



# REFERENCE GUIDE

FOR DMPS SCHOOL BUS DRIVERS  
AND BUS ASSOCIATES



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Employee Name

March 2021

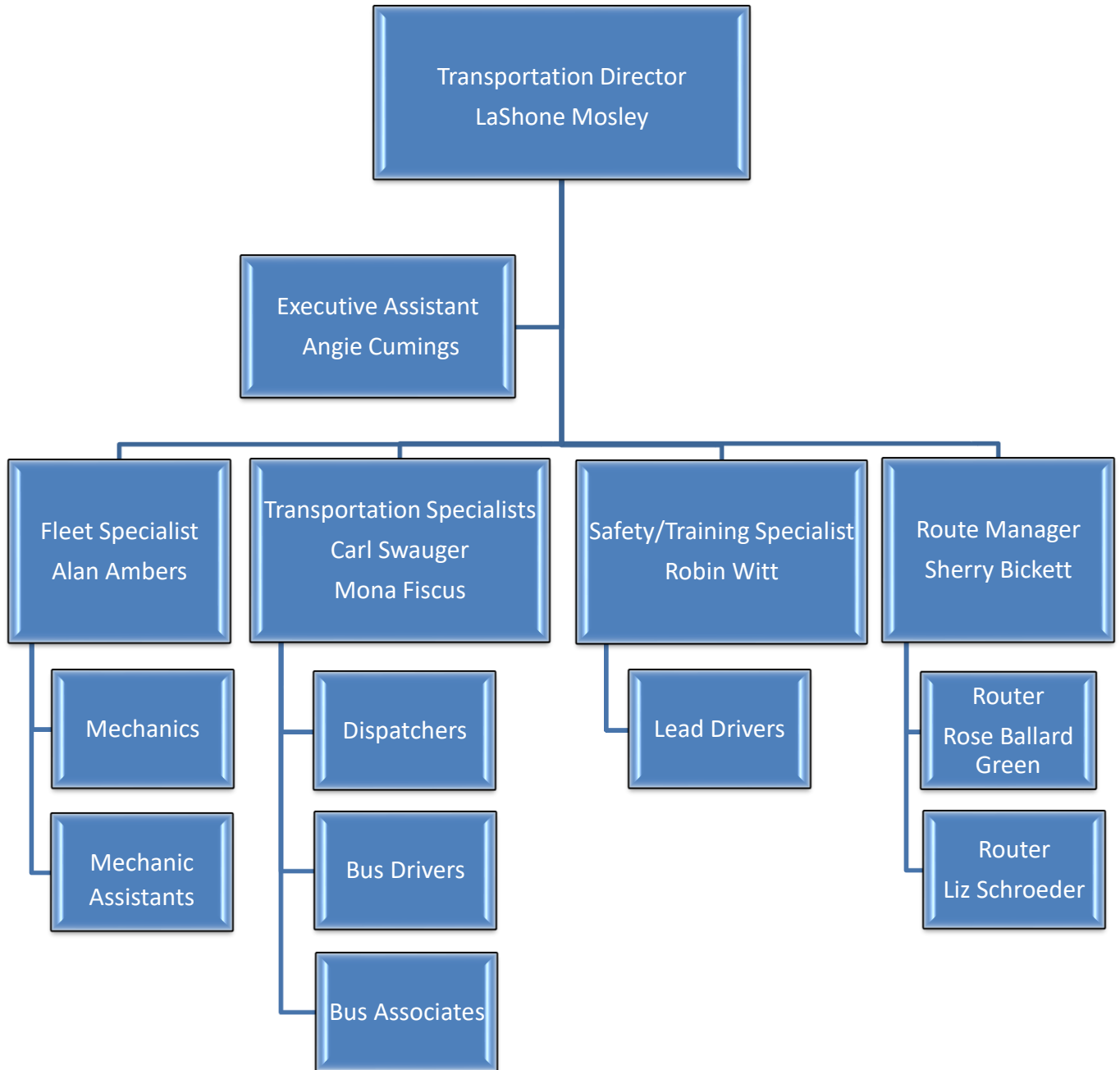


## **Transportation Key Contacts**

Dispatch	515-242-7887
Fax	515-242-7786
LaShone Mosley, Transportation Director	515-242-7887
Alan Ambers, Fleet Maintenance Specialist	515-242-7948
Rosalie Ballard-Green, Route Specialist	515-242-8133
Sherry Bickett, Route Manager Specialist	515-242-7994
Angie Cumings, Executive Assistant	515-242-7903
Mona Fiscus, Transportation Specialist	515-242-8253
Liz Schroeder, Route Specialist	515-242-8135
Carl Swauger, Transportation Specialist	515-242-7722
Robin Witt, Training and Safety Specialist	515-242-8136



