

Albemarle County Transportation Services (ACTS)

Guidelines, Procedures, & Protocols

Albemarle County Public School

Transportation Services

October - 2017



In keeping with our mission to promote a “safe, healthy, injury free work place”, it is necessary for all ACTS employees to abide by all safety rules, employee behavior guidelines, student safety rules, and follow all laws regarding operating vans/car and commercial vehicles in the state of Virginia.

We are thankful to have an amazing staff that views the safety of
Albemarle County students as a top priority.



The following 2 slides reflect some of the guidelines, protocols and procedures that
help to guarantee the well-being of our students as well as our drivers.

- Non-defensive physical contact with a student (unless breaking up an altercation)
- Verbal mistreatment of a student for any reason
- Leaving a bus unattended in a non-emergency situation with students on board
- Failure to report student injuries occurring on school bus

- Allowing unauthorized students to ride the bus
- Pulling away from a stop before students are seated or slamming on brakes
- Failure to check the interior of the bus after any run resulting in a student being left alone on-board the bus
- Misplacing a student (on-time is not tracked in the afternoon)



Accidents caused by distracted driving are on the increase, and are becoming one of the rising causes of highway accidents and death among teenagers.

In keeping with the laws of the state of Virginia, and to set a good example for our students, there are several policies in place that govern the usage of cell phones or any other electronic device while operating any county vehicle. The next 2 slides explain these policies.

- The use of cell phones or other electronic devices is prohibited while driving a school bus, van, or any vehicle which transports students
- A cell phone or electronic device **may only be used** in the following situations:
 - The bus is lawfully and safely parked (bus is in neutral, parking brake is set, bus is in a safe location.)
 - An assistant may use a cell phone to conduct ACPS related business

Texting or reading email while driving is illegal for all drivers in Virginia:

Section 46.2-1078.1 “Use of handheld personal communication devices”

“It is unlawful for any person to operate a moving motor vehicle on the highways in the Commonwealth while using any handheld personal communication device to:

1. Manually enter multiple letters or text in the device as a means of communicating with another person; or
2. Read any email or text message transmitted to the device or stored within the device in order to comply with State Laws.”



If you drive a school bus, then you know that CDL drivers are held to a higher standard than those who hold a regular driver's license. There are also higher standards for anyone driving ACPS cars or vans.

The following 3 slides are reminders of CDL/bus driver restrictions as well as policies and guidelines for anyone who drives an ACPS vehicle.

- Suspension of CDL.
- Driving with suspended or expired license/CDL.
- Driving without the possession of a driver's license
- Failure to report a driving citation, including any arrest, or conviction
- Failure to properly secure vehicle when parking (may include depleting the air brakes, setting parking brake, and locking doors)
- Failure to promptly report any significant mechanical or safety defect (brakes, steering, traffic warning lights, etc.), and continuing on the route

- Leaving the scene of an accident before being released by the appropriate Department of Transportation Services' supervisor and/or police department
- Use of a County vehicle for unauthorized purposes.
- Failure to maintain a clean County vehicle.
- Deliberately falsifying a report, document or bus schedule.
- Driving after taking prescription or non-prescription medication when such medicine could impair the driver's ability to operate a bus or perform other related duties.

- The pre-trip inspection must be performed once daily for each vehicle before transporting students.
- The Pre-Trip Inspection Form must be properly completed, up to date and kept on the bus readily available for review by local, state and federal authorities.
- The Pre-Trip Inspection Form must be submitted at the end of the month to the Lead Driver so that it can be placed on file in the Transportation Department.

ACTS works best when we are a unified team. Thankfully, we have some of the best employees in the county! Even so, it is imperative that we work together to follow all guidelines, protocols, and procedures to keep us on the same page.



The next 3 slides are reminders of what is required of each one of us as ACTS employees.

- Drop a home-to-school route, field trip, or athletic trip
- Abuse time (staying on the clock unnecessarily for things that are not on your manifest, or that regards to anything other than ACPS business)
- Work off the clock – you are valued and should get paid for the great work that you do!
- Move, but not notify DMV of your new address, which could result in a suspended license. ☹️
- Transport medications for students or for parents. All medication must go through the school office and nurse.

- Parents must transport to and from school any medication that is not considered a rescue medication.
- Students with rescue medication must have Self-Carry/Self-Administer documentation on file at their school to be able to transport the medication on the bus.
- Drivers and Assistants do not handle any medications unless they are rescue medications, the student needs help, and the Driver and Assistant have been trained to do so.

- Violation of dress code
- Failure to report absences before required times
- Improper call-in (You must call your Lead Driver when you expect to be absent)
- Failure to comply with supervisor's verbal or written instructions • Threatening or coercing employees or supervisors
- Smoking on any school board property or in any vehicle leased, owned or rented by the School Board
- Failure to properly report an accident (see Section C-6)

- All Transportation Department employees that drive students in county vehicles are subject to random drug and alcohol testing as regulated by the Federal Motor Carrier Safety Administration
- Employees must report for testing at the designated time

It is very important for anyone driving a special needs route to have the proper equipment for securing each student.

(harness, booster seat, car seat, wheel chair securements)

- A student may be added to your route in the morning, and you need to transport them in the afternoon. Again, you will need to make sure you have the proper equipment before you begin your route.
- There may be times as a Relief Driver that you are given a special needs route at the last minute. Even so, please do not leave VMF until you are completely sure you can safely secure each student.



1. Before transporting students with a spare bus, the driver must perform a complete pre-trip inspection.
2. Bus is dirty? This should be reported to the Parts & Service window **before** leaving the shop.
3. When returning a spare school bus, the driver will top off the tank with fuel and sweep the interior and clean the exterior.
4. Please give the keys, mileage and written notification of any problems to the bus shop Parts & Service window.
5. Upon arriving at the VMF, please radio Shop to request that someone come out to inspect the bus that is being returned. Stop the bus just prior to entering the upper (service) parking lot to wait for inspection.
6. The bus should then be parked as directed by Shop personnel
7. **Please note - when a spare bus is used, it must be returned clean.

All the ACTS policies, procedures, and protocols are available anytime for review in the Transportation Operations Manual which can be found on the Albemarle County Public School website.

[Click this link to access our Transportation Operations Manual.](#)

[Click here to complete OAT'S Training Quiz and then submit.](#)