

TRANSPORTATION AND VEHICLE USE

Only employees and volunteers with an unrestricted, current driver's license and who have adequate insurance coverage may operate RRCA vehicles or use a vehicle to conduct RRCA business. Any employee or volunteer operating an Academy vehicle must do so in a safe manner and abide by the laws of the road. Employees and volunteers should refrain from using cell phones unless hands free while transporting students. Any employee operating an Academy vehicle under the influence of drugs or alcohol will be immediately terminated. The Academy has the right to search any Academy vehicle at any time.

RRCA has one 15 passenger Terra Transport, one 15 passenger Mercedes and one 28 passenger bus available for field trips and sporting events. These vehicles need to be reserved at least two (2) weeks in advance through the RRCA scheduling software. Parents or employees who volunteer to be placed on the designated driver's list must complete the RRCA driver's application, submit driver's license, Type II 3 year driving history record, proof of insurance and complete a background check in advance of a scheduled trip. Parents who are scheduled to drive children other than their own in their personal vehicle must also submit copies of their drivers license and proof of insurance in advance. Extreme caution and careful planning is advised when taking children off campus. Each school vehicle must have an adult to supervise students in addition to the driver of the vehicle unless stated otherwise in protocols below.

BUS BEHAVIOR STANDARDS FOR STUDENTS

1. Students must sit and remain seated during travel.
2. All passengers must wear seat belts while bus is in motion.
3. Students should sit in seats normally with feet on the floor, not placing their feet on other people, seats, windows, or walls.
4. Students must talk quietly during travel.
5. Mixed genders will not sit together in the same rows during travel. Seating arrangements will be assigned by chaperones if boys and girls are on the bus at the same time.
6. No food or drink is allowed. The other exception is a water bottle with a tightly closed lid.
7. Students must leave the buses clean and ready for the next trip.
8. Students must be respectful of the driver, passengers, and other travelers. For the safety of our students and the reputation of our school, exemplary conduct is expected on every trip.
9. Students must exit from the front row first in an orderly manner.
10. Armrests and seats must be returned to upright/correct positions and seat belts clicked and locked in place before exiting the bus.

Requirements for Drivers of RRCA Passenger Buses

1. All drivers must be at least 25 years old to be allowed to drive any school vehicle.
2. All drivers must complete an approved 15 passenger van driving course before operating the 15 passenger vehicles.
3. Any driver must present the school office with a current drivers license, proof of insurance, a three year MVR printout and have a completed background check on file prior to the use of any bus before he/she can be considered as a driver.
4. All drivers of the 28-passenger bus must hold a current CDL license.
5. The school reserves the right to refuse the use of a vehicle to anyone making a request.
6. Vehicle drivers are responsible for filling out the trip log completely and returning the form, clip board, and keys to the school office.
7. After each trip, the driver or sponsor must verify that there are no visible signs of damage on the interior or exterior of the vehicle and that the interior is clear of trash or debris.
8. A vehicle evacuation drill must be completed annually.

Driving Rules for All Bus Drivers

1. Driver should perform the bus safety checklist prior to departure.
2. Drivers will announce to riders that passengers must wear seat belts while the bus is in motion.
3. Drivers will remind students that there will be no food or drinks on the bus.
4. Drivers will remind students to sit properly with their feet on the floor during the ride, and to return their armrests and seats to the upright correct position before they exit the bus.
5. Seating arrangements will be assigned by chaperones if boys and girls are on the bus at the same time.
6. Students will follow school cell phone and Yondr pouch policy while on bus.
7. There will be at a minimum of 1 chaperone, in addition to the driver, on the 28-passenger bus to monitor students while on trips. A chaperone, in addition to the driver, is required on the 15-passenger bus for any trip longer than a few miles from school.
8. The buses may not proceed without the appropriate chaperones.
9. Chaperones/coaches will sit in areas where they can monitor students.
10. Drivers will adhere to the posted speed limit.
11. When multiple buses or school sponsored vehicles are traveling together, the group must travel together. Drivers must stay with the group.
12. Drivers are not to use cell phones when they are driving unless there is an emergency. The driver should attach their phone to Bluetooth in the bus if hands free is available. The bus chaperone will be the point of contact for all calls. The chaperone will be provided with a school issued cell phone if they do not want their personal number distributed.
13. The cell number of the chaperone will be distributed to parents prior to the event departure. Parents will be notified if that number changes during the course of the event.

BUS EVACUATION PLAN

1. Students will exit the van/bus from the front to the back in a single file line in an orderly manner. Please emphasize to the students that to hear directions, there must be no talking during a drill.
2. Students will line up in a single file line at least 100 feet away from the bus.
3. Teacher will call roll and do a head count using the trip event roster.
4. Make sure the teacher or driver has the van's first aid kit, the clipboard, and the keys in his/her possession.
5. A verbal command will signal clearance and students may reload.
6. If there is a real emergency and the vans/bus cannot be used, please follow the additional procedures outlined in the CRITICAL RESPONSE PLAN (Red Emergency Binder).
7. Each class will practice a bus evacuation at the beginning of each year prior to riding on buses.

Employee Handbook

If it is reported that a driver transporting RRCA students, is driving at an excessive speed or recklessly, depending on the circumstances the following action(s) may be taken:

1. Verbal warning.
2. Formal written reprimand.
3. Requirement to complete a bus safety course.
4. Suspension from driving RRCA students for a designated period of time.
5. Repeated, reckless or offenses that are severe may lead to suspension or termination.