

EB ©
ENVIRONMENTAL AND SAFETY PROGRAM

The Superintendent will establish procedures to protect the safety of all students, employees, visitors, and others present on School property or at school-sponsored events.

The practice of safety shall also be considered a facet of the instructional plan of the School by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, and emergency procedures, appropriate for students at different grade levels. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees, and the community.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[15-151](#)

[15-341](#)

[15-507](#)

[23-403](#)

[23-408](#)

EB-R ©

REGULATION

**ENVIRONMENTAL AND
SAFETY PROGRAM*****Responsibilities of the maintenance supervisor:***

- Maintain an overall safety program in maintenance and operation of buildings and grounds.
- Provide specialized assistance as requested by building principal.

Responsibilities of the building principals:

- Schedule regular inspections.
- Post required state and federal safety regulations and maintaining appropriate safety records.
- Arrange for the correction of defects reported to them by employees in the building by requesting assistance from the maintenance department.
- Cooperate in the correction of defects reported by the maintenance department or other school administrators.

Responsibilities of the transportation supervisor:

- Maintain standards for certification of school bus drivers.
- Maintain standards for periodic inspection and maintenance of school buses.
- Maintain standards for school bus operation.

Responsibilities of other employees:

- Report promptly to the principal of the school or immediate supervisor any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.
- Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

Responsibilities of students:

- Avoid the following behaviors:
 - Setting off a false fire alarm.
 - Misusing the fire alarm system, fire extinguishers, or other fire protection and safety equipment.
 - Setting a fire in the building or on the school grounds.
- Report promptly to the principal of the school or other appropriate school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of employees, students, or other persons.

Responsibilities of other individuals utilizing school buildings:

- Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.
- Report promptly to the Superintendent or another school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

EBAA ©
REPORTING OF HAZARDS / WARNING SYSTEMS

(Pesticide Application Notice)

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

In accord with A.R.S. [15-152](#), the School shall:

- Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.
- Provide continuing instruction for students absenting themselves.
- Post the areas scheduled to receive pesticide application.
- Maintain written records of pesticide application.

Pest-control applicator(s) employed by the School shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, the area or areas where the pesticide is to be applied, and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written preapplication notification containing the following information:

- The brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. [32-2307](#).

The Superintendent may require the pest-control applicator to fill out and make all required postings in accord with statute and with School policy and regulation. The name and telephone number of the applicator shall be attached to any posting.

The Superintendent shall prepare regulations for the implementation of this policy.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-152](#)

[32-2307](#)

CROSS REF.:

[IKEA](#) - Makeup Opportunities

EBAA-R ©**REGULATION****REPORTING OF HAZARDS /
WARNING SYSTEMS****(Pesticide Application Notice)**

The site administrator shall be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written notification, supervising the posting of notifications as required, and maintaining records of pesticide-application notifications.

Oral and Written Notice

All oral and written notification shall contain, at a minimum, the date, time, general areas to be treated, and brand name of the pesticide to be applied. During the *regular school session*, and not less than forty-eight (48) hours prior to pesticide application, notification shall be provided in the manner indicated below.

- Oral notification to all students and school employees shall be provided by means of:
 - School public address systems; *or*
 - Assembly communications; *or*
 - Staff meeting announcements; *or*
 - Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.
- Written notification to the parents or guardians of enrolled students shall be provided by means of:
 - Weekly school lunch menus; *or*
 - Special communications; *or*
 - Newsletters; *or*
 - Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

Posting of Notice

No less than forty-eight (48) hours prior to pesticide application, signs shall be posted to identify pesticide application areas. The signs shall display:

- The words "warning - pesticides."
- The date and time of the application.
- A phone number for the school contact person and one for the licensed pesticide applicator.

The signs shall be placed at:

- The main entrance to all buildings where pesticide is to be applied.
- Playing fields where pesticide is to be applied.

The signs may be removed no less than forty-eight (48) hours after the pesticide is applied.

CROSS REF.:

[IKEA](#) - Makeup Opportunities

EBB ©
ACCIDENT PREVENTION AND SAFETY PROCEDURES

Refer to Regulation EBC-RC.

EBBB ©
ACCIDENT REPORTS

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reports are also vital in assuring the School of insurance coverage.

Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

Injury accidents should be promptly reported to the School's liability carrier. The meaning of *promptly* is defined in the School's insurance policy with the carrier.

The administration shall establish procedures for filing accident reports, and shall make sure reports include details that (1) might be helpful in preventing similar accidents in the future, (2) are needed for filing insurance claims, and (3) might be important in case of litigation.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[23-427](#)

CROSS REF.:

[GBGC-R](#) - Employee Assistance

EBBB-RA ©**REGULATION****ACCIDENT REPORTS****(Student Accidents)**

Employees are to report to the nurse or office any accident involving a student who is at school.

For any student who is injured on school grounds, in a school building, or in connection with a school-related or approved activity, an accident report form is to be completed by an employee who is at the scene of the accident.

A student who is ill should be sent to the nurse or the office, with an appropriate pass. If a student is sent home (only with parent knowledge), the teacher will be notified. Students are discharged to go home only from the office.

Any special health concern should be reported to the nurse.

A written report of an accident shall be made by the building principal to the Superintendent not later than noon of the school day following the incident. The insurance carrier shall be notified as appropriate.

After reviewing each accident report, the Superintendent will forward the report to the school nurse, who will maintain a file of accident reports.

EBBB-RB ©**REGULATION****ACCIDENT REPORTS****(Compensation Claims)****Accident Reports**

Any employee of the School who suffers a job-related injury/accident must file a report with the School business office within five (5) days after the date of occurrence. Should circumstances render the individual unable to submit such a report within five (5) days, the time limit may be extended.