## Transportation Organizational Flowchart





**The Des Moines Public School District prohibits discrimination in educational and employment programs and activities based on age, race, creed, color, gender, marital status, national origin, religion, sexual orientation, gender identity, or disability. In addition, the District prohibits acts of intolerance or any form of harassment toward employees including applicants for employment, students and others who participate in the District’s educational program or activities.**

**For information regarding Title IX or for complaints of discrimination, contact Jake Cummings, Equity and Inclusion Program Manager and Title IX Coordinator, 2100 Fleur Drive, 515-242-7709, [Jacob.Cummings@dmschools.org](mailto:Jacob.Cummings@dmschools.org).**

### **Board of Education**

The Board of Education is responsible by law for the general operation of school transportation. The Board maintains general supervision and control over the transportation program. The Board may delegate the actual responsibility for direct control to the superintendent or other administrators, or principals as feasible. However, the actions of the administration in the final analysis become the responsibilities of the Board.

**For the most complete and up-to-date Board policy and information, please refer to the District’s website:**

**<http://www.dmschools.org/>**

The employment relationship is also governed by DMPS Policies and any current Collective Bargaining Agreements directly affecting Transportation Services employees to include American Federation of State, County and Municipal Employees Council 61, AFL-CIO (AFSCME). If there is any conflict between the language in this Reference Guide and DMPS Policies and/or these Agreements, then DMPS Policies and/or the Agreements shall govern.

**Any and all questions should be directed to the Transportation department’s management team.**



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# REFERENCE GUIDE FOR DMPS SCHOOL BUS DRIVERS AND BUS ASSOCIATES

## FORWARD

This guide is designed to acquaint you with safe driving practices and to provide a basic guide governing the safe and efficient transportation of our students. It has been designed as a guide to the policies and procedures for DMPS Transportation School Bus Drivers and Bus Associates which provides access to important information to assist you with your duties with emphasis in creating a positive, professional environment with a strong commitment for excellent customer service.

It is the responsibility of each employee to read, understand the information, and abide by the guidelines set forth within it, even though you may be a veteran driver or associate and many things in it may not be new to you. This guide contains general policies and procedures but does not constitute a contract between the District and its employees and should not be construed as such. The policies in this guide may be changed or amended at any time, with or without notice. This guide serves as a reference and can never address every situation you may encounter.

Nothing in this guide shall be construed as to relieve any driver or associate from using their best judgment. Remember, as an employee of Des Moines Public Schools, you are a direct representative of the school district and are expected to act as such.

Know your district rules of operation, and if you have any questions concerning any of these instructions or if you desire additional information, consult the Transportation management team.

Any and all policies, codes, practices, procedures and other statements are guidelines and Des Moines Public Schools Transportation Services reserves sole discretion to interpret its own policies, codes, practices and procedures and/or to designate a representative to do so.

Des Moines Public Schools Transportation Services reserves the right to modify, change, delete, suspend, discontinue or revise the contents of the Transportation Reference Guide at any time, for any reason, with or without notice.

The information detailed in this Reference Guide may vary according to applicable federal, state or local laws. All instructions to you other than those contained in the guide must come through the transportation office. As our society changes, so must the policies of our district. Our policies must expand to meet new situations as they arise. We gain flexibility by passing on new ideas to you through safety bulletins and meetings.



## **INTRODUCTION**

If you are a new employee, **WELCOME!**

We are delighted to welcome you to Des Moines Public Schools Transportation Department. You have joined a bright and loyal team of colleagues committed to providing students with safe, reliable, and highly professional transportation services. Des Moines Public Schools Transportation Department's success is due to the hard work and efforts of its remarkable employees working together to obtain a common goal, ***DELIVER THE FUTURE!***

If you are a current employee, **THANK YOU!**

We appreciate all your hard work, efforts, will and determination to continue to do the task at hand, safely deliver students. With your work and dedication, we will win the race!

Each and every Transportation department employee is a professional and has a vital role ensuring the safety of our students, families and staff of the Des Moines Public Schools.

