

PROCEDURES AND INFORMATION FOR DRIVERS OF THE MULTIFUNCTION SCHOOL ACTIVITY BUSES

TOWNSHIP HIGH SCHOOL DISTRICT 214 2121 S. GOEBBERT RD. ARLINGTON HEIGHTS IL 60005

Classification: "Multi-Function School Activity Bus" (MFSAB).

Definition: This bus meets all of the FEDERAL MOTOR VEHICLE SAFETY STANDARDS for School Buses with the exception that this bus is not required to be painted yellow and does not have flashing lights nor a stop arm. A MFSAB can be used in any application **except fixed routes** where children are being dropped off at their homes and/or picked up at their homes. **This bus cannot be used to stop traffic.**

Driver Expectations

1. While transporting students, buses must be operated by persons who are state licensed District 214 employees, age 21 or older.
2. Drivers shall continue to maintain a valid license at all times during the school year.
3. Drivers shall be trained and instructed by a school administrator trained in the operation, and safety of operating the 15-passenger Multifunction School Activity (MFSAB) bus.
4. Drivers shall observe the Illinois Rules of the Road.
www.cyberdriveillinois.com/publications/rules_of_the_road/rtrtoc.html
5. Drivers shall utilize the MFSAB exclusively for school business.
6. Drivers shall transport only District 214 students on the buses.
7. Use/operation of cell phones, or electronic communication devices for texting while transporting students is not permitted.
8. Drivers shall supervise the loading and unloading of their buses.
9. Drivers shall permit only the number of students on the MFSAB bus as there are seats available, and shall see that students do not stand or sit on the floor while the bus is in motion.
10. Drivers shall not use indecent language, shall not smoke on the bus or permit students to smoke or cause disturbances on the bus. The appropriate student discipline on any vehicle rests with the driver.
11. Township High School District 214 requires notification of any reported DUI's or reckless driving of any driver either on work or personal time. District 214 must be notified of loss or suspension of any driver's license.
12. Drivers shall log out and log in when driving the MFSAB. School administration shall keep the log books for three school years.
13. Drivers shall see that students are not permitted to exit through the back door of the MFSAB, unless in emergency evacuation situations
14. Drivers shall walk the bus to ensure that no students are left on the bus.

Drivers of MFSAB Lift Buses

The driver and/or school aide are solely responsible for properly securing all wheelchairs and mobility devices. School personnel are responsible for making sure students are properly secured. School administration is responsible for providing the training necessary in securement procedures for their driver/aide staff. For information on further training please contact District 214 transportation department 847-718-7621.

Accident Procedures/ Emergency Plan

1. Drivers of the MFSAB must carry communication device, such as a cell phone. Driver's cell number must be logged in with school prior to departure.
2. Should any accident or vehicle breakdown occur involving a MFSAB with, or without students on board, the driver will immediately notify school administration, and follow the established Vehicle Accident Procedure. It is the driver's responsibility to determine the road worthiness of any vehicle involved in an accident.
3. Driver shall evacuate students in case of accident according to training procedures.
4. Driver shall complete District 214 MFSAB and 8 -Passenger Accident/Incident Report Form for any vehicle involved in accident or incident.
5. Driver shall communicate with the school and District Office in all matters concerning emergency school evacuations, lock downs, and relocation of students via transportation to alternate locations.

Comments on Driving

Please be informed that by Illinois state law (Public Act 96-0655 - Effective 1-1-10) a label must appear on the back window of each MFSAB.

For consistency and compliance, the District 214 Transportation Department phone number is on all MFSABs with the following wording:

TO COMMENT ON MY DRIVING CALL 847-718-7621

1. Calls received will be logged on the Multifunction School Activity Bus (MFSAB) Phone Call Log
2. For each call a form will be forwarded to appropriate APO for review.
3. The APO completes the "School Official" section on the Multifunction School Activity Bus (MFSAB) Phone Call Log and returns a copy to the Transportation Supervisor.