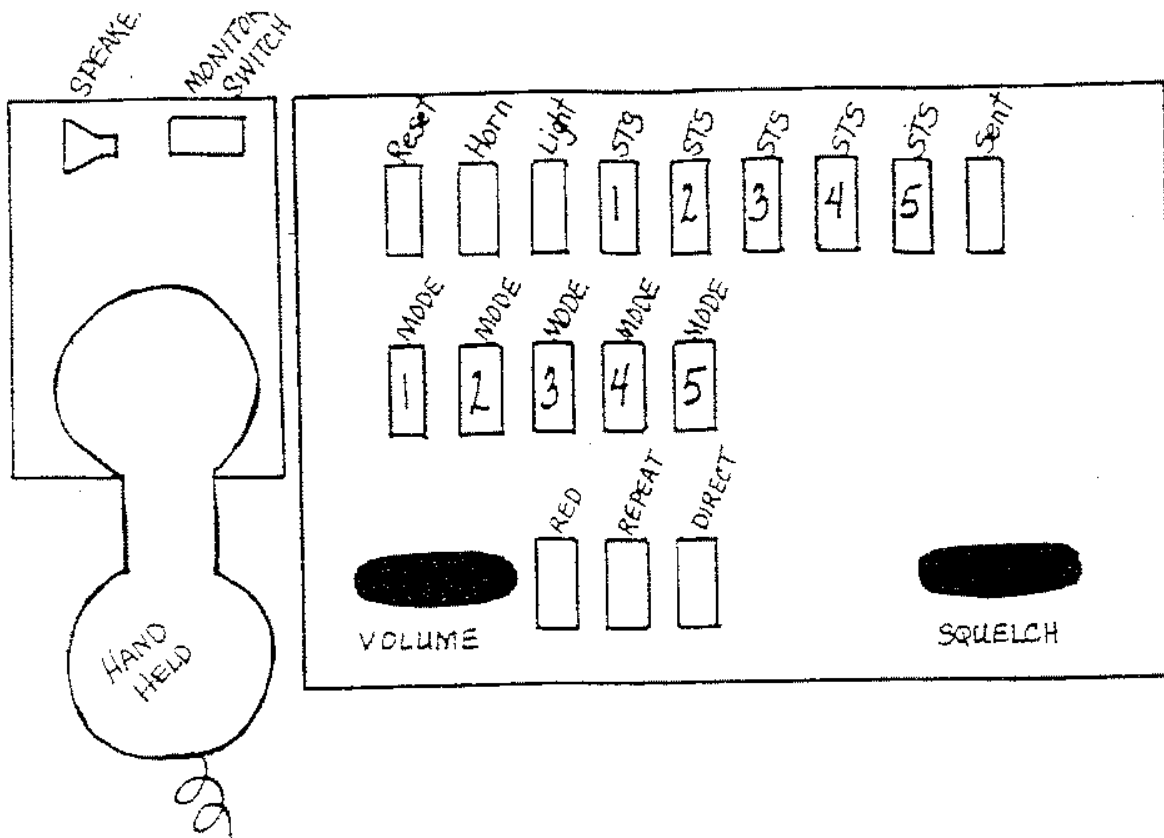
Do not turn it off until the end of the day. To turn off, just push the power switch once. **RADIO MUST BE TURNED OFF AT THE END OF THE DAY.**



To operate the Motorola Radio:

1. Start bus engine.
2. Slide the power switch to left. The display and graphics illuminates to indicate the radio is on.
3. When the radio is first turned on "SELF CHK" appears in the display as the radio checks itself for problems and then displays "MODE 1" or "MODE 2".
4. To set volume for receiving calls, press and hold the **Volume** rocker button; a volume indication appears on the display. Hold the button until the sound level increases (or decreases) to the desired level.
5. To change modes, use the **Mode** rocker switch to scroll forward or backward through the list of modes programmed in the radio. We use only Mode 1 and Mode 2.
6. To transmit, pick up hand held and press and hold center bar until beeping stops, then transmit. Release center bar, Dispatch can now respond.