## **SCHOOL BUS TRANSPORTATION**

The transportation of school children has played an important role in the development of the American philosophy of universal education. More than a century ago, educational leaders recognized that adequate schools could not be provided within walking distance where all children live. School transportation at public expense thus evolved and made provisions for the following:

- Extension for equal educational opportunities to all children so they may attend school even though they live miles from school.
- Increased opportunities for communities to enrich the school program.
- Provisions by which pupils who live miles from school can reach school under safe and healthy conditions.
- Development of more adequate and satisfactory administrative school districts through unification.



## **TRANSPORTATION MISSION STATEMENT:**

To ensure the safest, most reliable form of transportation service by providing well trained, courteous drivers, associates, mechanics, technicians, and office staff while utilizing the latest technology to foster a well-rounded opportunity for all students.

## **DES MOINES PUBLIC SCHOOLS VISION**

Becoming the model for urban education in the United States.

## **DES MOINES PUBLIC SCHOOLS MISSION STATEMENT**

The Des Moines Public Schools Exist So That Graduates Possess the Knowledge, Skills and Abilities to Be Successful at the Next Stage of Their Lives.





## **SECTION 1: TRANSPORTATION PROCEEDURES**

### **ACCIDENTS**

***ALL ACCIDENTS*** must be reported *immediately* via radio to dispatch. Complete information must be relayed; it is imperative that employees remain calm to ensure the students, bus and themselves are appropriately cared for. The bus driver and associate are responsible for assuring, supervising and providing for the safety of their students.

An accident is any occurrence which involves injury or any property damage; any time a District vehicle makes contact with another vehicle or a fixed object, regardless of location, amount of damage, or injuries the accident must be reported. If you think you have had an accident, you must stop what you are doing and look to see if that is the case. Any 'alleged' accidents or questionable situations must be reported, often to the benefit of the employee. Drivers must ensure to complete all the information on the accident form. Accident kits are located in the first aid kit of every bus. **Written accident reports, including police report, list of students name that were on the bus during accident, and a diagram of accident must be completed and turned into the management team the same day as the accident, no later than first thing when reporting to work the following working day.**

**NOTE:** If you come out to your bus and there is new damage on your vehicle you must report this to the radio dispatcher or mechanic immediately.

If you have an accident you must do the following:

1. **Stop the vehicle immediately!**
2. **Check for injuries, get the facts.**
3. **Report the accident to Dispatch** via 2-way radio and include the following details:
  - \* bus number
  - \* location
  - \* initial information regarding seriousness of accident
    - injury status of everyone involved in accident.
    - number of students on bus.
    - bus disabled, tow truck needed.
    - other vehicle's condition.
4. Student roster – all passengers' names
5. Witness information

**NOTE: If any injuries are severe, or life threatening, use the 10-33 emergency radio code and request immediate emergency medical assistance.**

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## **ACCIDENTS Cont'd**

You must remain at the scene of the accident. Do not move the vehicle from the accident position until directed to do so by a police officer, mechanics, or supervisor. Never use the 8-way school bus warning lights to control traffic at the scene of the accident.

In most instances, it is safer to keep the students on the bus. If there is immediate danger to the students, evacuate the bus and direct the students to a safe place away from traffic. Tell them they are not permitted to leave the assigned area without your permission, no matter how close you are to their homes or the school.

Using the seating chart provided in the accident kit it is the driver's responsibility to obtain a list of all students and where they were seated at the time of the accident. A good time to obtain these names is while waiting for the mechanics and/or police officer to arrive on the scene.

**Any accident with students on board will result in the Police being called.** The Police will control the scene, never allow the release of students or staff until the Police or Ambulance staff has completed their review and specifically allow the release of the students or bus. If a pupil is injured, the Ambulance staff can ONLY release the pupil to their parent or guardian.

Very minor scrapes with no students on board may require only an information exchange. This includes:

- \* other driver's name & address.
- \* other driver's phone numbers.
- \* other vehicle's make, model, license plate number, VIN.
- \* District vehicle and contact information to the other involved party.

Never discuss the accident with the other party or witnesses; never place or accept blame while at the scene. Assist the Police with their information gathering and exchange.

The procedures that dispatchers and other District personnel must follow in response to an accident can be found in Section 2 of this Reference Guide.

## **ACCIDENT POINT ASSESMENT**

After an accident has occurred, a determination will be made by the Safety and Training Specialist if the accident was preventable or unpreventable. Preventable accidents are ones in which the driver failed to do everything reasonably possible to avoid the accident. *Determination of preventable does not rely solely on the employee having received a citation.* Unpreventable accidents are ones in which the driver could not have reasonably avoided the accident. An example of this is when someone rear ends the employee while legally stopped at a stop light.

