



**2024-2025  
Transportation  
Handbook**



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**FORWARD**

This employee handbook is intended to provide information about Cape Cod Collaborative’s current policies that pertain to drivers and monitors transporting school children to and from educational services.

You are responsible for knowing the contents of the handbook. Please note that these policies and this handbook may be changed at any time by the Board of Directors and are not intended to establish contractual rights.

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

**TRANSPORTATION DEPARTMENT CONTACT INFORMATION**

**Transportation Manager:** Lisa Stobbart x 1120  
**Operations Manager:** Anders Erikson x 1139

<b>Dispatch Locations</b>			
418 Bumps River Road Osterville, MA 02655		78 R Eldredge Parkway Orleans, MA 02653	
<b>508-420-6950</b>			
Andrea Barbel	x 1118	Nauset Office	x 1152
Wendy Pennini	x 1119	Andrew Hunt	x 1155
Brianna Roderick	x 1151		
Shilo DeSimone	x 1123		
<b>Fax 508-420-6960</b>		<b>Fax 774-207-0257</b>	

<b>Maintenance Facility</b>
24 Candlewood Lane Dennisport, MA 02639 508-420-6950 x 1162 or x 1163 Fax 508-619-7055

The Transportation Office is staffed from 5:30 AM to 6:00 PM.

It is our goal to **ensure the transportation we provide is safe, dependable, courteous, efficient, and timely** for the students of our district members.

## **DRIVER TRAINING**

Trainees are provided with driving training for the express purpose of driving for the Collaborative. If, upon completion of the training, the trainee should refuse a position or fail to remain employed by the Collaborative for any reason for at least six (6) months, the trainee will be responsible to reimburse the Collaborative for the cost of the training.

### **Training/Training Expectations**

- The trainee shall be paid at the operational rate for no more than 40 hours (if the trainee holds a current CDL) or for no more than 60 hours (if trainee does not currently hold a current CDL).
- The cost of the DOT physical and the cost of the road test are the responsibility of the trainee.
- Trainees are required to submit a timecard for training hours.
- Trainees will be expected to work as a bus monitor, paid hourly at the bus monitor rate, as needed. (Trainees are required to submit a timecard for monitor hours and training hours.)
- Upon passing the driving test and receiving CDL license with air brake, passenger, and school bus certificate, the trainee will receive a stipend of \$250.00.

### **Annual / Mandatory Training**

Transportation Drivers and Monitors who attend mandatory trainings will be remunerated at the operations rate. Employees who are enrolled in CPR/First Aid training by the Collaborative will receive a stipend of \$60 upon completion of training. Employees who complete only CPR or First Aid training will receive a stipend of \$30 upon training completion.

## NEW DRIVER INCENTIVES

<b>Large Buses</b>			
Route Drivers	Spare Drivers / Trip Drivers (hired on or after 7/1/2020)		
	Hours per school year	Total Amount	How / When Paid
\$2,000 \$1,000 after 6 months, \$1000 after 12 months	500+	\$1,000	\$500 after 6 months, \$500 after 12 months
	250+	\$500	\$250 after 6 months, \$250 after 12 months
	50+	\$250	\$125 after 6 months, \$125 after 12 months
No more than five (5) days off may be taken during the school year. (Time “sold back” not counted as taken.) May only be “New Driver” once; if driver leaves and returns, not eligible again. If Driver had received Small Bus “New Driver” Incentive – eligible only for differential. Must be currently employed to receive incentive.			

<b>Small Buses</b>			
Route Drivers	Spare Drivers / Trip Drivers (hired on or after 7/1/2020)		
	Hours per school year	Total Amount	How / When Paid
\$1,500 \$750 after 6 months, \$750 after 12 months	500+	\$750	\$375 after 6 months, \$375 after 12 months
	250+	\$375	\$187.50 after 6 months, \$187.50 after 12 months
	50+	\$187.50	\$93.75 after 6 months, \$93.75 after 12 months
No more than five (5) days off may be taken during the school year. (Time “sold back” not counted as taken.) Eligible for paid training for CDL – Class B licensing (and resulting incentive differential). May only be a “New Driver” once; if driver leaves and returns, not eligible again. Must be currently employed to receive incentive.			

<b>7D / Van Drivers</b>
Eligible for paid training for CDL – Class B licensing (and resulting incentive upon licensure / route).

<b>Monitors</b>
Eligible for paid training for CDL – Class B licensing (and resulting incentive upon licensure / route).

## THE ROLE OF THE SCHOOL BUS DRIVER AND MONITOR

School Bus Drivers and Monitors are responsible for the well-being of students while transporting them to and from school. This daily transportation is an important part of the student's educational day.

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

### EMPLOYMENT STATUS

All Collaborative employees are *employees at will* and are appointed for one school year only (or the remaining portion of the year). Drivers and Monitors are reappointed annually. Unless a driver or monitor receives an individual letter of reasonable assurance indicating that they will be re-employed in the following school year, there is no guarantee of re-employment in the following school year. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the Cape Cod Collaborative (e.g., lack of funding, natural disasters, etc.) **Route availability is subject to change based on District needs.**

**There is no expectation of employment when school is not in session.** Please understand that you may not be eligible for unemployment insurance benefits during school breaks, including, but not limited to, winter, spring and summer breaks.

**Summer Employment:** Letters are mailed in April asking drivers and monitors if they are available for summer work. Work assignments are made after district needs are determined. **Employment of school bus drivers and school bus monitors during the summer months is separate from employment during the school year.**

**Discipline / Suspension / Termination:** Any decision to terminate an appointment during the school year must be made by the Board of Directors. The Executive Director may discipline or suspend any employee.

**Probationary Period:** All new Drivers and Monitors are subject to a 90 Day Probationary Period during which time they can be dismissed if performance is substandard or could jeopardize student safety.



## CAPE COD COLLABORATIVE RULES AND REGULATIONS

1. All employees shall follow the **Confidentiality Law** (see page 16).
2. **Drugs and other medicines may not be transported to or from school on any Collaborative vehicle.** Collaborative drivers and monitors are prohibited from accepting drugs or other medicines for transport.
3. Cell phone use by drivers is prohibited while driving. In the case of an emergency, as defined in **Motor Vehicles and Traffic Laws of Massachusetts C. 90** (see page 17), pull to the side of the road. If present, bus monitors should make necessary calls.
4. Everyone in the vehicle, including school bus drivers, monitors and students, will **USE VEHICLE SEAT RESTRAINT SYSTEM AS AVAILABLE.**
5. State law requires Collaborative vehicles to be **smoke and vape free** environment. Smoking and other tobacco use is not allowed on Collaborative vehicles or school grounds. **SMOKING AND THE USE OF OTHER FORMS OF TOBACCO IS PROHIBITED.** Any violation of this rule shall result in disciplinary action. (Please refer to the SMOKE and VAPE-FREE WORKPLACE POLICY in the Employee Handbook.)
6. **Drivers must follow the State Anti-Idling LAW (M.G.L Chapter 90. Section 16A) and DEP regulations (see 310 CMR 7.11 (1)(b) in the complete air pollution control regulations)**
7. Children are not allowed to eat or drink while in the vehicle (subject to certain medical and other exceptions). The Collaborative staff will not offer food, **including candy**, or drink to children. **Collaborative staff will not eat or drink** when children are in the vehicle. There will be **no open containers of beverages of any kind** in the vehicle when transporting children.
8. Drivers **will not** stop at convenience stores, or other establishments, with students on board.
9. **Vehicles will not be fueled when students are on board. There are NO exceptions.** Fueling your vehicle should take place at the start or end of your day.
10. No student is to be left alone in the vehicle at any time. (A driver may leave the school bus driver's position to assist a student on or off the vehicle. If this becomes necessary, make sure the vehicle is secured by removing the ignition key and applying the parking brake when you are not in the driver's seat.)
11. **A responsible person must be home to accept a student.** No student shall be left off at home unless the parent/guardian or a person authorized by the parent/guardian on the data form is present to accept the student. You must contact Dispatch before leaving a student with anyone who is not listed on the data form. **(General Education Drivers: Refer to School District Policies)**
12. **Changes to routes are NOT permitted unless approved through the Transportation Office.**
13. When a parent/guardian asks that a child be dropped off at a location other than the usual stop (sitter, parent's place of work, other relative or friend), the parent/guardian must contact the Cape Cod Collaborative Dispatcher with their request. The child's home school district and/or the

Transportation Office **must approve** any route changes.