Compensation Claims

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

- The physician will be responsible for reporting the circumstances of the injury to the School, the Industrial Commission, and the School's insurance carrier.
- During the first seven (7) days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.
- If a job-related injury/accident results in more than seven (7) days' absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:
 - Endorse over to the School the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the School, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays one-half [1/2] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or
 - Draw compensation from the insurance carrier, provide the School with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.
- In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.
- An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the School's insurance carrier.

EBBB-E ©

EXHIBIT

ACCIDENT REPORTS

STUDENT ACCIDENT REPORT

School _____ Date of report _____

Name _____ Sex: Male Female Grade _____

Age _____ Home address _____

Phone _____ Teacher _____

E-mail address _____

Time of accident: Hour _____ a.m. p.m. Date _____

Place of accident: School building School grounds To or from school
 Interscholastic athletics

Witness name _____ Address _____

Description of Accident

How did the accident happen? What did the student state? (Use quotes.) Where was the student? Describe first aid given.

Signature of person reporting

Was the parent or other individual notified? No Yes When? _____

Name of individual notified _____ How? _____

By whom? _____

First aid treatment _____ By whom? _____

Called 911; Sent to: Home Physician Class _____ Hospital

How was student transported? _____

District office notified. Time _____ By whom? _____

Location of accident: Athletic field Playground Classroom Corridor
 Cafeteria Dressing room Gymnasium Home ec.
 Bus Science lab Rest room School grounds
 Shop Showers Stairs Bus stop Other: _____

Follow-up

Total number of days absent: _____ Nature of injury: Abrasion
 Amputation Animal bite Avulsed tooth Fracture
 Human bite Laceration Puncture Scratches Sprain
 Strain Other: _____

Part of body injured: Ankle Arm Back Clavicle Elbow
 Eye Face Finger Foot Hand Head Knee Leg
 Nose Scalp Toe Tooth Wrist Other: _____

 Superintendent's signature Date H/A or Nurse signature Date

**EBC ©
EMERGENCIES**

The Superintendent will develop and maintain School emergency plans for fire and other threats and will coordinate such plans with the local police, fire, and hospital authorities as necessary.

The plans will specify conditions under which evacuation of school buildings will occur. The plans will also designate specific emergency drills to be conducted. The fire department shall be invited to review the plan(s).

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

EBC-RA ©**REGULATION****EMERGENCIES**

Each principal or other appropriate unit administrator will develop emergency plans for fire or other threats. Such plans will be submitted by September of each year. These plans will provide for:

- Inside emergencies, such as a fire, actual or potential explosion, propane leak, or collapsing structure.
- Outside emergencies, such as a fallen electrical wire, plane crash on campus or nearby, sniper, or earthquake.

The plans will specify the conditions under which evacuation of the building will occur (and the procedures therefor). The plans will also designate specific emergency drills to be conducted. A diagram of the school floor plan will be posted in each room showing emergency exits to be used.

EBC-RB ©**REGULATION****EMERGENCIES****(Emergency Drills)**

Emergency drills will be scheduled and conducted each month during the school year. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

- Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
- A distinct alarm signal will be used for emergency drills only; another signal will be established by the principal for return to class.
- No student or staff member is to remain in the building during emergency drills.
- All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.
- It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
- The teacher will be responsible for:
 - Seeing that windows and doors are closed with doors unlocked.
 - Assuring that electrical equipment and gas jets are turned off.
 - Maintaining order during the evacuation.
 - Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal, who shall promptly notify the Superintendent.
- A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

EBC-RC ©

REGULATION

EMERGENCIES**(First Aid)**

If a student is injured or becomes ill during the school day or while attending a school-sponsored activity, it is the responsibility of any staff member present to render assistance and to summon a school nurse. Upon arrival, the school nurse will direct all further first aid activities.

First aid procedures shall be based on the following fundamental concepts:

- The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. The school is not responsible for subsequent treatment.
- At the time of an emergency, the school has the responsibility for:
 - Caring for the student.
 - Notifying the student's parents or guardian, or, if these cannot be reached, following directions given on the student's enrollment card.
 - In extreme cases, getting the student under professional care with or without family permission.
- In the absence of family transportation or ambulance service, an authorized School employee may have to take the sick or injured student home, to the physician's office, or to the hospital. A sick or injured student should be accompanied from the school by an adult. If the destination is the student's home, the adult shall have ascertained that a responsible person is at home to assume responsibility.
- In case of any serious injury or illness, the parent or responsible person should always be notified as soon as possible. Emergency care of the student has priority.
- Medication administered by any school personnel, including the nurse shall be in compliance with JLCD and JLCD-R.
- A written report of an accident shall be made by the building principal to the Superintendent not later than noon of the school day following the incident.

CROSS REF.:

[JLCD](#) - Administering Medicines to Students

EBC-RD ©

REGULATION

EMERGENCIES

(Bomb Threats)

In the event of an emergency, school personnel are to follow the procedures in the School Emergency Response Plan.

EBCD ©**WEATHER - RELATED AND EMERGENCY CLOSINGS**

The decision to delay opening of school or to dismiss school early will be made by the Superintendent.

If possible, the Board President will be informed of such decision and will be notified when all students have departed from school.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

EBCD-R ©

REGULATION

**WEATHER - RELATED AND
EMERGENCY CLOSINGS****Delayed Opening**

If the Superintendent decides to delay the opening of school, the police and the local broadcast media will be notified, requesting that they assist in disseminating the information.

All staff members will report to their assigned schools to assist in the supervision of students.

School Closing

If the Superintendent decides to cancel classes for the day, the police and local broadcast media will be notified and asked to assist in disseminating the information.

Early Dismissal

If the Superintendent decides to dismiss school early, the procedure shown below will be followed for early dismissal of students:

- Students will be released from school only after the principal has ascertained that appropriate notice has been given to parents or guardians. Staff members may be released by the principal when they are no longer needed to supervise students.
- The principal will remain at the school until all students have departed.