Points are assessed as outlined below. Points are cumulative for three (3) calendar years from the date of accident on a rolling basis.

- A. 4-5 points - Accidents resulting in a serious injury and/or fatality will more than likely result in a termination of employment.
- B. 4-5 points - Tickets resulting in an OWI will more than likely result in a termination of employment; reckless driving may result in termination of employment or administrative transfer.

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- C. 3 points - Major preventable: personal injury and/or citation issued and/or total estimated total damage of \$5000 or more. Speeding tickets or other minor moving violations i.e. red-light violations apply to this section. Retraining will be required and determined by Transportation Safety Specialist.
- D. 2 points - Preventable: inadequate defensive action taken by employee. Involved total estimated total damage between \$2000 and \$5000.
- E. 1 point - Preventable: Involved total estimated property damage of \$2000 or less for total damage.
- F. 0 points – Non-preventable

*Accidents resulting in a serious injury and/or fatality will more than likely result in a termination of employment. Tickets resulting in an OWI will more than likely result in a termination of employment; reckless driving may result in termination of employment or administrative transfer.*

Action taken for points assigned and accumulated are as follows:

- One (1) Point assessed; Oral/Written Reprimand (ROD for non-bargaining).
- Two (2) Points assessed/accumulated; Written Reprimand.
- Three (3) Points assessed/accumulated; 3 days unpaid suspension.
- Four (4) Points assessed/accumulated; 5 days or more unpaid suspension.
- Five (5) Points assessed/accumulated; Termination of employment.

In addition, a retraining plan will be developed and administered by Transportation Safety Specialist.

### **ACTIVITY TRIPS**

The Night and Weekend field trip list will be rotated by seniority by date of hire, and then by hours after the initial rotation. The week that regular calendar classes resume each fall will be the initial week of the regular rotation, ending on the last day of the regular school calendar. The same process will be used for a separate rotation for the drivers working during the summer.

Probationary drivers may be added to the list at the end of their probation period. Drivers added to the list after their probationary period will be credited with the highest number of hours at that time. New drivers that transfer into the position may be added to the list after their training is completed and will be credited with the highest number of hours at that time.

Drivers that have been given a minimum of five (5) days' notice and refuse a trip will be credited the actual trip hours.

Trips that are refused because of short notice (less than five (5) days') or trips that are cancelled will not be charged to the driver. However, if a short notice trip has been assigned and then later refused, the driver will be charged the actual hours of the trip.

Drivers off work for being unable to drive, off work for extended illness (illness of 5 or more days); or off work for any leave of absence including administrative leave will be charged the hours they would have been offered during that time.

Drivers that accept a trip and later are unable to work for any reason other than bereavement or funeral, will be charged the actual hours of that trip. Trips will be reassigned should the scheduled driver have an

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unscheduled absence the day of the trip, or the afternoon of the working day prior to a weekend trip. A concerted effort will be made by Transportation Administration to maintain rotation practices when reassigning. Reassigned trip hours will be charged to the replacement driver.

Drivers that refuse trips that occur on weekdays that are not a scheduled working day per the Transportation calendar will not be charged hours for the trip.

The bus or busses assigned to field trips may not be changed to other equipment, except by Department Administration.

Field trip time will not be charged to the driver that overlaps with the driver's regular route times. One-way route extension trips after a driver's route time that exceed one (1) hour in length will have the time extending one hour charged to the Night and Weekend field trip rotation list. Probationary drivers should not be assigned to one-way trips after PM routes that exceed one (1) hour in length.

Night and Weekend field trip hours will be kept as current as possible at all times by Transportation Administration. Scheduled field trips and hours of the trips will be posted weekly.

Drivers on trips which are not 'one way' must remain with the bus and be available to the field trip passengers except for communicated and agreed upon break periods. Should the driver be away for any length of time, they will without fail, communicate with the trip chaperone. Buses shall never be used for personal reasons. Failure to comply or communicate with trip chaperone may subject the driver to being removed from the field trip rotation list for the remainder of the school year and/or result in disciplinary action up to and including termination. The Transportation Administration will attempt to secure alternate contact telephone numbers for trip chaperone. Drivers will share contact information with chaperones.