14. Be courteous and helpful to all parents, children, and school staff at all times. Drivers shall be "road courteous" to other motorists.
15. All motor vehicle traffic violations, parking tickets, or other charges incurred during the operation of the Collaborative vehicles are the driver's responsibility. The driver shall notify the Dispatch Office of any citation issued for a motor vehicle violation. The driver must pay all fines immediately including any necessary court appearances. Failure to do so shall result in disciplinary action by the Collaborative. Incurring a moving violation in a Collaborative vehicle may result in disciplinary action up to and including dismissal.
16. Drivers of vehicles that are reported in violation of Massachusetts Motor Vehicle Law, who have been properly identified, and have been found to be in the location of the reported violation, shall be subject to disciplinary action up to and including dismissal.
17. You are required to immediately report any suspension or revocation of your driver's license in Massachusetts, or any other state, and/or your CDL or School Bus Driver endorsement in Massachusetts, or any other state. A driver is subject to immediate disciplinary action up to and including dismissal.
18. The sponsor of the field trip normally pays charges for parking or tolls required for a field trip. If any charges are incurred by the driver, the driver should submit receipts for reimbursement.
19. Unauthorized persons are **NOT** permitted in Collaborative vehicles. Prior consent from the Transportation Office is required to transport anyone other than those assigned to the route. This includes parents, guardians, or other persons either employed or not in the employment of the Collaborative.
20. The personal use of a Collaborative vehicle is not permitted. Contact the Transportation Office for any use of the vehicle other than that of the assigned route. Unauthorized use may result in disciplinary action by the Collaborative, including suspension or termination of employment.
21. Personal appearance and attire is important. You represent not only yourself, but also the Cape Cod Collaborative and your peers. (Short shorts, muscle tee shirts, tee shirts of questionable fit, or that display questionable images or language, are **NOT ACCEPTABLE** and will not be tolerated.) For safety purposes, drivers and monitors must wear footwear which covers toes (closed-toe shoes).
22. It is the responsibility of the driver to get to and from vehicles that are parked at lot locations. It is the responsibility of the monitor to get to and from the pick-up location specified by dispatch.
23. Drivers must report any damage or concerns regarding the bus immediately to dispatch.
24. All CDL and 7D drivers are required to perform a minimum of (8) hours of training with a qualified instructor per calendar year as required by Law. All monitors are required by the Collaborative to complete 4 hours of training per calendar year. **See schedule for in-service dates.**

## TRANSPORTATION POLICIES

### **“Assigned” or “Home” Lots**

Each driver will be assigned to a “home” lot based on the area they generally support (Upper Cape or Lower Cape). If an employee is required to travel outside of their home lot at the start or end of his/her day, they will be compensated for any additional travel time or mileage, if a personal vehicle is used, beyond their normal commute from their residence to their home base.

### **Spare Driver Assignment (Routes)**

Assignments for route coverage are selected based on the type of vehicle used, geographical location of the driver, and experience of the driver.

### **Spare Driver Assignment (Trips)**

Trips are assigned by district, with route drivers from each district assigned on a rotating basis using a “trip wheel”. Route drivers who would like to be considered for trips should contact Dispatch at 508-420-6950 x 1118. Drivers on the “wheel” will be called upon in turn when their name comes up on the wheel.

Drivers will not be considered for a trip if the trip is scheduled to occur during regular route hours. In these instances, the trip will be assigned to the next available “spare” driver on the wheel.

If it becomes necessary to “cover” a route driver with a spare to drive a trip to satisfy demand, this will be done on a rotating basis in accordance with the “Spare Driver Assignments” as above.

### **Bus Shuttles**

Vehicles must be periodically shuttled to and from lots to the maintenance facility, or to outside service shops. The requests for shuttling typically come from the maintenance facility and are assigned by dispatch in either Osterville or Nauset. The dispatcher will generally assign route drivers or spare drivers who have the availability to move buses or may assign by lot by asking for volunteers on the radio. In some instances, lot mechanics may be asked to coordinate these moves for their district using the drivers on the lot. These shuttles must be recorded separately on a driver’s timesheet by noting the hours, vehicle(s) moved, and location moved to/from.

### **Schedule Commitment**

If a driver is scheduled to drive a trip or route, and the event is canceled, the driver will be paid for a two (2) hour minimum if the event is cancelled after the driver has traveled to the bus lot. This policy is only in effect if the route or trip is not adjacent to a current work shift. If a trip is cancelled prior to the driver leaving their house, they will be moved up the trip wheel to the next available event.

## **ALCOHOL AND DRUG POLICY\***

*\*See DOT 'Medical' and 'Recreational' Marijuana Notices found in Appendix*

### **DRUG-FREE WORK POLICY**

Employees are expected and required to report to work on time and in appropriate mental and physical condition to work. It is the intent of the Cape Cod Collaborative to provide a drug-free, healthful, and secure work environment. For the purposes of this policy, alcohol and marijuana will be considered drugs.

The unlawful manufacture, distribution and dispensation, possession, or use of a controlled substance on the Cape Cod Collaborative premises, or while conducting Collaborative business off school premises, is absolutely prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may necessarily involve legal action.

As mandated by the Drug-Free Workplace Act of 1988, employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute of violations occurring on or off school premises while conducting Collaborative business. A report of a conviction must be made within five (5) days after the conviction.

The Collaborative recognizes drug dependence as an illness and a major health problem. The Collaborative also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use any assistance programs and health insurance plans, as appropriate. Conscientious efforts to seek help will not jeopardize an employee's job.

The Collaborative offers an Employee Assistance Program (EAP) through Perspectives. This program provides employees and their family with confidential professional assistance to help resolve personal problems, including issues with drugs and alcohol.

Perspectives Employee Assistance Program

800.456.6327

<https://www.perspectivesltd.com/>

Username: MEGA

Password: perspectives

All employees will be notified by published statement that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Cape Cod Collaborative and, further, that employees found in violation of such prohibition will be subject to discipline up to and including termination and/or shall be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

It shall be the policy of the Cape Cod Collaborative to implement the procedures required and placed on file with Federal authorities entitled Certification Regarding Drug-Free Workplace Requirements Grantees Other Than Individuals.

All employees will:

- A. Be advised of the dangers of drug abuse in the workplace;
- B. Be advised that the Cape Cod Collaborative intends to maintain a drug-free workplace.
- C. Be provided with information regarding available drug counseling rehabilitation and/or employee assistance programs for substance abuse; and
- D. Be advised that penalties shall be imposed upon employees for drug abuse violations occurring in the workplace.

In 1989, the federal Drug-Free Schools and Communities Act Amendments of 1989 were passed which require that each local educational agency (LEA) certify that it has adopted and implemented a program to prevent the use of illicit drugs and alcohol by students and employees in order to remain eligible to receive any federal funds of any sort. Regulations further set out the requirements of this law.

A certifiable program is defined by the Federal regulations to include:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs for students in all grades from early childhood level through grade 12;
2. Conveying to students that use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
3. Standards of conduct that are applicable to students and employees that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of its activities;
4. A clear statement that sanctions, up to and including expulsion or termination of employment and referral for prosecution, will be imposed on students and employees who violate the standards of conduct and a description of those sanctions;
5. Information about any available drug and alcohol counseling, rehabilitation, and re-entry programs that are available to students and employees;
6. A requirement that parents, students, and employees be given copy of the standards of conduct and statement of sanctions;
7. Notifying parents, students, and employees that compliance with required standards of conduct is mandatory; and
8. A biennial review by the LEA applicant of its program to determine its effectiveness, Implement changes if needed, and ensure that the sanctions are consistently enforced.

## **ALCOHOL AND DRUG POLICY**

### **A. General**

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

The CCC employee designated to answer questions about this policy is the Human Resources Coordinator. This employee can be contacted at 508-420-6950 x 1122.

The CCC has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the CCC has established this policy regarding drug, alcohol

and marijuana use or abuse. Our goal is to establish and maintain a work environment that is free from the effects of alcohol and drug use.

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

The following is the Collaborative policy:

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

## **B. ALCOHOL AND DRUG TESTING**

As noted below, portions of this section apply to all employees, other portions apply to all drivers, and other portions apply only to drivers operating under a commercial driver's

license (“CDL”). The testing of such CDL drivers is required by the Omnibus Transportation Employee Testing Act of 1991.

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

1. Pre-Employment Testing for Controlled Substances. All successful applicants for initial employment in the CCC Transportation Department, as well as any employee who moves into a position as a driver, will be subject to testing. All applicants who test positive for either drugs or controlled substances will not be offered employment with the Cape Cod Collaborative.
2. Post-Accident. All CDL and 7D drivers shall be tested after accidents where there has been a citation for a moving violation, or where there has been a fatality even if the driver is not cited for a moving traffic violation, or when there has been bodily injury to any person who as a result of the injury is administered medical treatment away from the accident scene, or if one of the vehicles in the accident is disabled. Test for alcohol use shall usually be conducted within two (2) hours, but in no case more than eight (8) hours of the accident; tests for controlled substances shall be performed as soon as practicable but in no case more than 32 hours after the accident. Employees must refrain from all alcohol, marijuana, and controlled substance use until the test has been completed.

Employees are obligated to cooperate in such testing or they will be deemed to have refused the test. It is the employee’s responsibility to make him/herself available for testing. Generally, the employee will be accompanied to/from the testing site by a Collaborative employee/supervisor. DOT regulations permit employers to use blood, breath, or urine test results that have been obtained by federal, state or local officers having independent authority to perform the tests in order to satisfy testing requirements.

3. Reasonable Suspicion. An employee (not limited to drivers) may be tested when a supervisor or manager observes behavior, speech, appearance or odor that leads to a reasonable suspicion that the employee has violated this drug and alcohol policy. **Any suspicion or documented concern should immediately be brought to the attention of the Executive Director.**
4. Random. All drivers (not limited to CDL drivers) shall be tested for the use of alcohol and controlled substances on a random, unannounced basis just before, during or after performance of safety sensitive functions. Each year, the number of random alcohol tests conducted by the CCC will equal at least 25%/10% (drug / alcohol) of all the covered employees.

**C. CONDUCTING TESTS**

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

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

#### **D. CONSEQUENCES OF A NEGATIVE DILUTE ALCOHOL/DRUG TEST RESULT**

An Employee whose alcohol/drug test results in a Negative Dilute will be automatically retested.

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

Employees (not limited to drivers) who test positive for alcohol or drug use may be terminated.