**ECA ©
SECURITY**

The Superintendent will develop plans and procedures that will:

- Enhance the security of School property.
- Minimize fire hazards.
- Provide for the keeping of records and funds in a safe place.
- Protect against vandalism and burglary.
- Provide for the prosecution of vandals.
- Provide for and encourage employee responsibility for furniture, textbooks, reference material, and other School materials, equipment, and supplies assigned to the employee's care.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-3715](#)

ECA-R ©**REGULATION****SECURITY**

Access to school buildings and grounds will be established by the Superintendent in accordance with the following:

- Unlimited access - the Superintendent, assistant superintendent, business manager, and maintenance supervisor.
- Limited access - building principals, assistant principals, security personnel, teachers, custodians to their assigned buildings, and extracurricular sponsors, counselors, and supervisors for their respective areas or activities.

Possession of keys shall be in accordance with the following principles:

- A log of key assignments shall be maintained by the office of the Superintendent or other designated office.
- Unassigned duplicate keys shall be maintained in a safe or a secured box.
- Individuals assigned keys may not duplicate or loan them.
- All keys must be surrendered when no longer needed or upon request by the Superintendent.
- The loss of a key must be reported to the Superintendent upon discovery of the loss.
- Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.
- A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent.
- The employee will sign a receipt for keys assigned. The receipt will list the applicable rules.

ECA-E ©**EXHIBIT****SECURITY**

Any person who, for oneself or for another, misuses a key to any building or other area owned, operated, or controlled by the District without authorization from the Governing Board/Superintendent is guilty of a Class 3 misdemeanor. *Misuse* of such a key, in this regard, includes:

- Manufacturing or causing the manufacture of a District key.
- Duplicating or causing the duplication of a District key.
- Possessing a District key.
- Using a District key.
- Permitting the use of a District key.

Employees and students who are in violation of the above are subject to disciplinary action.

**ECAC ©
VANDALISM**

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required.

Parents and students shall be made aware that the law provides that parents are liable for the willful destruction of property by a minor in their custody or control.

The School may file suit to recover the cost of vandalism from the student and/or parent(s).

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[12-661](#)

[15-842](#)

ECAC-R ©

REGULATION

VANDALISM

The principal will establish a system through which students and members of the school community can report any instance of vandalism or suspected vandalism. Each employee of the School shall report to the principal or other administrator every perceived incident of vandalism and, if known, the names of those responsible.

**ECAD ©
SCHOOL AND PERSONAL PROPERTY REPLACEMENT / RESTITUTION**

(Personal Property)

The School shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

ECB ©
BUILDING AND GROUNDS MAINTENANCE

Adequate maintenance of buildings, grounds and property is essential to efficient management of the School.

The Board directs a continuous program of inspection and maintenance of school buildings and equipment. Wherever possible, maintenance shall be preventive.

The Superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

ED ©**MATERIALS AND EQUIPMENT MANAGEMENT**

The School shall provide for the central purchasing, receiving, warehousing, and distribution of supplies, equipment, and materials common to the requirements of all schools.

A School warehouse shall be operated as an adjunct of the business office to store and distribute supplies as requisitioned by staff members.

All materials needed for instruction, business, and custodial operations of the individual schools shall be ordered from the warehouse when available from that source.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-213](#)

EDB ©**MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT**

Employees are responsible for the proper care of all School facilities, equipment, and property in their custody or control.

Control of School property shall be through, but not limited to, an accurate fixed inventory system of all School furniture and equipment that exceeds one thousand dollars (\$1,000) in value.

The Superintendent may establish procedures for transferring surplus or other materials and equipment.

Preventive Maintenance

The Superintendent shall establish a preventive-maintenance program that will extend the useful life for School equipment.

The Superintendent is authorized to use the services of specialists for such maintenance, and provision(s) shall be made in the annual budget for such services.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)[15-721](#) *et seq.*

Uniform System of Financial Records: III-G-2

CROSS REF.:

[DID](#) - Inventories

EDBA ©**MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS**

Students using School-provided textbooks, subject-matter materials, supplementary books, or instructional computer software are responsible for loss of or any damage to these items.

Adopted: date of manual adoption

CROSS REF.:

[JQ](#) - Student Fees, Fines, and Charges

EDC ©**AUTHORIZED USE OF SCHOOL - OWNED MATERIALS AND EQUIPMENT**

School equipment may be used by school or nonschool agencies and individuals for purposes that are not in conflict with any Arizona Revised Statute(s), federal or state rules or regulations, or Board policies, subject to the following:

- The School shall not incur any expense due to the use of materials or equipment.
- The Superintendent shall establish procedures for approval of the use of materials or equipment, or shall submit requests to the Governing Board for review and action.
- The School shall not be in competition with any local business firm that could provide like equipment.
- Rental fees will be charged or waived, as appropriate, by the School.
- Any person or agency using such materials or equipment that is lost or damaged during such period of use shall be required to reimburse the School for repair or replacement.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-1105](#)

CROSS REF.:

KF - Community Use of School Facilities

EE ©**TRANSPORTATION SERVICES**

In the budgeting process, the Governing Board may grant appropriations for transportation.

Transportation of students is a privilege extended to students in the School, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.

The responsibility for the operation of student transportation shall be vested in the Superintendent. Reasonable efforts shall be made to eliminate any particular hazards that might adversely affect the safety and welfare of any student.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[15-764](#)

[15-921](#)

[15-922](#)

[15-923](#)

[15-945](#)

[15-946](#)

[28-900](#)

[28-901](#)

EEAA ©
WALKERS AND RIDERS

The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs.
- Students living within a one (1) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.
- Students who are residents within the school attendance area and who live more than one (1) mile from school.

EEAE ©
BUS SAFETY PROGRAM

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all School transportation department personnel, bus operators, and bus passengers shall comply with the applicable regulations of the Arizona Department of Transportation.