## **APPROVAL OF LEAVE**

All leave must be approved by a supervisor or their designee and entered into NovaTime. It is important that leave provisions be uniformly interpreted in accordance with negotiated comprehensive agreements. If there is a difficult decision, please feel free to call the Human Resources Directors for interpretation.

## **ATTENDANCE**

Reliable attendance and punctuality are essential functions of each employee. Your attendance has a direct effect on the Transportation Department's ability to provide services that support the mission of our school district. Management monitors each employee's leave status and may counsel, request a medical statement, give written warning, or pursue disciplinary action based on the employee's attendance.

Employees will request anticipated leave through [NovaTime](#), accessed on the District website by clicking on **STAFF** -> [NOVAtime Time System](#). All leave requests must be approved by a supervisor or their designee. In the event of an unforeseen absence (such as emergency, illness, or bereavement) an employee must notify their supervisor or their designee, before scheduled work hours.

**If time is missed during regularly scheduled working hours**, for any reason other than an authorized absence, you will be considered absent. Please notify your supervisor regarding your whereabouts. This serves as protection for you and the District.

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**An employee who is absent from work for three consecutive scheduled workdays, without providing notification of a valid excuse to the employer, will be considered to have voluntarily terminated their employment.**

No Call-No Show (NCNS) – No Call-No Show is defined as “failure to report to work/training as scheduled and failure to call in prior to, at, or within thirty (30) minutes after the scheduled clock-in time.” If an employee calls after the scheduled clock-in time but within thirty (30) minutes after said time, the time between clock-in and the phone call will be considered absent without pay. Incidents of NCNS are extremely serious and may result in immediate disciplinary action and further incidents will result in progressive disciplinary actions up to and including termination.

Tardiness – All employees are expected to report to work on time. If an employee is late reporting to his/her shift without prior approval from their supervisor, the Dispatcher or supervisor will document the time the employee reported to work. Repeated offenses (three or more) are deemed as unacceptable and may result in immediate disciplinary action and further incidents will result in progressive disciplinary actions up to and including termination.

**Employees are required to:**

- Monitor all leave balances and only select from available leave when requesting time off.
- Use all applicable paid leave prior to requesting any other type of leave.
- Review and submit timesheet for supervisor approval at the end of each pay period.
- Any leave adjustments to a timesheet needs to be made by the employee/supervisor by the end of the pay period that needs to be corrected.
- Leave adjustment requests after the 30-day period need to be approved by the Human Resources Department’s Director of classified staff.

**NOTE: All appointments are to be made during off duty hours.**

**ATTIRE**

Appearance and hygiene are important and promotes a professional image within the District. Proper attire, including district issued uniform shirts, must be worn by employees at all times while on District property and on the bus. Standards of dress must be neat, clean, well-groomed including, but are not limited to:

- Shoes - Must be secured with laces, covered heel, and/or heel strap. No slip-on, open-toed, “flip-flops”, high-heels or wedges
- No halter tops - full coverage of mid-riff and/or cleavage required
- No muscle shirts or tank tops; appropriate undergarments required for female employees
- Shorts and skirts’ must be knee length
- No inappropriate language, slogans, pictures, or advertising on clothing, including hats that could be offensive or against District policy
- District approved logo t-shirts may be worn

The management team will address employees that wear inappropriate or unapproved attire and provide direction for correcting the infraction.

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**BACKING SCHOOL BUSES**

Backing at school attendance areas is strictly prohibited unless there is additional school staff available to assist as a spotter for backing. The driver should avoid placing themselves in a position that requires backing at any loading and unloading location.

**BLOOD BORNE PATHOGENS**

Universal precautions must be utilized, including protective gloves, use of disinfectant, and proper clean-up. Always assume and treat body fluids you may come in contact with (blood, vomit, saliva, etc.) as if they were contaminated.

**BULLETIN BOARDS/MONITORS**

It is the responsibility of each employee to regularly check the official bulletin boards and monitors; near the east Transportation department entry door, the main board near the south entry door, and/or break room for information pertaining to work assignments and general information.

**BUS SHOP/SERVICE BAYS**

Drivers are not allowed in work bays. See the Fleet Maintenance Specialist to coordinate bus repairs. The bus shop and service bays will be locked after 4:30 PM, please contact mechanics by radio on channel 2 for assistance after 4:30 PM.

**BREAKDOWN PROCEDURES**

In the event of a bus breakdown while on a trip or route, drivers must safely pull the bus out of traffic immediately, shut the engine off if the breakdown appears to be engine related (drop in oil pressure, engine vibration, knocking noises, overheating, steam or smoke), and contact mechanics on **channel 2** via the two-way radio or contact the emergency numbers via mobile phone if outside regular office hours.