If a DOT regulated employee tests positive, refuses a test, or violates DOT drug and alcohol rules, the employee will be immediately removed from DOT-regulated functions. The employee will not be permitted to return to performing DOT regulated safety-sensitive duties until he/she has:

- Undergone evaluation by a Substance Abuse Professional (SAP);



- Successfully completed any education, counseling or treatment prescribed by the SAP prior to returning to service; and
- Provided a negative test result for drugs and/or a test result of less than 0.02 for alcohol (return to duty testing).
- If employee is allowed to return to a safety-sensitive job, the employee will be subject to unannounced testing for drugs and/or alcohol no less than 6 times during the first 12 months of active service, with the possibility of unannounced testing for up to 60 months (as prescribed by the SAP).

The Collaborative is under no obligation to return any employee to work after testing positive for alcohol and/or drugs.

## **F. INFORMATION**

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

## **G. EMPLOYEE CONVICTION/DISPOSITION REPORT**

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

## **THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) DRUG AND ALCOHOL CLEARINGHOUSE**

Beginning in January 2020, the Collaborative is required to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse for each licensed CDL driver to determine whether a violation exists. These queries must be conducted at least annually.

Drivers are required to authorize the Collaborative to conduct a limited query. Any driver who refuses to provide consent will be removed from performing safety-sensitive functions, including driving a commercial motor vehicle.

Drivers must register for the clearinghouse (<https://clearinghouse.fmcsa.dot.gov/Register>).

## **PRE-EMPLOYMENT REFERENCES**

### **Driver**

The Collaborative will also seek information regarding driving history, safety performance, and crash data.

The driver-applicant sign releases for the Collaborative to obtain this information as part of the School Bus Driver Employment Application.

## **Monitor**

The Collaborative will check employment references for any prospective monitor.

### **BULLYING REPORTING RESPONSIBILITIES**

#### **Definition of “Bullying”:**

“Bullying”, the repeated abuse by one or more students or by a member of a school staff, including, but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver (or monitor), athletic coach, advisor to an extracurricular activity or paraprofessional of written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. “Bullying” also includes “Cyber-bullying.”

Bullying, or suspicion of bullying, must be reported immediately to Dispatch and to the Administration Office.

### **CONFIDENTIALITY OF STUDENT INFORMATION**

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

When discussing with a parent or school staff the behavior or medical condition of a particular child, make sure there are no other children or unauthorized adults within hearing distance.

Do not allow unauthorized personnel to handle, or look in, the **INFORMATION ENVELOPE**. Confidential information is contained in the envelope.

**The “STUDENT’S TEACHER TO PARENT COMMUNICATION LOG BOOK” IS CONFIDENTIAL AND SHALL NOT BE READ BY UNAUTHORIZED PERSONS INCLUDING DRIVERS AND MONITORS.**

### **DRIVERS AND MONITORS ARE MANDATED REPORTERS**

(Please refer to Cape Cod Collaborative Employee Handbook)

Under Massachusetts General Laws Chapter 119, Section 51A, 51G, drivers or monitors who have suspicion of child abuse must report these concerns to the Transportation Office **immediately**. Drivers and monitors are "mandated reporters" under the law.

## **EMERGENCIES AND SUDDEN ILLNESS OF CHILDREN**

If an emergency occurs, call Dispatcher on the 2-way radio immediately. If there is an emergency being dealt with on the radio, all other drivers should keep off the air unless necessary. All drivers in the area should be ready to assist if directed to do so by the Dispatcher.

**If you cannot contact the office, CALL 9-1-1 ON A CELLULAR TELEPHONE AND BE PREPARED TO KNOW YOUR EXACT LOCATION.** THE 9-1-1 CELLULAR CALL is answered in the Massachusetts State Police central office and the cellular phone call **will not give your location.**

Each emergency is different. Several options may be appropriate. Call Dispatch and follow directions. **Do not worry about other children you have yet to pick up or drop off.** While you are driving, the Dispatcher will be making phone calls to assist you.

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

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

The role of the driver and/or monitor does not include entering the child's residence. Drivers and monitors must remain on the bus. Communicate with dispatch to ascertain if the student will be riding or is safely in the house. **DO NOT ENTER THE RESIDENCE. DO NOT PROVIDE ANY FURTHER ASSISTANCE.**

## **SOME SUGGESTIONS FOR HELPING YOU TO WORK EFFECTIVELY WITH PARENTS AND CLASSROOM PERSONNEL:**

1. The driver is the adult in charge of the vehicle. The monitor will assist the driver, observe and help the student(s). In addition, advise the driver of any pertinent information concerning the student(s).
2. Please make sure you have Emergency information on the students you transport with Special needs, the information is confidential and is to be kept in the Information Envelope in case of an Emergency. The Information Envelope follows the driver when switching vehicles. (This is not the circle check book!)
3. You must be **consistent** with your time of pick-up/drop off. If you are late due to unforeseen circumstances, inform **dispatch immediately** so they can call Parents on your route.
4. If you get "waved-on", call and advise the Dispatcher.
5. Set the ground rules with your students the first day and you will have fewer problems throughout the school year. Be firm, but also be polite. Be respectful and you get respect in return. Sometimes this is "difficult learning process for students". Do not be too hard or too soft.

6. Remember, all motorists will be observing your actions on the road. Obey all traffic rules.
7. Because of the nature of our work, the routes are always rearranged and "tweaked" to provide the safest and most cost-efficient transportation. You must be flexible and ready for changes to your route. Your input concerning your route, or route changes, shall be asked for and welcomed.
8. **DO NOT** do "favors" for parents by agreeing to drop off a child at a location other than what is specified on the route sheet. The parent/guardian **MUST** request all route change requests through the school district. The Dispatcher will advise you of any route changes.

### **DAILY SAFETY INSPECTION**

Drivers are to perform a daily safety inspection (pre-trip) BEFORE the start of their workday.

The Collaborative uses Zonar to perform electronic inspections (pre-trips). (Most drivers have been trained in the operation of Zonar.) Inspections conducted using Zonar are recorded electronically and there is no need for a paper circle check record.

Drivers who have not been trained in Zonar, or drivers who find that the Zonar system is not functioning, must complete the paper circle check form as a record of the inspection.

If the driver, as a result of the inspection, concludes that the vehicle is unsafe to operate, the driver must notify Dispatch immediately. **DO NOT DRIVE THE VEHICLE.**

If you are assigned other vehicles during the same workday, you must complete a pre-trip on each vehicle. A pre-trip must be completed again, even if a previous driver has completed a pre-trip on the same vehicle.

If you have any questions on how to do a pre-trip, how to complete the circle check form, or how to use Zonar, please ask. Failure to properly conduct daily pre-trips may be grounds for disciplinary action. If a Massachusetts RMV Inspector or State Trooper stops you, and your Zonar pre-trip or your circle check is not correctly completed, you may be liable for a summons and a fine.

Drivers are responsible for keeping vehicles cleaned and fueled. (This is not the monitor's responsibility.) Drivers are also responsible for ensuring that the levels of motor oil, transmission fluid, coolant, and windshield washer fluid are checked. Although lot personnel generally check and top-off the fluids weekly, it is the driver's responsibility to check coolant and washer fluid levels as part of their pre-trip. (If you are unsure how to check the fluids or need a refresher, please contact dispatch.)

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

There are occasions that you must stop along your route because of mechanical failure or student emergencies, such as, child seizures, illness, and student misbehavior. First, try to pick a place

where your vehicle is out of the flow of traffic, i.e., park your vehicle on a grassy shoulder of a highway or in a driveway of a business or residence. Try to get off the roadway. Turn on the **FOUR-WAY FLASHERS**.

Call the Dispatch on the 2-way radio immediately or contact the Transportation Office and advise them of your situation then proceed to handle the emergency. Do not discuss or identify maintenance issues over the 2-way radio.

### **VEHICLE ROUTE INFORMATION ENVELOPE**

At the start of each year, the driver of each route will be provided with a VEHICLE INFORMATION ENVELOPE. This will contain confidential information and must be protected at all times. The envelope will contain items such as:

- Route Description
- Student Emergency Information\*

\*The driver must keep the information current. It is the driver's responsibility to obtain Student Emergency Information when a new student is added to the route.

### **ROUTES**

At the start of the school year, you will be provided with a printout of your route with pick-up times, school time and dismissal times and other route information. Do a dry run of the route to familiarize yourself with the roads, houses, and school(s). Please inform Dispatch immediately of any discrepancies to the route. If you have any questions about the route, please contact Dispatch or come into the office and correct any problems on your route. You should always have an accurate sheet in your bus at all times. Route changes are not allowed without the Dispatch Authorization.

You will be provided with the student's names, addresses, telephone numbers, and other pertinent student information. This is confidential information. Parents will receive information from the office advising them the pick-up and drop off times and pertinent transportation information concerning their child. DO NOT GIVE OUT YOUR PERSONAL CELL OR HOME NUMBER.

### **CAR SEATS**

Although car seats are not mandatory on school buses, many vehicles used to transport students with special needs must utilize car seats.

### **The Massachusetts Safety Seat Law Has Changed to Keep Kids Safer!**

After July 10, 2008 children up to age eight or who are under 4'9" must ride in a proper child restraint. After children outgrow their car seat they must ride in a booster seat using a lap and shoulder belt.

Use this chart to determine what kind of safety seat your child should use.