Bus evacuation drills shall be conducted at least once every six (6) months and shall include every student who will be transported in a school bus

All vehicles used to transport students shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure. Buses shall be replaced at such intervals as will provide good equipment at all times.

Students shall not be put off the bus until reaching their destination.

In addition to the regular state inspections, each school bus shall be inspected by the driver daily, before each use, to ascertain that it is in safe condition and equipped as required by all provisions of law, and that all equipment is in good working order.

Each school bus owned by, or contracted to, the School will conform to all applicable federal and state requirements as provided by the Commercial Motor Vehicle Safety Act of 1986.

Each driver of a School-owned or School-contracted school bus, as defined by and covered by the Commercial Motor Vehicle Safety Act of 1986, will conform to all requirements of said act and such statutes as may govern the operation of the vehicle.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[28-900](#)

[28-984](#)

A.A.C.

R17-9-102

R17-9-104

R17-9-106

R17-9-108

Title 17, Chapter 9

EEAE-R ©

REGULATION

BUS SAFETY PROGRAM

A.A.C. R17-9-104 states, with respect to the authority of bus drivers, "Passengers shall comply with all instructions given to them by a school bus driver. A passenger or nonpassenger who has boarded the school bus and refuses to comply with the school bus driver's instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or nonpassenger."

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting.

EEAE-EA ©**EXHIBIT****BUS SAFETY PROGRAM**

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.

- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-9-104]
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.

- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

(This section on student misbehavior shall be made available to parents and students in copy form.)

EEAE-EB ©

EXHIBIT

BUS SAFETY PROGRAM

SCHOOL BUS INCIDENT REPORT

Bus No.	Driver's Name	Date
---------	---------------	------

Type of Incident _____

Student's Name _____

Incident:

- | | |
|--|---|
| <input type="checkbox"/> Failure to remain seated | <input type="checkbox"/> Throwing objects on bus |
| <input type="checkbox"/> Refusing to obey driver | <input type="checkbox"/> Hanging out of window |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Profanity | <input type="checkbox"/> Disobeying bus monitor |
| <input type="checkbox"/> Lighting matches | <input type="checkbox"/> Bothering others (see comment) |
| <input type="checkbox"/> Smoking on bus | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Throwing objects out of bus | <input type="checkbox"/> Other (see comment) |

Comments: _____

Signature: _____

Action taken by school: _____

Signature of School Official

EEAE-EC ©

EXHIBIT

BUS SAFETY PROGRAM**EMERGENCY BUS EVACUATION DRILL**circle one1st Run

Driver _____ Date _____ Bus # _____ 2nd Run

3rd Run

Instructions: State that this is an emergency drill. It is conducted so that students (passengers) will know what to do in case of an emergency.

If the Bus Driver Is Able to Direct Students

Indicate whether or not the following instructions were given to students:

- Yes No 1. Stay calm and stay in your seat. (Don't panic; wait for the driver to give instructions.)
 Yes No 2. Don't touch emergency equipment until the bus driver tells you what to do. (Explain where exits are and how to open them.)
 Yes No 3. If you must use the emergency exit, let the people who are closest go first. Await your turn!
 Yes No 4. Keep your hands free. (Leave everything - books, lunch box, purse, etc. - behind.)
 Yes No 5. Wrap loose clothing around you so it won't get caught as you leave the bus.
 Yes No 6. Duck your head, bend your knees, and jump. Get away from the exit so the next person can get out.

If the Bus Driver Is Unconscious or Incapacitated

- Yes No 1. Rules as explained above to be followed, with the ones closest to the emergency exits going out first. (If older students can direct and assume leadership in the evacuation, it would be helpful when the driver can't.)

In General

- Yes No 1. Allowed students to open or see how the emergency exits are opened.
 Yes No 2. Talked about alternative exits such as windows, hole in top, etc.
 Yes No 3. Answered questions.

**PLEASE RETURN TO THE SUPERINTENDENT'S
OFFICE WHEN COMPLETED**

EEAEA ©

BUS DRIVER REQUIREMENTS, TRAINING, AND RESPONSIBILITIES

Bus drivers employed by the School or employed by contractors who provide transportation services to the School shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona.

The School will assume the cost of required physical examinations, and the drivers will assume the cost of obtaining valid commercial driver's licenses as required by law.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[28-3228](#)

A.A.C.

R17-4-801 *et seq.*

EEAEAA ©**DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES**

The School is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act). All statements in this document will be interpreted so as to conform to the Department of Transportation rules.

Each employee of the School who is required to have a commercial driver's license (CDL) for performance of job functions shall be prohibited from:

- Reporting for duty or remaining on duty to perform safety-sensitive functions as defined in 49 CFR 382.107 while having an alcohol concentration of 0.04 or greater. [49 CFR 382.201]
- Being on duty or operating a commercial motor vehicle (school bus) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken. [49 CFR 382.204]
- Using alcohol while performing safety-sensitive functions. [49 CFR 382.205]
- Performing safety-sensitive functions within eight (8) hours after using alcohol. [49 CFR 382.207 and R17-9-104]
- Using alcohol within eight (8) hours following an accident or prior to undergoing a postaccident alcohol test, whichever comes first. [49 CFR 382.299]
- Refusing to submit to an alcohol or controlled substance test as required under postaccident, random, reasonable suspicion or follow-up testing requirements in DOT rules. [49 CFR 382.211]
- Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. [49 CFR 382.213]
- Reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances. [49 CFR 382.215]

A driver will inform the supervising administrator of any therapeutic drug use. [49 CFR 382.213]

Drugs as used in this policy refers to controlled substances as covered by the Omnibus Act and to drugs circumscribed by the Arizona Revised Statutes, Title 13, Chapter 34.

All drivers shall be subject to preemployment/preduty drug and alcohol testing, including reasonable suspicion, random, and postaccident testing in accord with the regulations of the Omnibus Act. If applicable, return to duty and follow up testing shall be required in accord with regulations of the Omnibus Act. [49 CFR 382.301 et seq.]