Be prepared to give dispatch and/or the mechanics the bus number, location, and general description of the breakdown. Instructions may be relayed to the driver to remedy the problem, or arrangements may be made for a replacement bus. Before leaving for an out of town trip check the following: Fuel, lights, fluids, and tires.

**Many breakdowns can be avoided by doing a thorough daily pre-trip inspection.**

**CDL & IOWA DEPARTMENT OF EDUCATION PERMIT**

Drivers are required to report any changes in the status of their commercial driver's license to Transportation management immediately. Drivers may not drive a District vehicle if they do not have current, valid and appropriate licensure, including a valid Iowa Department of Education School Bus Driver Authorization. It is the driver's responsibility to ensure that their license is current and up to date.

**CELL PHONE & ELECTRONICS USE**

No driver may operate a mobile or cell phone, smart phone, tablet, smart watch or any other electronic device while driving a District vehicle, including 'hands-free' models. Drivers should never use ear buds to listen to music or communicate with their phone or other electronic device. Electronics used for GPS

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directions should only be used while the bus is stopped and not in motion. In addition, associates should adhere to the same practice as drivers when students are on the bus. DMPS recommends that personal cell phones be shut off while driving.

### **CHARGES/CONVICTIONS**

School bus drivers are commercial motor vehicle operators; therefore, they are required to report out-of-state convictions to their employer (other than parking violations). Any citation and/or license change must be reported to the office immediately. Employees of the District must notify the Office of Human Resources of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to Human Resources shall occur within three business days of notification to the employee (see link below).

Employees must notify the Office of Human Resources of any child abuse complaints filed against them. Employees must notify Human Resources regarding the findings in any complaint against them alleging child abuse. Notification of Human Resources of any complaints and findings shall occur within three business days of notification to employee.

Current employees shall report any felony convictions or founded complaints of child abuse that occurred within five years of the date of this policy was adopted.

Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential file.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

See **Employee Information Handbook for All Employees** for more information.

### **CHILD CHECKS**

Always check for sleeping/hiding students at the end of each route segment. Bus must be checked after dropping off students at school, bus stop, or home, and before proceeding to your next pick up or returning to the bus garage.

***Any time that the driver expects the bus to be empty, a child check should be done before continuing on your route or returning to the bus garage.***

### **CIRCULATION OF LITERATURE, BULLETIN BOARDS, & COMMUNICATION MONITORS**

No literature may be circulated on worktime and in work areas or in the buses without prior approval. Bulletin board notices may not be posted or removed without approval from the management team. It is the responsibility of the driver to check the bulletin board, communication monitors in various areas, and their mailbox for messages prior to each departure from the lot. No solicitation is permitted.

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## CITATIONS

Drivers shall maintain a good driving record, free of any citations. Drivers cited for any traffic violation must report them their supervisor as soon as possible. **NOTE:** Any and all traffic or other violation of law while operating a district vehicle or performing assigned duties during their scheduled workday must be reported immediately to Transportation department management prior to the conclusion of the employee's workday and are subject to corrective action procedures. Failure to do so is a basis for employment termination.

## CLEANLINESS OF BUSES AND SANITATION

The appearance of District buses reflects on the District and on each employee. Buses must be regularly cleaned and sanitized to promote a positive image of the District and ensure the safety of our students and staff. Buses must also be sanitized between each route segment and at the end of day that the bus transports passengers.

- Exterior of buses will be washed by bus washers. Buses should be parked in their designated parking spot and will be washed in the order of the bus washing rotation. If a driver's route does not allow time for the bus to be washed during normal bus washing hours arrangements should be made with the Fleet Maintenance Specialist. **DO NOT PARK YOUR BUS BY THE WASH BAY!**
- Instrument panel, dash, console, and step heater surfaces should be kept clean, dusted and free of loose items at all times.
- Overhead compartment and areas around all heaters should be kept clean.
- Windows, all lights and lettering should be clean at all times.
- Drivers will be paid no more than one additional hour per week to thoroughly clean the interior of their assigned bus and/or any substitute bus they are assigned.
- Floors should be swept daily. Mopping may be required to maintain cleanliness standards. Only a damp mop may be used, **do not use hoses or dump buckets of water on floor of bus.** Mops not in use should not be stored on the buses.
- Trash containers will consist only of trash liners and must be emptied daily. Trash from the bus must not be swept onto the parking lot.
- The emergency exits must be kept clear.
- Seat conditions should be checked after each route and any damage or vandalism should be written up on pre/post trip inspection form.
- Any and all food, candy, cups and wrappers must be removed from the bus daily to reduce attracting wildlife such as raccoons.