	Age	Weight	Height	Seat
Infant	Birth to 1 Year	Up to 20-22 lbs	Not Applicable	Infant Seat or rear-facing Convertible Seat
Toddler	1-4 Years	20-40 lbs.	Not Applicable	Convertible/ Forward-facing Safety Seat
Older Children	5-7	Not Applicable	Under 4”9”	Belt-Positioning Booster Seat

To read the law visit <http://www.mass.gov/legis/laws/seslaw08/slo80079.htm>

### WHEELCHAIRS

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

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

Wheelchairs should be placed in the same position everyday so that the tie-down straps are readily available and adjustable for the particular chair. Tie-down the rear of the chair first, pulling the adjustable belts as tight as possible. The front restraining straps should be tightened next pulling the chair forward and holding the wheelchair firmly to the floor. Never attach the restraining belt to the wheel of the chair but rather to the frame of the wheelchair. When finished the non-electric and electric wheelchair should have no movement side to side or front to rear. To properly secure student, a seat belt and shoulder belt must be properly secured.

### SAFE LOADING AREAS

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

The role of the driver and/or monitor does not include entering the child's residence. Drivers and monitors must remain on the bus. Communicate with dispatch to ascertain if the student will be riding or is safely in the house. **DO NOT ENTER THE RESIDENCE. DO NOT PROVIDE ANY FURTHER ASSISTANCE.**

### **BUSINESS 2-WAY RADIO COURTESY**

All Collaborative vehicles are equipped with a business-band 2-way radio that allows for group communications. **DO NOT DISCUSS MAINTENANCE ISSUES ON THE RADIO.**

The radio system is for business use only. Please respect the protocol for business only. Yes, there are times when humor may be appropriate but please refrain from chit- chat.

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

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

### **YEARLY MASSACHUSETTS SAFETY AND EMISSION VEHICLE INSPECTIONS**

EVERY vehicle must have a Massachusetts RMV yearly safety and emissions check. This sticker is on the lower right of the windshield. Make sure you know the expiration date. This is part of the daily inspection. If it is due, please notify the dispatch and you will be directed to the proper location to renew the sticker.

**School Buses:** School buses must undergo three (3) yearly inspections. The first inspection shall be completed in the months of August or September, the second in the months of December or January, and the third months of April or May. Your bus should be ready for an inspection every day! You will be advised in ample time to have your vehicle ready for inspection.

**7D Vehicles:** 7D Transport vehicles undergo two (2) inspections per year, in March and November.

### **VEHICLE CARE**

Take pride in your vehicle; how it looks is a reflection on you. Your vehicle should be ready to

pass an inspection every day. It is the driver's responsibility to keep a clean and disinfected vehicle inside and remove accumulations of dirt on the windows inside and outside. Do not keep ANY cleaning supplies or hazardous in your vehicle. Make sure you have a supply of plastic gloves, a body fluid clean-up kit, paper towels and tissues on hand and a complete first aid kit. Keep the vehicle filled with fuel.

Be aware when your vehicle is due for the regular oil change; yearly state inspection; and school bus inspection.

- **Know** your vehicle; any odd sounds may be an indicator of a pending mechanical problem. Notify Dispatch immediately!
- Oil Change for Special Ed buses every 5,000 miles
- Oil Change for Regular Ed buses every 10,000 miles
- Oil Change for 7D vehicles every 5,000 miles
- If you need any necessary maintenance, be sure to put the sheet in the window for mechanic to see during breaks and as scheduled by maintenance\*

*\*The implementation of Zonar Systems will result in changes to this system.*

Lock your vehicle when parked. Please make sure all the windows in the vehicles are closed and the passenger doors are secure. It is important to ensure that spare keys are accessible for substitute drivers and or the mechanic(s). Please ensure that the spare key is stored in the designated area.

**BEFORE** shutting off your vehicle, make sure to turn **OFF** all accessories (wipers, radio, fans, etc). This makes it easier when you start it the next morning. **DO NOT** leave windshield wipers on when you turn off your vehicle.

Clear all ice and snow from windows and roof before starting on your route. It's the Law!

When you park your vehicle for the night, or in between runs, **back your vehicle into the parking space**. This allows for access to the motor if the vehicle will not start, or the vehicle has to be towed. You should keep the gas tank as close to full as possible.

### **SCHOOL CALENDAR / SNOW CANCELLATION**

The Collaborative transportation system follows the school calendar(s) of the school district where the child(s) classroom is located. It is most likely that the children you transport live in one district and attend a school in different district. Your **Vehicle Envelope** should have the school calendar(s) for the school(s) on your route. Familiarize yourself with the calendar(s). You are responsible to know when half (1/2) days occur, and if you need help from the Dispatch for any issues due to time conflicts.

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

- **IF** school is closed in the district where the school is located, the Collaborative will not transport to that school.
- **IF** school is closed in the hometown district where the child lives, the Collaborative will not transport children from that town.



- **IF** both the school district and the hometown district are OPEN, but School District(s) in towns in between are closed, please contact dispatch for further instruction.

The following radio stations carry local school closings:

WKJP 104.7 FM  
WQRC 99.9 FM  
WCOD 106.1 FM  
WXTK 95.1 FM

WWKJ 101.1 FM  
WCIB 102 FM  
WFCC 107.5 FM

The major TV stations in Boston, WBZ channel 4 and WCVB channel 5 are good reference to watch as they list the school closings off-Cape that may affect your route. The major TV stations in Rhode Island, WLNE channel 6 and WJAR channel 10, are also helpful in determining school closings.

During inclement weather, it is possible (probable) that school(s) may close. The Transportation Department will do its best to notify drivers of any delays or closings, but it is the driver's responsibility to watch and listen for announcements on the above stations. It is the driver's responsibility to notify the monitor if school is cancelled or delayed.

### **ACCIDENTS / INCIDENTS and INSURANCE CLAIMS**

#### **ACCIDENTS**

No matter how small you may think the ACCIDENT or INCIDENT, **notify Dispatch immediately**. Do not leave the scene unless directed to do so by the Dispatch. No matter how minor, Police will be called to the scene for documentation purposes. The seriousness of the ACCIDENT OR INCIDENT will dictate how to deal with each situation. If possible, the following steps are to be taken when you are involved in an **accident**:

1. **Notify the Dispatcher immediately.**
2. **Ascertain if there are any injuries.** Students who are not able to convey information of their injuries need special attention. In addition, a sudden stop or other violent motion of the vehicle could cause injury to a fragile student. **Every student on board and staff must be cleared by their Physician or EMT staff on site.**
3. Keep calm. Assess the situation. Provide the information to the Dispatcher slowly.
4. The Dispatcher will notify the Local Police or State Police and, if necessary, rescue personnel.
5. **If necessary, evacuate the children from the vehicle to a safe location. (Only remove the students from the vehicle only if there is a dire emergency such as potential fire, being struck again by other vehicles, or danger of the vehicle moving and causing further injury.)**
6. Please wait for Local or State Police to come to the scene to get all necessary information from the operator(s) of the other vehicle(s).
7. Report to the Transportation Office in person as soon as possible after the accident to complete necessary paperwork.

8. Depending on the severity of the accident (i.e., injury or death to another person), a drug/alcohol test is required within 8 hours by the D.O.T. compliance program and the Cape Cod Collaborative, which is a **Drug Free Workplace**.
9. The driver involved in an accident that has been determined to be at fault will be given a written warning by the Transportation Manager of the Cape Cod Collaborative, which will include specific concerns and necessary corrective action. Corrective action could also include suspension or dismissal.
10. The corrective action will be determined by the seriousness of the accident. When the driver has an at-fault accident the driver may be placed on paid leave or suspension without pay until the Transportation Manager reviews all the specific details to determine if disciplinary action should be taken. Such action could include but is not limited to, additional unpaid training, unpaid leave, removal from the route or dismissal. Any citations issued to the driver shall be the responsibility of the driver.
11. **The driver must report any bus damage**, no matter how small, **immediately** to Dispatch. The driver will also complete written accident/incident reports.

### **INJURY CAUSING INCIDENTS**

#### **Vehicle Related or Non-Vehicle Related Accident Involving a Student or Employee**

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

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

#### **Insurance Reports and Insurance Investigations**

The accident investigation may require that additional driver accident/incident report(s) be given to our insurance company representative. The insurance company(s) shall make investigations and reports by appointments through the Transportation Office. Please direct insurance company to the Collaborative Transportation Office if they call you or visit you at home.

### **Wages/Benefits**

#### **DRIVER:**

The hourly wage rate is based on the Collaborative driver pay scale. The Transportation Office will determine the number of hours for each route. The route time will include 15 minutes per day for the **Daily Circle Check**. The Transportation Office must approve any changes as to the number of pay hours per day.

#### **MONITOR:**

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

**Definition of a Full Time Employee:** A driver or monitor who is assigned to a fixed route and who works 20 or more hours per week.

### **WORKING ON A HOLIDAY**

Employees who work on one of the following holidays will be paid at 1.5 times the usual hourly rate:

- New Year's Day
- Easter
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving Day
- Christmas Day

### **LONGEVITY AWARD**

Full-time drivers and monitors are eligible to receive a longevity award of \$250 on the date of the anniversary representing five (5) years of full-time service, a longevity award of \$500 on the date of the anniversary representing ten (10) years of full-time service, a longevity award of \$750 on the date of the anniversary representing fifteen (15) years of service, and an award of \$1,000 on the date of the anniversary representing twenty (20) years of service. All Longevity Awards will be presented at the annual back-to-school meeting.

Longevity Awards are made for completing continuous years of service. The driver or monitor must be a current employee of the Collaborative to receive this award. Awards will not be made retroactively for previous periods during which the Longevity Award was not in effect.

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

To be eligible for medical, dental, life insurance and retirement benefits, you must be on a fixed scheduled route for 20 hours or more per week. Any questions concerning benefits should be made to Human Resources - (508) 420-6950 ext. 1122.