Do not turn the radio off until the end of the day. To turn off, just slide the power switch to the right. **RADIO MUST BE TURNED OFF AT THE END OF THE DAY.**

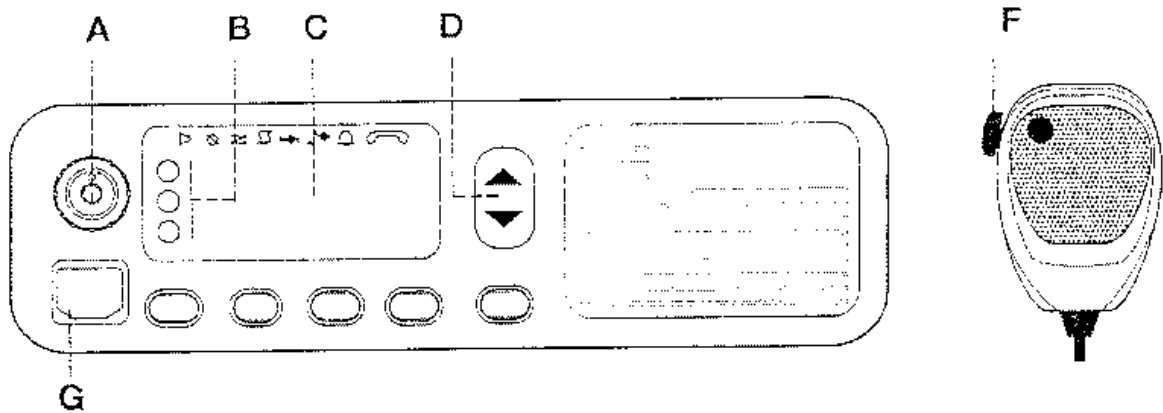


To operate the Syntor X Radio:

1. Start bus engine.
2. Push "REPEAT".
3. Push "MODE 1" or "MODE 2".
4. Push "STS 1".
5. Set "MONITOR SWITCH" to the left.
6. Turn "SQUELCH" to noise.
7. Set "VOLUME".
8. Turn "SQUELCH" to right, just to the point of no noise.
9. Set "MONITOR SWITCH" to the right.

Radio is ready to use. Do not turn it off until the end of the day. To turn off, push the "RED BUTTON" beside repeat. **RADIO MUST BE TURNED OFF AT THE END OF THE DAY.**

MCS 2000 Model I Quick Reference Card



- A** **Radio On/Off and Volume Control.** Press control to turn radio on/off. Turn control to adjust volume.
- B** **Three-color indicator**
Green, flashing; Incoming Call or Call Alert Page
Red, continuous; Radio transmits in clear and secure
Orange, continuous; System/channel busy or incoming clear call (secure operation)
Orange, flashing; Incoming Secure Call (secure)
- C** **Display** with symbols and one line of 14 characters
- D** **Mode selector**
- F** **Transmit key (PTT)** Push To Talk; release to listen
- G** **Microphone connector**

LIMIT SCHOOL BUS IDLING

California Air Resources Board (CARB) Policy effective, August 1, 2003.

1. Any driver of a school bus is required to do the following at and within 100 feet of a school:
 - Manually turn off the bus or vehicle engine upon arriving;
 - Restart it no more than 30 seconds before departing
2. Any driver of a school bus is also prohibited from idling more than five minutes at each stop at locations beyond schools.
3. Any driver of a transit bus or other commercial motor vehicle is prohibited from idling on school grounds (except within 30 seconds of departure) and more than five minutes at each stop at locations within 100 feet of a school.
4. A motor carrier of an affected bus or vehicle must comply with the following:
 - Ensure that drivers are informed of the idling requirements; and
 - Track complaints and enforcement actions regarding the requirements; and
 - Keep records of these driver education and tracking activities

ABSENCES, SIGNING IN AND OUT, LOCK IN HOURS AND OVERTIME

ABSENCES

Absences will be recorded as they are entered on the daily absence sheet. It is the responsibility of each employee to sign his/her absence form. Employees should come in and sign an absence form upon returning from an absence. This prevents reporting of incorrect reasons/times on the payroll sheets. **A note will not be sent to sign the absence form.** If you do not come in to sign the absence form, the absence will go in as reported. Your check now reflects sick leave balances. Balances are for the prior month. When you call in an absence, please give the reason. **BEREAVEMENT: Family member must be given. If the family member is not given, PN will be reported.**

EMERGENCY: Reason must be given. Again, if reason is not given, PN will be reported.

PN: Nine (9) days are allowed for each school year, which come off of your 10 days of sick leave.

JURY DUTY: You must have a form from the Jury Commissioner stamped for the day(s) you report. Ask for one if you do not receive one each day. **ILLNESS:** Illness is for employees only. Family members who are ill are marked PN. After seven consecutive days of illness, you must have a Doctor's note.

MILITARY LEAVE: Orders must be presented.

WORK COMP: A doctor's note must be given to your supervisor when returning from an injury or doctor's appointment.

If you set up an absence with your supervisor and cancel, see the Payroll Office. Otherwise, the absence will be reported. The Payroll sheets are submitted on the last work day of each month.