**Interior Bus Cleaning Procedures between route segments and end of route.** Drivers are to ensure that these cleaning procedures are followed before loading students onto their bus for each route segment.

- Pre-trip – A tote will be secured on your bus to hold all cleaning supplies, Personal Protective Equipment (PPE), and other necessary supplies. Hand sanitizer should **NOT** be left on the bus in extreme heat.
- Pick up debris from seats and floors while wearing PPE.

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- Restock paper products and hand sanitizer as needed. Disinfect exterior of dispensers with multi-purpose disinfectant (including pump). Remember to take hand sanitizer off the bus when exposed to extreme heat.
- Begin at the stepwell by applying the multi-purpose disinfectant to handrails and other hard, non-porous surfaces such as inside of doors and door handles (inside and out). Then working to back, apply multi-purpose disinfectant on all hard surfaces including front and back of seats.
- Once at the back of the bus garage, spray the entire back window area including the handle and emergency exit door.
- Continuing to move forward applying multi-purpose disinfectant to all windows and wall areas from top to bottom. After applying multi-purpose disinfectant to windows, they will need to be wiped down with a clean paper towel.
- Empty trash cans daily making sure to securely tie-off bags and dispose of properly in dumpsters. Clean and disinfect the outside of bins using multi-purpose disinfectant. Replace liners.
- Spot clean seats and windows to remove visible soils such as food or dirt.
- Sweep and damp mop floor as needed.
- You must use the sprayer provided to you.
- In the driver's area **DO NOT USE THE SPRAYER**, use the wipes on the steering wheel, controls, dashboard, and windows.

### **CLOCKING IN/OUT**

All employees are to clock in anytime they are on paid time and clock out when work is completed. Your use of the timeclock ensures the District is accurately compensating you for the time you are actually on-duty. It is your responsibility to clock-in and out daily. Employees should know their badge number in case of forgotten or lost badge. Missed punches must be corrected by a Specialist. Excessive missed punches, other than timeclock issues verified by management, may lead disciplinary action. Drivers and associates will adhere to the following clock in/clock out rules, please see a supervisor if you have questions.

- Drivers should refer to their routing sheets for the "Driver Sign-on Time". Drivers should not clock in earlier than five (5) minutes before their routes "Driver Sign-on Time".
- Associates should check their route sheets for their assigned route's "Garage Time" and be on the bus five (5) minutes before. Associates should not clock in earlier than ten (10) minutes before their assigned route's "Garage Time".
- If Driver Sign-on Time or Garage Times are incorrect, or adjustments need to be made due to travel or traffic times, these MUST be corrected by routing and new route sheets printed with the correct times and replaced in the bus binder.
- Drivers must clock out immediately after returning to the bus garage and completing the Post Trip Bus Inspection, unless requested to report to dispatch or the office by management.
- Associates must clock out immediately after returning to the bus garage, unless requested to report to dispatch or the office by management.
- Drivers and associates should clock out if there is more than 15 minutes between assigned routes.
- *Drivers and Associates may be allowed to clock in 10 minutes earlier than their route sign on time for cold or inclement weather.*

***If there is a defective time clock contact a supervisor immediately for assistance.***

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## **COLD WEATHER OPERATION**

- On mornings with heavy frost or snow, drivers may be approved by management to check in early to scrape frost or clear snow from their assigned bus.
- Bus engine heaters must be unplugged before starting the engine if applicable.
- On very cold mornings, the mechanics may start all the buses to ensure that each bus is running and ready for its route.
- During the initial pre-trip inspection, drivers are not to operate the bus heaters other than the front defroster with the fan on low speed. The balance of the bus's heaters may be used while on route.
- Winterfronts must be installed on bus grills during the winter. During the fall and spring, buses may overheat due to the winterfront during warm days. Drivers may be instructed to secure the bus and remove the winterfront to allow more cooling air through the radiator.

## **DANGEROUS ARTICLES**

No weapons or articles that may be classified as dangerous (large, sharp, flammable or explosive, skateboards), may be transported on a school bus. Possession of weapons on district property or buses is prohibited.