### **PAYROLL TIME SHEETS**

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

**Time sheets** must arrive in the Transportation Office following the close of the pay week by, no later than Monday morning at 9:00 am.

Time sheets may be faxed to 508-420-6960, emailed to [timecards@capecodcollaborative.org](mailto:timecards@capecodcollaborative.org), hand delivered, or put into the mailbox outside the Transportation Office. Under **no circumstances** will time sheet information be taken over the telephone.

If actual hours are different from budgeted hours, please explain the difference with a note in in the comments section. If there are no budgeted hours, please indicate start and end times for

each run (AM and PM).

Drivers who take vehicles in for services should put the hours on the timecard. Drivers are compensated at the appropriate driver rate for driving hours, and at the operations rate for any wait time. Drivers should provide a breakdown of drive and wait time under “comments.”

### **Check-In / Coordination with Transportation Dispatch**

Drivers of all Collaborative vehicles are required to “check in” by radio with Transportation Dispatch as they start their vehicle each assigned workday.

In the event of the cancellation of student specific routes after the Driver/Monitor has checked-in with Transportation Dispatch by radio, the Driver/Monitor may be asked to perform other duties (drive other routes or assist with coordination of service). In the event that no further work assignment is available, the Driver/Monitor shall be remunerated for at least two (2) hours of service at their standard rate of pay.

### **TIME OFF FROM WORK**

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

When making plans that may require a deposit, or non-refundable deposit to confirm reservation, check with the Transportation Office to be sure coverage can be arranged. For any non-emergency time off from work when school is in session, please submit a completed **REQUEST FOR TIME OFF** form (found in the Appendix) to the Dispatcher **at least two weeks** in advance of the day(s) being requested. All approval/denial of requests for non-emergency time off are based on availability of spare drivers/monitors to cover your time off. All requests are reviewed on the first-come-first-served basis.

**A sick employee must call the Transportation Office by 12:00 P.M. on the day prior to return to let the Dispatcher know they can return to work. Any employee out longer than 3 days must provide a Doctor’s note to return to work.**

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

The taking of unauthorized leave creates major problems for the students we serve and for the Collaborative and can be grounds for disciplinary action.

### **SICK LEAVE**

Sick Leave is a benefit provided by the Cape Cod Collaborative Board of directors, which is earned by employees for work absences caused by personal illness or disability or to comply with the quarantine regulations of Municipal, State, and Federal health departments. **Transportation Drivers and Monitors will accrue one (1) hour of sick leave for each thirty (30) hours of service.**

To be eligible for compensated sick leave, the employee must report the illness or injury to Transportation Dispatch at least one (1) hour before the scheduled start of their assigned route.

To be compensated for sick leave, the employee must enter requested hours on the timecard covering the absence, noting “sick time” under Comments.

If a driver or monitor becomes ill (as stated in the previous paragraph in this section) and has not accrued sick leave for the time the employee is unable to perform work obligations, the employee shall be placed on leave without pay for the period.

Drivers and Monitors may elect to “sell” accrued sick leave back to the Collaborative at five different times during the year (Thanksgiving, Christmas, February vacation, April vacation, and at the end of the school year). An application to “sell” accrued sick leave must be submitted at least ten (10) days in advance of the holiday/vacation period. The rate for remuneration for each hour of sick leave shall be the normal hourly rate for the associated driver/monitor. Each Driver and/or Monitor must maintain an accrued balance of at least ten (10) hours to be eligible to “sell” accrued sick leave. Drivers and Monitors are not eligible to sell back time upon termination of employment.

Two days of accrued sick leave may be taken as Personal Leave. Personal Leave requests must be in writing and submitted to the Transportation Manager at least five (5) workdays prior to the requested time off (except in cases of emergency). Request for Time Off forms are available in the Transportation Office and may also found in Appendix to this handbook. To be compensated for Personal Leave (using accumulated sick hours), the employee must enter the hours on the timecard for the period covering the absence, noting “Personal Time” under Comments.

### **SICK LEAVE BANK**

Transportation Drivers and Monitors are eligible to participate in the **Transportation and Support Staff Sick Bank**. Participation is voluntary. Enrollment in the sick bank will be open during the month of September each year. An employee who elects to enroll will contribute seven (7) hours of sick time during the month each September. These hours will be deducted from the employee’s available accrued sick time and will be added to the Sick Leave Bank. An employee who fails to contribute the required hours will not be considered a participant of the sick bank and will not be eligible to withdraw hours from it.

To be able to draw time from the sick bank, an employee must:

- have participated in the sick bank for at least one year,
- have a significant sudden injury or illness which is verified by a physician, and
- must have accrued a minimum of 35 hours of available sick leave.

To draw from the bank, the employee must first use all available personal sick hours available. The employee may draw up to 100 hours from the sick bank in any calendar year. Payouts will consist of twenty-five (25) hours per week, payable at the employee’s usual hourly rate. In no case will an eligible employee be able to draw an amount exceeding the available number of hours within the bank.

### **TRANSPORTATION AND SUPPORT STAFF SICK BANK ADMINISTRATION**

The Sick Leave Bank shall be administered by a Team consisting of:

- Transportation Administration
- School Bus Driver

- The Executive Director
- The Business Manager
- Human Resources

The Team shall decide on all requests for sick leave from the Sick Leave Bank and will provide a written determination to the employee. The Team's decision may be appealed in writing to the Board of Directors.

### **OTHER LEAVES (FMLA, PARENTAL, etc.)**

Please see Cape Cod Collaborative Employee Handbook

### **BEREAVEMENT LEAVE:**

Full-time employees may be granted a leave of absence not to exceed three days, without loss of pay, as a result of a death of a member of the employee's immediate family. The immediate family is considered to be spouse, parents, children, brothers and sisters.

### **SNOW DAYS/SCHOOL OR STUDENT CANCELLATIONS\***

Transportation employees must pay attention to school cancellations. Employees may receive 2 hours' pay for snow days only in the event of a late cancellation. Employees must have reported for work as usual to receive this pay.

### **PARKING THE VEHICLE**

Employees must receive permission from the Transportation Office before parking a Collaborative vehicle at any location other than the designated lot.

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

A School Bus license requires physicals for the original license and for the yearly renewal of the license. The Collaborative will reimburse employees up to \$100.00 for the CDL License or 7D School Pupil Transport License Physical. The employee **MUST** provide a copy of a receipt showing that the \$100.00 was paid toward the physical in order to receive reimbursement. The employee is responsible for any difference in the cost of the CDL License Physical.

Drivers who have reached their 70<sup>th</sup> birthday, and drivers who have a medical condition requiring bi-annual renewal of their medical card, must have a renewal physical every 6 months. For these drivers' reimbursement will be made two (2) times each year at the rate of \$75.00 each for each physical.

## **APPENDIX**

# **TRANSPORTATION FORMS**

Transportation Employee Job Descriptions

Transportation Pay Rates

DOT 'Medical' Marijuana Notice

DOT 'Recreational' Marijuana Notice

DOT 'CBD' Notice

Employee Conviction/Disposition Report

Transportation Time off Request Form

## **JOB DESCRIPTION- Driver**

### **General Summary:**

Under the general supervision of the Dispatch Office, the Bus Driver has the primary responsibility for ensuring the health, safety and welfare of the children during transport to and from school.

### **Essential Functions:**

1. Completes a daily circle check inspection of the bus and reports any conditions of concern to the Transportation Office.
2. Ensures that the two-way radio is in proper working order.
3. Ensures the bus always has sufficient fuel.
4. Arranges for and ensures completion of routine maintenance of bus (e.g. oil change). Transports the vehicle to and from maintenance facility and provides notification regarding maintenance to Transportation Office.
5. Maintains current route information.
6. Operates the bus in compliance with all road and safety regulations.
7. Follows safe bus loading and unloading procedures.
8. Follows procedures to guarantee no child is left alone on the bus without adult supervision at any time.
9. Verifies that all children have departed the bus at the end of each bus route (morning, evening, field trips or other special trips).
10. Assures that the bus is in clean and disinfected, and proper working condition at all times.
11. In case of accidents/emergencies, evacuates children according to written and practiced procedures.
12. Assures that emergency procedures are followed in the event of an accident.
13. Attends and participates in mandatory trainings and other continuing education opportunities.
14. Performs other duties, as assigned.
15. Maintains CPR/First Aid certification. (Employer will provide training.)

### **Experience:**

Effective oral and written communication skills commensurate with the responsibilities of the position are required.

### **Additional Requirements:**

1. Maintains a current CDL license with all necessary endorsements, or 7D license, based on route assignment.
2. Is over the age of **twenty-one (21)**.
3. Knowledge of methods and procedures in safely transporting students to school.
4. **Must complete required CORI and fingerprint background checks.**
5. Must comply with mandatory random drug and alcohol testing.
6. Must be capable of lifting 40 lbs. and pushing wheelchairs. Must be able to move through the bus, and to assist Students in an emergency evacuation.
7. Ability to properly secure wheelchairs which includes bending, pulling, and lifting



### **Working Conditions:**

There is the potential of infrequent exposure to blood and bodily fluids. There is risk involved with travel on roads and highways. Must be able to work a flexible schedule. This job involves sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. Must be able to enter and exit a vehicle without assistance, must be able to move physically throughout the bus, and withstand exposure to adverse weather conditions.

### **Working Hours:**

Working hours are dependent upon route assignment. As drivers are responsible for transporting students to and from school, there is usually a mid-day break in the workday. Drivers assigned to General Education routes typically have regular route hours; drivers assigned to Special Education routes may have more variability in hours.

This is a school-year position. There is no expectation of employment when school is not in session. Additional trips and summer work may be available to interested drivers.