All offers of employment with the School for drivers will be made contingent upon preemployment test results. An applicant testing positive for alcohol or controlled substances will not be employed. [49 CFR 382.505]

A transportation employee who refuses to submit to drug and alcohol testing or whose test results are positive may be disciplined in accordance with School policy up to and including being terminated from employment. [A.R.S. [15-513](#)]

Each driver who engages in the conduct prohibited herein shall:

- Be advised of resources available to the driver in evaluating and resolving problems associated with drug or alcohol use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- Be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve drug or alcohol problems.
- Before return to duty in a safety-sensitive position, undergo a return-to-duty alcohol test with a result indicating less than 0.02 or a substance test with a verified negative result.
- If identified as needing assistance by a substance abuse professional, be evaluated by a substance abuse professional to determine if that driver has properly followed any rehabilitation program prescribed, and be subject to unannounced follow-up tests following return to duty in accord with federal regulations. [49 CFR 382.605]

The School shall assume the cost for the initial evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use. Evaluation and rehabilitation of the employee, if the employee is allowed to return to work in any position, shall be in accordance with 49 CFR 382.605 and by a substance abuse professional paid by the employee.

The School shall assume the costs of the drug and alcohol testing of a transportation employee. If the results of the test are positive, the School may charge the costs of the test to the tested employee. The cost charged to the employee are limited to the actual costs incurred as a result of testing. If the results of a test are negative, the School shall not charge the costs of testing to the tested employee. [A.R.S. [15-513](#)]

The Superintendent is responsible for supervision of the School drug and alcohol misuse prevention program. The Superintendent will develop procedures for the implementation of the program in compliance with the applicable provisions and regulations of the Omnibus Transportation Employee Testing Act of 1991 and Arizona Revised Statutes.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-513](#)

[13-3402](#)

49 U.S.C. 31306, (Omnibus Transportation Employee Testing Act of 1991)

49 C.F.R. Part 40

49 C.F.R. Part 382

49 C.F.R. Part 395

CROSS REF.:

[GBEC](#) - Drug-Free Workplace

[GBECA](#) - Nonmedical Use or Abuse of Drugs or Alcohol

EEAEAA-R ©**REGULATION****DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES****Circumstances Under Which Tests
for Drivers Are to Be Given**

All information obtained in the course of testing of drivers shall be protected as confidential medical information. Except as required by law or expressly authorized or required in 49 CFR 382.405, no information that is to be maintained pursuant to 49 CFR 382.401 shall be released.

Random:

- A minimum of fifty percent (50%) of drivers shall be tested annually for drugs and twenty-five percent (25%) of drivers shall be tested annually for alcohol, subject to the Federal Highway Administration's administrator raising or lowering the annual percentage rate in accordance with regulations. [49 CFR 382.305] Random testing selection shall be as follows:
 - Employees are to be placed in and remain in a pool for random selection.
 - A valid random selection procedure will be used.
 - Tests will be given at least once each quarter.
 - Dates of testing will not be announced.
- Random drug and alcohol testing may be combined. For example, when testing at fifty percent (50%) drug random rate and twenty-five percent (25%) alcohol random rate, half of the randomly selected drivers chosen for testing could be tested for both drugs and alcohol, while the rest could be tested only for drugs.

Postaccident:

- Drivers are required to submit to drug and alcohol testing as soon as possible following a "Department of Transportation (DOT) accident" that involves the loss of human life or for which the driver receives a citation under state or local law for a moving traffic violation arising from the accident. [49 CFR 382.303]
- A *DOT accident* is defined as an occurrence involving a commercial motor vehicle operating on a public road that results in:
 - A fatality; *or*
 - Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; *or*
 - One (1) or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. [49 CFR 390.5]
- If a driver is seriously injured and cannot submit to testing at the time of the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that may indicate whether there were any drugs or alcohol used by the driver prior to the accident. [49 CFR 382.303]

- A driver who is subject to postaccident testing shall remain readily available for such testing or may be deemed by the School to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care. [49 CFR 382.303]
- No driver required to take a postaccident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a postaccident alcohol test, whichever occurs first. [49 CFR 382.303]
- The following actions are to be taken in a postaccident testing situation:
 - Treat injuries.
 - Work with law enforcement officials.
 - Explain the need for testing.
 - Obtain the driver's permission for testing, if possible.
 - Work with the medical facility to obtain the necessary documents and test information.
 - Collect specimens promptly.
 - Document events.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for postaccident testing if the results are obtained by the School. [49 CFR 382.305]

Reasonable suspicion:

- *Reasonable suspicion* is defined to mean that the School believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or School official trained in the detection of probable alcohol and drug use by observing indicators in a person's appearance, behavior, speech, and performance, in accordance with 49 CFR 382.603. If it is at all possible, the witness should not conduct the alcohol test, in order to prevent the introduction of bias to the testing procedure.
- Alcohol testing is authorized only if the observations are made during, just before performing, or just after performing a safety-sensitive function. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.
- If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered. [49 CFR 382.307]
- Reasonable suspicion testing should include the following considerations:
 - Focus on safety.
 - Verify reasonable suspicion if possible.
 - Observe the employee's appearance, behavior, speech, and performance.

- Inform the employee in private of any suspicion.
- Inquire in private about any observations or suspicions.
- Review the findings.
- Upon concluding that reasonable suspicion exists, transport the employee to a testing site.
- Document events.