SIGN IN AND OUT DAILY

Employees must sign in and out daily MORNING RUN SIGN IN AND OUT, MIDDLE RUN SIGN IN AND OUT AND AFTERNOON RUN SIGN IN AND OUT. Employees who fail to sign in or out, **P** time will be entered for that portion of time. P time is unpaid and subject to discipline. The sign in and out sheet is a legal document and subject to audit.

LOCK IN HOURS

Employees who did not bid on an 8 hour run will be locked into 5 hours. If you go over the 5 hours, please complete a Request for Authorized Reimbursement. **Payroll will pick up those extra hours only if they are given a request for extra hours.** Turn the request in to the Dispatch office the same day or the following day. Extra hours are turned into Payroll on the 25th of each month.

OVERTIME

Overtime is any hours worked over 8. Complete a Request for Authorized Reimbursement to claim overtime and turn it into the Dispatch office the same day or the following day. **Employees receive a pink copy when the supervisor approves it. Check with the dispatchers after 5 days if you did not receive a copy.** Overtime is turned in to Payroll on the last working day of each month.

ACCIDENT INFORMATION

In case of an accident, drivers should **try** to obtain the following information from the other driver involved.

1. MAKE OF VEHICLE: _____
2. LICENSE # OF VEHICLE: _____
3. DRIVER'S NAME & ADDRESS: _____

4. DRIVER'S LICENSE #: _____
5. TELEPHONE #: _____
6. INSURANCE COMPANY: _____

THIS INFORMATION IS NEEDED FOR THE PROPER COMPLETION OF DISTRICT ACCIDENT REPORTS. **A LIST OF ALL PASSENGERS IS ALSO REQUIRED.**

ON THE JOB INJURY OR ILLNESS

The following procedure is to be followed when an employee incurs a work related injury or illness.

1. **IMMEDIATELY** report the incident to your supervisor, or a supervisor on duty.
2. Provide your supervisor with the necessary information so he/she can give you the phone number to the Prevention/Intervention Nurse. The time for reporting information is very critical. **Please do not delay.**

WORKPLACE SAFETY REMINDER

Workplace safety is all employees' responsibility. Each of us can do much to improve workplace safety. Any safety concern that you observe should be brought to the attention of a supervisor immediately. The supervisors are responsible for seeing that all safety concerns are reported and corrected as soon as practical.

On occasion, we have experienced intruders on the worksite. This type of safety concern requires a different approach. Any employee that observes an intruder or unauthorized person shall report such observations to a supervisor immediately. The supervisor shall investigate the situation to find out what the persons' business is. If the person does not have legitimate business to conduct, they will be asked to leave the premises. Under no circumstances shall any employee use physical force of any kind when dealing with an intruder. If the person in question does not leave peacefully, the Sacramento City Police (264-5471) should be called.

By following a few simple guidelines, we can improve the safety of all employees. Your cooperation is appreciated. If you have any concerns/questions, feel free to speak to a supervisor or with me personally.

INFORMATION FOR EMPLOYEES (CVC Div. 14.8 SAFETY REGULATIONS)

California Vehicle Code 34501.16(a) require that you be notified of the following information.

1. *The prohibition against driving a commercial motor vehicle with over 0.04 percent or more, by weights, alcohol in his or her blood on or after January 1, 1992.*
2. *The requirement to be placed out of service for 24 hours if the person's blood alcohol concentration is tested to be 0.01 percent or more, by weight, on or after January 1, 1992.*

If you have any questions related to this information please see a supervisor.

BUS DRIVER'S ROLE IN LIABILITY CASES

Bus Drivers may be called upon to take part in liability cases brought against the District in one or more of the following capacities:

- A. As a witness or involved in an accident or event
- B. As a party to a lawsuit
- C. As an information source

The following action should be taken in the event you are involved.

A. WITNESS

- 1. GATHER names and addresses of all on-scene participants
- 2. REPORT to your supervisor or Risk Management Services Department (ext. 9432).
- 3. REFUSE to speak to anyone not associated with the School District concerning the event.

B. PARTY TO THE LAWSUIT

- 1. Do NOT attempt to avoid service of summons and complaint.
- 2. Immediately REFER summons and complaint to your supervisor or Risk Management Services Department (ext. 9432).



TRANSPORTATION SERVICES DEPARTMENT

3101 Redding Avenue • Sacramento, CA 95820
(916) 277-6700 • FAX (916) 277-6630

Chuck Ernst, *Director Distribution Services*

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT TRANSPORTATION EMPLOYEE HANDBOOK

**MY SIGNATURE BELOW INDICATES THAT I HAVE RECEIVED THE
TRANSPORTATION EMPLOYEE HANDBOOK**

DATE: _____

PRINT NAME: _____

SSN: _____

POSITION: _____

SIGNATURE: _____