## **JOB DESCRIPTION – Monitor**

### **Job Requirements**

A bus monitor must be able to:

- Understand and follow written and oral instructions,
- Maintain order on the bus while children are being transported,
- Assist children on and off the bus at proper stops in a safe, orderly manner,
- Establish good working relationships with the children, parents, bus driver and other staff,
- Communicate effectively, both orally and in writing.

### **Nature of Work**

Hours of work and schedule are determined on a per route basis, per school year. Work involves assisting the bus driver in maintaining order on the bus and assuring the safety of students while entering, riding and departing from the bus.

### **Job Duties and Responsibilities**

The bus monitor:

- Assists children in getting on the bus and to assigned seats.
- Ensures all passengers are properly secured while riding the bus.
- Maintains order and behavior of children on the bus so the driver will not be distracted from safe driving.
- Completes behavior reports and turns reports in to proper authority.
- Maintains a positive, calm attitude and a soft voice while on the job.
- Protects all children from physical punishment or verbal abuse by anyone on the bus and immediately reports any such incident to the Transportation Office.
- Assists the children in getting on and off the bus safely.

- Release children only to parent/guardian or authorized persons.
- Learns bus route and assists substitute drivers when necessary.
- Checks the bus at the end of each route to be sure that no children remain on the bus.
- Provides daily assistance to bus driver to keep the bus clean and disinfected.
- Follows all Cape Cod Collaborative policies and procedures.
- Attends all training opportunities as provided and all staff meetings when scheduled.

## **Qualifications**

The bus monitor must:

- Complete and pass required CORI and fingerprint background checks
- Be able to lift up to 40 lbs., push, bend, stoop, pull and secure wheelchairs, and install car seats when needed.
- Must be physically able to move through the vehicle to assist students, and be able to assist in emergency evacuation.
- Maintain CPR, First Aid and EpiPen certification.
- Be able to work a flexible schedule, when necessary.

## **JOB DESCRIPTION – School Transportation Dispatch Administrator**

### **Purpose statement:**

The bus dispatcher coordinates and assigns drivers and equipment to regularly scheduled home to school runs, special excursions and field trips; maintaining routes; ensuring the overall coverage required to meet the transportation operation scheduling demands; and evaluating, resolving and/or recommending solutions to incidents, complaints and/or accidents. This is a salaried position which requires additional hours including nights, weekends, and holidays as needed.

The Dispatcher reports to the Transportation Manager and Operations Manager.

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### **Essential functions**

- Collaborates with school site personnel and staff on concerns related to transporting students for the purpose of resolving transportation issues.
- Coordinates scheduling and use of transportation equipment (e.g., field trips, extra-curricular activities, athletic trips) for the purpose of meeting emergency and routine transportation requirements.
- Dispatches drivers for the purpose of meeting the schedule demands
- Informs school personnel, parents etc. of incidents and changes to any student's schedule (in a timely manner) for the purpose of providing information for follow up action or proper procedures.
- Resolves schedule problems (e.g. verifies school calendars/ route assignments, updates schedules, handles substitutions) for the purpose of ensuring all routes are covered, including weekend coverage as needed.
- Schedules bus routes, summer school, field trips (special education and general education) to ensure that all students are transported in a timely and efficient manner.
- Coordinates vehicle maintenance

- Maintains appropriate bus driver license(s) and (as needed) performs functions of a bus driver for the purpose of meeting student transportation needs.
- Maintains a current CDL with school bus endorsements.
- Maintains CPR- First Aid, Epi-Pen administration certificate,
- Must pass regular Criminal Offender Record Information (CORI) checks which include fingerprint check
- Subject to mandatory random drug and alcohol testing
- Develops and maintains knowledge of Federal, State and local school bus laws and regulations
- Is computer literate and able to multi-task
- Is able to work INDEPENDENTLY

### **OTHER FUNCTIONS:**

Assists other personnel as required for the purpose of ensuring an efficient and effective work environment.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS SKILLS, KNOWLEDGE AND ABILITIES**

Required to perform simple, technical tasks and to demonstrate the potential to upgrade skills in order to meet changing job conditions.

Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, operating equipment used in transportation; planning and managing projects; preparing and maintaining accurate records and using pertinent software applications.

### **KNOWLEDGE**

Required to perform basic math, read a variety of manuals, write documents following proper formats, and solve practical problems. Specific abilities required to satisfactorily perform the job include: adapting to changing work priorities; working as part of a team; multitasking.

### **RESPONSIBILITY**

Working under limited supervision, leading, guiding, and/or coordinating others;

### **WORKING ENVIROMENT**

Performing the job requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, and crouching. Generally the job requires: 75% sitting, 20% walking, and 5% standing. Requires the ability to lift 40 pounds or push wheelchairs. Must be able to assist students in an emergency evacuation.

## **EXPERIENCE**

Job related experience with increasing levels of responsibility is desired, at least 2 years in the school bus industry.

## **REQUIRED TESTING**

Alcohol & Drug testing (random)  
Cori/ Fingerprint testing/ background clearance

## **CERTIFICATES AND LICENSES**

Maintains a current CDL with school bus endorsements.  
First Aid/CPR/EPI  
Medical certificate

### **DO'S**

- Always greet drivers
- Maintain knowledge of drivers (schedules, needs and issues)
- Develop and maintain a good working relationship with supervisors
- Be able to multi-task including answering the phone, radio, etc.
- Be helpful with providing route directions for drivers
- Maintain familiarity with all Collaborative Policies & Procedures
- Act as liaison and guide transportation staff (drivers, monitors) in protocol regarding responsibilities in the event of a vehicle accident or significant transportation related incident
- Ensure documentation is maintained regarding any and all accidents and incidents
- Remain calm under pressure. (Many people rely on you to assist them or provide them information.)
- Maintain working knowledge of routes to assist drivers

### **DON'T's**

- Never show frustration while dispatching on the radio. (Be respectable of all drivers who are in need of assistance.)
- Never use your radio for personal use (both drivers and dispatchers).

## **JOB DESCRIPTION – Location Supervisor**

### **Purpose statement:**

The job of the Location Supervisor involves coordinating and assigning drivers and equipment to regularly scheduled home to school runs, special excursions and field trips; maintaining routes; ensuring the overall coverage required to meet the transportation operation scheduling demands; and evaluating, resolving and/or recommending solutions to incidents, complaints and/or accidents. This is a salaried position which requires additional hours including nights, weekends, and holidays as needed.

The Location Supervisor reports to the Transportation Manager and Operations Manager.

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### **Essential functions**

- Collaborates with school site personnel and staff on concerns related to transporting students for the purpose of resolving transportation issues.
- Coordinates scheduling and use of transportation equipment (e.g., field trips, extra-curricular activities, athletic trips) for the purpose of meeting emergency and routine transportation requirements.
- Dispatches drivers for the purpose of meeting the schedule demands
- Informs school personnel, parents etc. of incidents and changes to any student's schedule (in a timely manner) for the purpose of providing information for follow up action or proper procedures.
- Resolves schedule problems (e.g. verifies school calendars/ route assignments, updates schedules, handles substitutions) for the purpose of ensuring all routes are covered, including weekend coverage as needed.
- Schedules bus routes, summer school, field trips (special education and general education) to ensure that all students are transported in a timely and efficient manner.
- Coordinates vehicle maintenance.
- Maintains appropriate bus driver license(s) and (as needed) performs functions of a bus driver for the purpose of meeting student transportation needs.
- Maintains a current CDL with school bus endorsements.
- Maintains CPR- First Aid, Epi-Pen administration certificate, and demonstrates ability to successfully complete instructors training.
- Must pass regular Criminal Offender Record Information (CORI) checks which include fingerprint check
- Subject to mandatory random drug and alcohol testing
- Develops and maintains knowledge of Federal, State and local school bus laws and regulations
- Is computer literate and able to multi-task
- Is able to work INDEPENDENTLY

### **OTHER FUNCTIONS:**

Assists other personnel as required for the purpose of ensuring an efficient and effective work environment.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS  
SKILLS, KNOWLEDGE AND ABILITIES**

Required to perform simple, technical tasks and to demonstrate the potential to upgrade skills in order to meet changing job conditions.

Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, operating equipment used in transportation; planning and managing projects; preparing and maintaining accurate records and using pertinent software applications.

**KNOWLEDGE**

Required to perform basic math, read a variety of manuals, write documents following proper formats, and solve practical problems. Specific abilities required to satisfactorily perform the job include: adapting to changing work priorities; working as part of a team; multitasking.

**RESPONSIBILITY**

Working under limited supervision, leading, guiding, and/or coordinating others;

**WORKING ENVIRONMENT**

Performing the job requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, and crouching. Generally the job requires: 75% sitting, 20% walking, and 5% standing. Requires the ability to lift 40 pounds or push wheelchairs. Must be able to assist students in an emergency evacuation.

**EXPERIENCE**

Job related experience with increasing levels of responsibility is desired, at least 2 years in the school bus industry.

**REQUIRED TESTING**

Alcohol & Drug testing (random)  
Cori/ Fingerprint testing/ background clearance

**CERTIFICATES AND LICENSES**

Maintains a current CDL with school bus endorsements  
First Aid/CPR/EPI  
Medical certificate  
School Bus Trainer Certificate

## **DO'S**

- Always greet drivers
- Maintain knowledge of drivers (schedules, needs and issues)
- Develop and maintain a good working relationship with supervisors
- Be able to multi-task including answering the phone, radio, etc.
- Be helpful with providing route directions for drivers
- Maintain familiarity with all Collaborative Policies & Procedures
- Act as liaison and guide transportation staff (drivers, monitors) in protocol regarding responsibilities in the event of a vehicle accident or significant transportation related incident
- Ensure documentation is maintained regarding any and all accidents and incidents
- Remain calm under pressure. (Many people rely on you to assist them or provide them information.)
- Maintain working knowledge of routes to assist drivers

## **DON'T's**

- Never show frustration while dispatching on the radio. (Be respectable of all drivers who are in need of assistance.)
- Never use your radio for personal use. (This goes for both drivers and dispatchers.)