Return-to-duty testing:

- A driver who has been prohibited from performing a safety-sensitive function after engaging in conduct regarding alcohol misuse or controlled substance use prohibited by U.S. Department of Transportation regulations, and before returning to duty, shall undergo a return-to-duty test, which must indicate a concentration of less than 0.02 for breath alcohol and/or a negative result for controlled substances. [49 CFR 382.309 and 382.605(C)]
- When a driver has been determined to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the driver will be subject to unannounced follow-up alcohol and/or controlled substance testing. The driver will be subject to a minimum of six (6) follow-up tests in the first twelve (12) months. The follow-up testing period shall not exceed sixty (60) months. Follow-up testing for alcohol shall be administered only when the driver is performing, just before performing, or just after performing a safety-sensitive function. [49 CFR 382.311 and 382.605(C)]

Referral:

- Each driver who engages in conduct prohibited by 49 CFR 382.201 *et seq.* shall be evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. [49 CFR 382.605]

Driver Training

A copy of materials explaining the requirements of the Omnibus Act and the School's policies and procedures with respect to meeting such requirements will be distributed to each driver prior to the start of alcohol and controlled substance testing and to each driver hired or subsequently transferred into a driving position. The School shall provide written notice to representatives of employee organizations of the availability of this information. [49 CFR 382.601]

These materials shall include detailed discussions of at least the following:

- The identity of the person designated to answer employee questions about the materials.
- The categories of employees subject to this part of the regulation.
- Sufficient information about safety-sensitive functions performed by such drivers to make clear what part of the work day a driver must be in compliance with the rule.
- Specific information concerning driver conduct that is prohibited by the rule.
- The circumstances under which a driver will be tested for alcohol and/or controlled substances by rule.
- The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that the results are attributed to the correct driver.

- The requirement that the employee submit to alcohol and controlled substance tests administered in accord with Omnibus Act regulations.
- An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test and the attendant consequences.
- The consequences for drivers found to have violated the rule, including requirements for removal from duty.
- Consequences for a driver having a concentration of 0.02 but less than 0.04 in a breath alcohol test.
- Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver or a co-worker); and available methods of intervention, including confrontation and referral. [49 CFR 382.601]

Policies, regulations, and consequences based on the School's independent authority outside of the Omnibus Act shall be presented and clearly and obviously described as being based on independent authority [49 CFR 382.601]. All such references shall be placed in bold within the document and shall contain applicable statutory citations.

Each driver must provide a signed receipt for the materials. [49 CFR 382.401(c)(5)(iii)]. Written notice of the availability of this information shall be provided to representatives of employee organizations. [49 CFR 382.601(a)(2)]

Supervisor Training

Persons designated to determine whether reasonable suspicion exists to require a driver to undergo reasonable-suspicion testing shall receive at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. [49 CFR 382.603]

EEAEAA-E ©

EXHIBIT

**DRUG AND ALCOHOL TESTING OF
TRANSPORTATION EMPLOYEES****RECORDS RETENTION**

The District shall maintain records of its alcohol misuse and prevention program in a secure location with controlled access. The records are to be kept as indicated below.

How long is the employer required to keep records? [49 CFR 382.401(c)(1)]

- *Five years:*
 - Records of alcohol test results showing concentrations of 0.02 or more.
 - Records of driver-verified positive controlled substance tests.
 - Documentation of refusals to take required tests.
 - Calibration documentation.
 - Driver evaluation and referrals.
 - A copy of each annual calendar year summary.
- *Two years:*
 - Records related to the alcohol and controlled substance collection process and training.
- *One year:*
 - Records of negative and canceled drug test results and alcohol test results with concentrations of less than 0.02.

What types of records must be kept?

- *Records relating to the collection process, as follows[49 CFR 302.401(c)(1)]:*
 - Collection logbook, if used.
 - Documents relating to the random selection process.
 - Calibration documents for evidential breath testing devices.
 - Documentation of breath alcohol technician training.
 - Documents regarding decisions to administer reasonable-suspicion tests.
 - Documents regarding decisions of postaccident tests.

- Documents verifying existence of a medical explanation of the inability of a driver to provide an adequate breath or urine specimen for testing.
- Consolidated annual calendar year summaries as required by 49 CFR 382.403.
- *Records relating to driver's test results [49 CFR 382.401(c)(2)]:*
 - Employer's copy of alcohol test forms, including the results of the test.
 - Employer's copy of drug test chain of custody and control form.
 - Documents sent by the medical review officer (MRO) to the employer, including those required by 49 CFR 382.407(a).
 - Documents related to refusal by any driver to submit to a drug or alcohol test required by the rules.
 - Documents presented by a driver to dispute the results of an alcohol or substance abuse test required by the rules.
- *Records related to other violations.*
- *Records related to evaluations:*
 - Records pertaining to a determination by a substance abuse professional (SAP) concerning a driver's need for assistance.
 - Records concerning a driver's compliance with recommendations of the SAP.
- *Records relating to education and training:*
 - Materials on alcohol misuse and drug use awareness, including a copy of the employer's policy on both.
 - Documentation of compliance with the requirements of 49 CFR 382.601, including the driver's signed receipt for materials.
 - Documentation of training provided to supervisors for determining the need for reasonable-suspicion testing for alcohol misuse or use of controlled substances.
 - Certification that any training that has been conducted complies with the requirements for such training.
- *Records relating to drug testing:*
 - Agreements with the collection site facilities, laboratories, medical review officers, and consortia.
 - Names and positions of officials and their roles in the employer's alcohol and controlled substance testing program.
 - Monthly laboratory statistical summaries of urinalysis required by 49 CFR 40.29(g)(6).
 - The employer's drug and alcohol testing policy and procedures.

How must these records be reported?

- All records must be kept in prescribed form and be supplied to DOT when requested. The District will be notified whether to submit the records. [49 CFR 382.403(b)]

What happens if records are not kept properly?

- Penalties can be severe; for example, just an error in paperwork can mean a fine of up to five hundred dollars (\$500) for each violation. Other violations can be penalized as high as ten thousand dollars (\$10,000) per occurrence and loss of federal funding. [49 U.S.C. 521(b)]

Where are records to be located?

- All records required shall be maintained as required by 49 CFR 390.31 and shall be made available for inspection at the employer's principal place of business within two (2) business days after a request by an authorized representative of the Federal Highway Administration. [49 CFR 382.401(d)]

What summary records are required?

- The District must prepare by March 15th of each year, and maintain, an annual calendar year summary of the results of all controlled substance and alcohol testing performed during the previous calendar year.
- Each summary that contains verified positive controlled substance test results and alcohol screening tests with concentrations of .02 or greater or any other violations or alcohol misuse must include the following elements:
 - The number of drivers subject to 49 CFR 382.
 - The number of drivers subject to testing under the alcohol misuse or drug use rules of more than one (1) DOT Agency - identified by each Agency.
 - The number of urine specimens collected, by type of test (e.g., random, reasonable suspicion, et cetera).
 - The number of positives verified by an MRO for type of test and type of drug.
 - The number of negative drug tests verified by an MRO, by type of test.
 - The number of persons denied a position as drivers following preemployment verified positive drug testing and/or alcohol testing with concentrations of 0.04 or greater.
 - The number of drivers with MRO-verified positive tests for multiple controlled substances.
 - The number of drivers who refused to submit to alcohol or drug tests required by 49 CFR 382.
 - The number of supervisors who have received required alcohol training during the reporting period.
 - The number of supervisors who have received required controlled substances training during the reporting period.
 - The number of screening alcohol tests, by type of test.
 - The number of confirmation alcohol tests, by type of test.
 - The number of confirmation alcohol tests with concentrations of 0.02 or greater but less than 0.04, by type of test.
 - The number of confirmation alcohol tests with concentrations of 0.04 or greater, by type of test.

- The number of drivers returned to duty, after complying with a SAP's recommendation in this reporting period, who had previously had verified positive drug test results or engaged in prohibited alcohol misuse.
 - The number of drivers who were administered drug and alcohol tests at the same time with both verified positive drug test results and alcohol test results with concentrations greater than 0.04.
 - The number of drivers who were found to have violated any nontesting prohibition of 49 CFR 382.403(b) and any action taken in response to the violation.
- Each employer with an annual calendar year summary that contains only negative drug test results, alcohol screening test results of less than 0.02, and no other violations may prepare and submit either a standard summary form with information as listed above or an "EZ" report form. The abbreviated "EZ" form requires selected information from the list above. [49 CFR 382.403]

Who may have access to the records?

- The covered employee, to the employee's records, upon written request.
- The employer.
- The Secretary of Transportation, upon request.
- Any DOT agency, upon request.
- Any state or local official with regulatory authority over the employee, upon request.
- Any person or employer, upon the employee's written request.
- National Transportation Safety Board may review postaccident test information upon request and as a part of an accident investigation. [49 CFR 382.405]

Are the records relating to the drug and alcohol testing program confidential?

- Yes; therefore, they are not subject to disclosure under the Inspection of Public Records, A.R.S. [39-121](#) *et seq.*, with the possible exception of the Annual Calendar Year Summary once released to the DOT. [49 CFR 382.405]

EEAEB ©
BUS PURCHASING AND MAINTENANCE

The School and all contractors who provide transportation services to the School shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona that pertain to vehicle standards, periodic inspection, and maintenance of school buses.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[28-984](#)

A.A.C.

R17-9-105 *et seq.*

EEAEC ©
STUDENT CONDUCT ON SCHOOL BUSES

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[EEAE](#) - Bus Safety Program

[JIC](#) - Student Conduct

[JK](#) - Student Discipline

EEAG ©**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by School-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

EEAG-R ©

REGULATION

**STUDENT TRANSPORTATION
IN PRIVATE VEHICLES**

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- Each employee authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the School.
- No student will be sent on school errands with the student's own vehicle, an employee's vehicle, or a School-owned vehicle.

**EEB ©
BUSINESS AND PERSONNEL TRANSPORTATION SERVICES**

(School Travel Policy)

Administrative Requirements

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the School, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the School administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or School employees may drive the vehicle. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent.

Use of Private Vehicle

Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the School, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage will be given for school business only. An employee using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip.

Accident Report

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the School transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the School's insurance company.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[38-538](#)

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement

EEBD ©**BUSINESS TRANSPORTATION RECORDS AND REPORTS**

Records and reports will be maintained as mandated by law or rules and as may be necessary to carry out transportation goals and objectives. The records shall be available for inspection by the Superintendent and other authorized officials.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

[15-901](#)

[15-903](#)

A.A.C.

R17-4-612

EF ©
FOOD SERVICES

The School will operate a school lunch program.

Food services will include lunches, and may include breakfasts, through participation in the National School Lunch Program.

The Board will approve the prices set for school lunches.

As required for participation in the National School Lunch Program, the Board prescribes:

- That a school lunch be made available to students.
- That free and reduced-price lunches be provided students who qualify under federal guidelines.

Students will also be permitted to bring their lunches from home and to purchase beverages.

The Superintendent shall develop and implement procedures as necessary, which are designed to meet the necessary requirements for participation in the National School Lunch Program and for control of students using the cafeteria.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-1151](#)

[15-1152](#)

[15-1153](#)

[15-1154](#)

[15-1155](#)

[15-1157](#)

[15-1158](#)

Administrative Regulations, U.S.F.R., Section VI, Food Services

EF-R ©**REGULATION****FOOD SERVICES**

The School food service program will comply with the following:

- Any student may eat in the school cafeteria.
- A student may bring a sack lunch; milk may be purchased.
- Meal prices for students and adults will be recommended by the food service supervisor, with approval by the Governing Board, at the beginning of each school year.
- Meal prices will be posted in each cafeteria.
- Under federal law, a school that operates on a commodity program is prohibited from serving free meals to adults or employees of the School. All meals for adults must be paid for when served.
- A guest must be cleared through the food service supervisor by the host to be eligible to eat in the cafeteria. The host must make arrangements to pay the full price of the meal.
- Food service employees have the right to refuse to serve anyone who is not either employed by the School or cleared through the food service supervisor.
- The cafeteria laundry facilities will be used only for school-sanctioned purposes.
- Facilities used by outside organizations or individuals must have approval from the Superintendent.
- If outside organizations or individuals use the food service facilities, a staff member must be on duty.
- The food service supervisor will develop in-service training programs, approved by the Superintendent, for the food service staff.