## **JOB DESCRIPTION - School Bus Lead Mechanic**

**REPORTS TO:** EXECUTIVE DIRECTOR, OPERATIONS MANAGER AND TRANSPORTATION MANAGER

**JOB SUMMARY:** Plan, schedule, repair, and perform preventative maintenance of the Cape Cod Collaborative transportation fleet as needed; ensure the availability of vehicles in safe operating condition; and provide written documentation of repairs to meet Collaborative, state and federal requirements.

### **QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Knowledge and experience in both gasoline and diesel powered trucks and school buses.
3. Valid CDL license with School Bus endorsement, or ability to obtain within 12 months of hire.
4. Knowledge of Registry of Motor Vehicles school bus safety inspection procedures.

### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

1. Diagnose potential vehicle malfunctions (e.g. using computer diagnostic equipment) for the purpose of determining needed repairs and / or replacement.
2. Repair vehicle deficiencies as reported by drivers, in a timely fashion.
3. Maintain maintenance and repair records on vehicles as may be required.
4. Performs tire work (e.g. changing, balancing) for the purpose of ensuring all buses and equipment are operating on safe tires.
5. Responds to emergency situations during and outside regular work hours for the purpose of resolving immediate safety concerns, including emergency breakdowns and service, snow removal, general property maintenance, etc.
6. Service buses and transportation equipment for the purpose of ensuring it is maintained in safe operating condition and scheduled preventative maintenance is performed.
7. Substitute as a bus driver when needed for the purpose of ensuring a qualified person is able to run the bus on the route.
8. Train mechanic helpers for the purpose of helping them to learn the correct and safe way to repair and maintain vehicles.
9. Transport various items (e.g. tools, equipment, supplies) for the purpose of ensuring the availability of materials required at job site.
10. Assist in snow removal and general property maintenance, which may occur outside the regularly scheduled work hours.
11. Assist in starting of vehicles during winter months.
12. Schedule and coordinate warranty service on appropriate vehicles.
13. Be "on call" outside of regular work hours as necessary for emergency breakdowns and service, as well as snow removal and general property maintenance.
14. Inspect and repair vehicles prior to Registry of Motor Vehicle inspections.
15. Maintain inventory of parts and supplies.



16. Communicate effectively with Transportation Manager, Business Manager, dispatchers and others regarding vehicles, vehicle maintenance, and replacement needs.
17. Perform other duties as determined by the Transportation Manager and / or Executive Director.

The job descriptions are intended to be an outline and summary of the duties to be performed by personnel. In each instance, it is expected that employees will perform whatever duties are necessary to carry out the Cape Cod Collaborative's transportation functions, as indicated by the Executive Director or the Board of Directors.

**QUALIFICATION REQUIREMENTS:** *To perform the job successfully, an individual must be able to perform each of the above-listed duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skills and / or abilities required.*

**SKILLS:**

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in bus maintenance; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

**KNOWLEDGE:**

Knowledge is required to perform basic math, including calculations using fractions, percentages, and / or ratios; read technical information, compose a variety of documents, and / or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures, and provisions of the Massachusetts Motor Vehicle Code applicable to the operation of school buses.

**ABILITIES:**

Ability is required to schedule activities, meetings and / or events; gather, collate, and / or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of processes. Ability is also required to work with a diversity of individuals and / or groups; work with data of varied types and purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; and working with detailed information and data.

**RESPONSIBILITY:**

Responsibilities include: working under limited supervision using standardized practices and / or methods; leading, guiding, and coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Cape Cod Collaborative's services.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is required to stand, walk, talk and hear. Generally the job requires 10% sitting, 45% walking, and 45% standing. The employee is frequently required to use hands including significant finger dexterity to handle or feel objects, tools, or controls; and to stoop, kneel, crouch and crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 40 pounds, such as student equipment and wheelchairs. The employee may occasionally physically assist students with disabilities. Specific vision abilities required by this job include peripheral vision, and close vision such as reading typewritten material.

The noise level in the work environment can be low to moderate to loud. The employee may be required to interact with the public, parents and other staff. The employee may be responsible for the safety and well-being of students. The job is performed under some temperature extremes and some hazardous conditions.

*The information contained in this job description is not an exhausted list of the duties performed for the position. Additional duties may be required. The job descriptions are intended to be an outline and summary of the duties to be performed by personnel. Employees are expected to perform whatever duties are necessary to carry out the Cape Cod Collaborative's business functions, as determined by the Collaborative administrators or Board of Directors.*

## **JOB DESCRIPTION – School Bus Mechanic**

**REPORTS TO:** Executive Director, Operations Manager and Transportation Manager

**JOB SUMMARY:** Plan, schedule, repair, and perform preventative maintenance on Cape Cod Collaborative transportation fleet as needed; ensure the availability of vehicles in safe operating condition; and provide written documentation of repairs to meet Cape Cod Collaborative, state and federal requirements.

### **QUALIFICATIONS:**

1. Minimum 3 years documented experience repairing and servicing school buses or medium duty trucks.
2. Demonstrated success in performing a wide variety of tasks requiring a proficient understanding of school bus repair.
3. Ability to overhaul engine on both gasoline and diesel powered trucks and school buses.
4. Valid CDL license with School Bus endorsement, or ability to obtain within 12 months of hire.
5. Knowledge of Registry of Motor Vehicles school bus safety inspection procedures.

### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS:**

1. Diagnose, remove, and assemble body and chassis components from any vehicle; clean, inspect, rebuild, and assemble new or original parts; reinstall components and make necessary adjustments.
2. Diagnose potential vehicle malfunctions (e.g. using computer diagnostic equipment) for the purpose of determining needed repairs and/or replacement.
3. Inspect, clean, adjust, tighten, and / or repair minor items such as lights, bulbs, lenses, reflectors.
4. Repair items such as kingpins, springs, shocks, leaf springs, spring pins.
5. Perform tune-ups.
6. Replace and repair brakes, steering repairs, electrical repairs, air conditioning, and heat repairs.
7. Replace or repair minor body parts, floors, fenders, and dents.
8. Service buses for maintenance.
9. Perform minor repairs as requested on daily vehicle inspection reports in a timely fashion.
10. Tire repairs; lube oil and filter changes; minor electrical repairs (bulbs, flashers, fuses); mirror replacement; minor road service; service fuels and fluids.
11. Maintain maintenance and repair computer and paper records on vehicles as required.
12. Performs tire work (e.g. changing, balancing) for the purpose of ensuring all buses and equipment are operating on safe tires.
13. Responds to emergency situations during and outside regular work hours for the purpose of resolving immediate safety concerns, including emergency breakdowns and service, snow removal, general property maintenance, etc.

14. Service buses and transportation equipment for the purpose of ensuring a qualified person is able to run the bus on the route.
15. Substitute as a bus driver when needed for the purpose of ensuring qualified person is able to run the bus on a route.
16. Train mechanic helpers for the purpose of helping them learn the correct and safe way to repair and maintain vehicles.
17. Transport various items (e.g. tools, equipment, supplies) for the purpose of ensuring the availability of materials required at the job site.
18. Perform snow removal and general property maintenance, which may occur outside the regularly scheduled work hours.
19. Assist in the starting of vehicles during winter months.
20. Schedule and coordinate warranty service on appropriate vehicles.
21. Be “on call” outside of regular work hours as necessary for emergency breakdowns and service, as well as snow removal and general property maintenance.
22. Inspect and repair vehicles prior to Registry of Motor Vehicle inspections.
23. Maintain inventory of parts and supplies.
24. Perform other duties as determined by the Transportation Manager or Executive Director.

The job descriptions are intended to be an outline and summary of the duties to be performed by personnel. In each instance, it is expected that employees will perform whatever duties are necessary to carry out the Cape Cod Collaborative’s transportation functions, as indicated by the Executive Director or the Board of Directors.

***QUALIFICATION REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each of the above-listed duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skills and / or responsibilities required.*

### **SKILLS**

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in bus maintenance; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

### **KNOWLEDGE**

Knowledge is required to perform basic math, including calculations using fractions, percentages, and / or ratios; read technical information, compose a variety of documents, and / or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures and provisions of the Massachusetts Motor Vehicle Code applicable to the operation of school buses.

## **ABILITIES**

Ability is required to schedule activities, meetings and / or events; gather, collate, and / or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of processes. Ability is also required to work with a diversity of individuals and / or groups; work with data of varied types and / or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; and working with detailed information / data.

## **RESPONSIBILITY**

Responsibilities include: working under limited supervision using standardized practices and / or methods; leading, guiding, and / or coordinating others; and operating within a defined budget. Utilization of some resources from other work unites may be required to perform the job's functions. There is a continual opportunity to significantly impact the Cape Cod Collaborative's services.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. Generally the job requires 10% sitting, 45% walking, and 45% standing. The employee is frequently required to use hands including significant finger dexterity to handle or feel objects, tools, or controls; and to stoop, kneel, crouch, and crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and / or move up to 40 pounds, such as student equipment and wheelchairs. The employee may occasionally physically assist students with disabilities. Specific vision abilities required by this job include peripheral vision, and close vision such as reading typewritten material.

The noise level in the work environment can be low to moderate to loud. The employee may be required to interact with the public, parents and other staff. The employee may be responsible for the safety and well-being of students. The job is performed under some temperature extremes and some hazardous conditions.

*The information contained in this job description is not an exhaustive list of the duties performed for the position. Additional duties may be required. The job description is intended to be an outline and summary of the duties to be performed. Employees are expected to perform whatever duties are necessary to carry out the Cape Cod Collaborative's business functions, as determined by the administrators or Board of Directors.*

**FY2025 Transportation Pay Rates**

Transportation Rates		
	Cape Cod	Nantucket
7D Drivers	\$24.00	n/a
CDL Drivers (53 or more Passenger Vehicles)	\$31.00	\$43.00
CDL Drivers	\$29.00	\$43.00
Monitors	\$21.00	\$33.00
Operations	\$15.00 *	\$15.00 *
CPR and First Aid Training*	\$60.00 stipend *	
Random Drug Test	\$20.00 stipend	

\*See Driver Training (page 6)

## “MEDICAL MARIJUANA”

### DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE



Recently, the Department of Justice (DOJ) issued guidelines for Federal prosecutors in states that have enacted laws authorizing the use of “medical marijuana.”  
<http://www.justice.gov/opa/documents/medical-marijuana.pdf>.

We have had several inquiries about whether the DOJ advice to Federal prosecutors regarding pursuing criminal cases will have an impact upon the Department of Transportation’s longstanding regulation about the use of marijuana by safety-sensitive transportation employees – pilots, school bus drivers, truck drivers, train engineers, subway operators, aircraft maintenance personnel, transit fire-armed security personnel, ship captains, and pipeline emergency response personnel, among others.

We want to make it perfectly clear that the DOJ guidelines will have no bearing on the Department of Transportation’s regulated drug testing program. We will not change our regulated drug testing program based upon these guidelines to Federal prosecutors.

The Department of Transportation’s Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize “medical marijuana” under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.

That section states:

**§ 40.151 What are MROs prohibited from doing as part of the verification process?**

As an MRO, you are prohibited from doing the following as part of the verification process:

- (e) You must not verify a test negative based on information that a physician recommended that the employee use a drug listed in Schedule I of the Controlled Substances Act. (e.g., under a state law that purports to authorize such recommendations, such as the “medical marijuana” laws that some states have adopted.)

Therefore, Medical Review Officers will not verify a drug test as negative based upon information that a physician recommended that the employee use “medical marijuana.” Please note that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation’s drug testing regulations to use marijuana.

We want to assure the traveling public that our transportation system is the safest it can possibly be.

Jim L. Swart  
Director  
Office of the Secretary of Transportation  
Office of Drug and Alcohol  
Policy and Compliance  
Department of Transportation  
October 22, 2009

## “RECREATIONAL MARIJUANA”

### DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE



Recently, some states passed initiatives to permit use of marijuana for so-called “recreational” purposes.

We have had several inquiries about whether these state initiatives will have an impact upon the Department of Transportation’s longstanding regulation about the use of marijuana by safety-sensitive transportation employees – pilots, school bus drivers, truck drivers, train engineers, subway operators, aircraft maintenance personnel, transit fire-armed security personnel, ship captains, and pipeline emergency response personnel, among others.

We want to make it perfectly clear that the state initiatives will have no bearing on the Department of Transportation’s regulated drug testing program. The Department of Transportation’s Drug and Alcohol Testing Regulation – 49 CFR Part 40 – does not authorize the use of Schedule I drugs, including marijuana, for any reason.

Therefore, Medical Review Officers (MROs) will not verify a drug test as negative based upon learning that the employee used “recreational marijuana” when states have passed “recreational marijuana” initiatives.

We also firmly reiterate that an MRO will not verify a drug test negative based upon information that a physician recommended that the employee use “medical marijuana” when states have passed “medical marijuana” initiatives.

It is important to note that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation’s drug testing regulations to use marijuana.

We want to assure the traveling public that our transportation system is the safest it can possibly be.

Jim L. Swart  
Director  
Office of the Secretary of Transportation  
Office of Drug and Alcohol Policy and Compliance  
Department of Transportation  
December 3, 2012



## “CBD Notice”

### DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE



The Agricultural Improvement Act of 2018, Pub. L. 115-334, (Farm Bill) removed hemp from the definition of marijuana under the Controlled Substances Act. Under the Farm Bill, hemp-derived products containing a concentration of up to 0.3% tetrahydrocannabinol (THC) are not controlled substances. THC is the primary psychoactive component of marijuana. Any product, including “Cannabidiol” (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act.

We have had inquiries about whether the Department of Transportation-regulated safety-sensitive employees can use CBD products. Safety-sensitive employees who are subject to drug testing specified under 49 CFR part 40 (Part 40) include: pilots, school bus drivers, truck drivers, train engineers, transit vehicle operators, aircraft maintenance personnel, fire-armed transit security personnel, ship captains, and pipeline emergency response personnel, among others.

It is important for all employers and safety-sensitive employees to know:

1. The Department of Transportation requires testing for marijuana and not CBD.
2. The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate. The FDA has cautioned the public that: “Consumers should beware purchasing and using any [CBD] products.” The FDA has stated: “It is currently illegal to market CBD by adding it to a food or labeling it as a dietary supplement.”\* Also, the FDA has issued several warning letters to companies because their products contained more CBD than indicated on the product label. \*\*i
3. The Department of Transportation’s Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.

It remains unacceptable for any safety-sensitive employee subject to the Department of Transportation’s drug testing regulations to use marijuana. Since the use of CBD products could lead to a positive drug test result, Department of Transportation-regulated safety-sensitive employees should exercise caution when considering whether to use CBD products.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. This policy and compliance

notice is not legally binding in its own right and will not be relied upon by the Department as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this policy and compliance notice is voluntary only and nonconformity will not affect rights and obligations under existing statutes and regulations. Safety-sensitive employees must continue to comply with the underlying regulatory requirements for drug testing, specified at 49 CFR part 40.

February 18, 2020

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<sup>i</sup>\* What You Need to Know (And What We're Working to Find Out) About Products Containing Cannabis or Cannabis-derived Compounds, Including CBD: *The FDA is working to answer questions about the science, safety, and quality of products containing cannabis and cannabis-derived compounds, particularly CBD.* <https://www.fda.gov/consumers/consumer-updates/what-you-need-know-and-what-were-working-find-out-about-products-containing-cannabis-or-cannabis>

<sup>\*\*</sup> <https://www.fda.gov/news-events/public-health-focus/warning-letters-and-test-results-cannabidiol-related-products>

**EMPLOYEE CONVICTION/DISPOSITION REPORT**

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

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

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

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

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

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

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

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

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

\_\_\_\_ DISCIPLINARY ACTION

\_\_\_\_ DRUG ABUSE ASSISTANCE

\_\_\_\_ REHABILITATION PROGRAM

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

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

### Transportation Time off Request Form

**Today's Date** \_\_\_\_\_

Requests for time off will be reviewed on a first come first serve basis. Requests must be made at least 2 weeks in advance prior to requested time off. Please do not make irrevocable plans, reservations, or appointments based on submitting this form. All time off other than illness must be pre-approved.

**Absence Information**

**Employee**

**Name:** \_\_\_\_\_

**Department** \_\_\_\_\_

**Route number you are requesting coverage for:** \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_

**Reason for**

**Absence:** \_\_\_\_\_

- 1. Each leave on this form is explained in the Employee Handbook. Prior to making this leave request, employees should review the Employee Handbook to ensure the request is consistent with the handbook and that the form is completed properly. If you have any questions concerning your eligibility for a specific type of leave, please contact your Supervisor.
- 2. Please note: If you are a Driver, you will need to bring your bus with all pertinent information regarding your route into the Transportation Office. Drivers are responsible for picking up their assigned vehicle when they return from their approved time off. If you are a monitor, please indicate the time and location where you meet your driver below.

**Monitor pick-up time** \_\_\_\_\_ **Meeting Location** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

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

**Manager Approval**

**Approved**

**Rejected**

**Comments:**

\_\_\_\_\_  
**Manager Signature**

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

**Driver/Monitor covering the requested date(s) off** \_\_\_\_\_

**Driver/Monitor requesting time off notified of decision:** \_\_\_\_\_

# **Cape Cod Collaborative**

## **TRANSPORTATION EMPLOYEE HANDBOOK**

### **SIGNATURE PAGE**

- All new Drivers and Monitors are subject to a **90 Day Probationary** Period during which time they can be dismissed immediately by the Executive Director, if in her/his judgment, performance is substandard or could jeopardize student safety.
- I am aware that Drivers and Monitors, and other occupants in a Cape Cod Collaborative School Bus, are videotaped.
- I agree to allow the Collaborative to perform a CORI (background check), at least annually or as requested.
- All employees of the **Cape Cod Collaborative** must undergo a fingerprint-based criminal history record check. The cost of this criminal history check is to be paid by the employee (\$55.00 for educators, \$35.00 for non-educators).
- I also understand the physical requirements of the job (refer to Job Descriptions) and state that I have no physical or mental impairment that would interfere with my ability to perform my responsibilities.
- I have read and understand the Harassment in the Workplace Policy.
- By signing below I acknowledge that I have been trained, have read and understand the handbook policies, and agree, as a condition of employment, to adhere to Cape Cod Collaborative Rules and Regulations.

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**Employee Signature**

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**Date**