EF-E ©

EXHIBIT

FOOD SERVICES**CODE OF STANDARDS**

The duties of any officer, employee, or agent of the School who has occasion to handle school food or monies shall be performed in a manner consistent with good business practices. This shall include prohibition of:

- Solicitation or acceptance of gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.
- Participation in awards or administration of contracts to firms in which the employee, or any member of the employee's immediate family, has a financial or other interest.

If financial interest is not substantial, or the gift is unsolicited and of nominal intrinsic value, the officer, employee, or agent of the School shall conform to the requirements of Policies BCB, DJ, or GBEAA.

Penalties or other disciplinary actions for infractions will be based on the seriousness of the violations. Disciplinary actions may include, but are not limited to:

- A written disciplinary report filed in the individual's personnel file.
- Suspension of duties.
- Termination of employment.
- Prosecution by legal authorities.

Distribution Instructions

These standards are incorporated into the general operation policy manual of the School and are reviewed regularly by the Superintendent or the Governing Board. Copies of these standards are to be distributed to all personnel who have occasion to handle school food, monies, or supplies, together with their supervisors and program directors.

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest[DJ](#) - Purchasing[GBEAA](#) - Staff Conflict of Interest[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

EFC ©
FREE AND REDUCED - PRICE FOOD SERVICES

A program of free and reduced-price meals shall be established through Board approval and participation in the National School Lunch and School Breakfast Programs to provide meals for students who qualify. All parents, including those of students entering during the year, shall be informed of the program by letter. Applications shall be reviewed and maintained by the supervisor of food services.

The income poverty guidelines prescribed on July 1 of each year must be used for the ensuing fiscal year. Each state agency has special responsibilities for informing schools and service institutions of their obligation to provide free or reduced-price lunches and breakfasts to students who qualify. Furthermore, the Governing Board will submit to the Food and Nutrition Office a policy and criteria that will be followed in determining the eligibility of all students for free or reduced-price meals.

The School will serve meals free or at a reduced price to any student who is a member of a family that has an annual income not above the applicable income level for the student's family size.

The adopted income guidelines must meet the income poverty guidelines prescribed by the federal Office of Management and Budget.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
[15-1158](#)

EFE ©**COMPETITIVE FOOD SALES / VENDING MACHINES**

Vending machines containing confections, soft drinks, and other food items may be located on school campuses.

Management and control are the responsibility of the Superintendent. However, the operation of vending machines shall not compete with the hot-lunch program.

Adopted: date of manual adoption

**EFH ©
FOOD SERVICE SANITATION PROGRAM**

School food service programs must meet all sanitary regulations recommended by the State Department of Health for food-handling establishments and the respective county or federal inspection agency.

Cleanliness and sanitation should be an integral part of food production, and shall receive the proper emphasis to ensure that standards are high.

Adopted: date of manual adoption

EFI ©
FOOD SERVICES RECORDS AND REPORTS

The State Board of Education prescribes regulations for keeping food services records and making reports. The accounts and records shall be available at all times for inspection and audit by authorized officials and shall be preserved for a period not to exceed five (5) years. The school lunch programs will be administered according to appropriate state and federal provisions and the regulations made by the State Board. The State Board conducts or causes to be conducted audits, inspections, and administrative reviews of accounts, records, and operations.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-1155](#)

Administrative Regulations, U.S.F.R., Sec. VI, Food Services

EGAD © COPYRIGHT COMPLIANCE

The School does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:

- The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and importance of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work.

A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.

Adopted: date of manual adoption

LEGAL REF.:
17 U.S.C. 101 *et seq.*

EGAE ©
MAIL AND DELIVERY SERVICES

A mail service system shall be maintained within the School so that in-School communications and communications from outside sources may be delivered to the intended recipients in the most practicable way.

The use of School mail facilities and personnel for the distribution of materials and communications shall be restricted to materials and communications that further the official school business and the educational purposes of the School.

The School shall not be liable for items lost or opened, nor for any damage or injury incurred by any individual as a result of the use of this mail service.

The Superintendent may establish procedures for implementation of this policy.

Adopted: date of manual adoption

EHB ©
DATA / RECORDS RETENTION

(Records Management)

All required records and any other records that are deemed necessary or helpful will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records. An administrative records management program approved by the Governing Board shall be established and maintained, and copies of retention schedules shall be submitted to the Department of Library Archives and Public Records.

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their jurisdiction.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-271](#)

[15-272](#)

[15-521](#)

[23-721](#)

[23-926](#)

[23-962](#)

[38-421](#)

[38-423](#)

[38-424](#)

[39-101](#)

[39-103](#)

[39-121](#)

[41-1338](#) *et seq.*

A.A.C.

R7-2-803

EHB-R ©**REGULATION****DATA / RECORDS RETENTION****(Records Management Program)**

Records shall be prepared and managed as outlined below.

Business and Financial Records

Management of the following records is the responsibility of the business manager:

- Annual School budget.
- Audit reports.
- Financial statements.
- Capital levy plan.
- Bids.
- Contracts (except employment).
- Deeds.
- Leases/lease purchases.
- Inventory (history records of general fixed assets).
- Records identified in the Uniform System of Financial Records.

Other School Records

The current year's records will be kept in the School administration office. When practical to do so, but no later than during the second immediate past year, all records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the *Records Management Manual for Arizona School Districts (1997)*.

All other records shall be managed so as to be in compliance with the requirements of the Records Management Division of the Department of Library, Archives, and Public Records.