## **DAYS OF WORK**

The District's work week runs from Saturday to Friday with hours for part time employees assigned according to need. Normally, employees will be assigned to work during the normal school week with hours during the school day. Part time employees will not normally work more than 30 hours per week, exclusive of extra-curricular trips.

Normally, part time employees will work no more than the days immediately surrounding the academic school calendar, exclusive of summer programs.

## **DEFENSIVE DRIVING**

School buses carry the most precious cargo; always drive defensively and cautiously. A school bus visibility magnifies driving habits – drivers must never drive faster than conditions warrant, or faster than the posted limit. Drivers may never make improper lane changes and must always obey traffic signals. Drivers are professionals and must do everything possible to ensure the safe transportation of the students, and themselves.

## **DISCHARGING PUPILS**

*Iowa Code 321.372 – Discharging pupils -- regulations*

1. *The driver of a school bus used to transport children to and from a public or private school shall, when stopping to receive or discharge pupils, turn on flashing warning lamps at a distance of not less than three hundred feet nor more than five hundred feet from the point where the pupils are to be received or discharged from the bus if the speed limit at that point is forty-five miles per hour or*

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*greater and shall turn on flashing warning lamps at a distance of not less than one hundred fifty feet from the point where the pupils are to be received or discharged from the bus if the speed limit at that point is less than forty-five miles per hour. At the point of receiving or discharging pupils the driver of the bus shall bring the bus to a stop, turn off the amber flashing warning lamps, turn on the red flashing warning lamps, and extend the stop arm. After receiving or discharging pupils, the bus driver shall turn off all flashing warning lamps, retract the stop arm and proceed on the route. Except to the extent that reduced visibility is caused by fog, snow, or other weather conditions, a school bus shall not stop to receive or discharge pupils unless there is at least three hundred feet of unobstructed vision in each direction. However, the driver of a school bus is not required to use flashing warning lamps and the stop arm when receiving or discharging pupils at a designated loading and unloading zone at a school attendance center or at extracurricular or educational activity locations where students exiting the bus do not have to cross the street or highway.*

*If a school district contracts with an urban transit system to transport children to and from a public or private school, the school bus which is provided by the urban transit system shall not be required to be equipped with flashing warning lights and a stop arm. If the school bus provided by an urban transit system is equipped with flashing warning lights and a stop arm, the driver of the school bus shall use the flashing warning light and stop arm as required by law.*

*A school bus, when operating on a highway with four or more lanes shall not stop to load or unload pupils who must cross the highway, except at designated stops where pupils who must cross the highway may do so at points where there are official traffic control devices or police officers.*

*A school bus shall, while carrying passengers have its headlights turned on.*

*2. All pupils shall be received and discharged from the right front entrance of every school bus and if said pupils must cross the highway, they shall be required to pass in front of the bus, look in both directions, and proceed to cross the highway only on signal from the bus driver.*

*3. The driver of a vehicle, including the driver of a vehicle operating on a private road or driveway, when meeting a school bus with flashing amber warning lamps shall reduce the vehicle's speed to not more than twenty miles per hour, and shall bring the vehicle to a complete stop when the school bus stops and the stop signal arm is extended. The vehicle shall remain stopped until the stop signal arm is retracted after which time the driver may proceed with due caution.*

*The driver of a vehicle, including the driver of a vehicle operating on a private road or driveway, overtaking a school bus shall not pass a school bus when red or amber warning signal lights are flashing. The driver shall bring the vehicle to a complete stop no closer than fifteen feet from the school bus when it is stopped and the stop arm is extended, and the vehicle shall remain stopped until the stop arm is retracted and the school bus resumes motion.*

*4. The driver of a vehicle upon a highway providing two or more lanes in each direction need not stop upon meeting a school bus which is traveling in the opposite direction even though the school bus is stopped.*

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- 5. a. The driver of a school bus who commits a violation of subsection 1 or 2 is guilty of a simple misdemeanor punishable as a scheduled violation under section 805.8A, subsection 10.*
- b. A person convicted of a violation of subsection 3 is subject to the following:*
- (1) For a first offense under subsection 3, the person is guilty of a simple misdemeanor punishable by a fine of at least two hundred fifty dollars but not more than six hundred seventy-five dollars or by imprisonment for not more than thirty days, or by both.*
- (2) For a second or subsequent offense under subsection 3, the person is guilty of a serious misdemeanor.*

## **DRIVERS APPLICATION AND TRAINING**

All new bus drivers for Des Moines Public Schools are required to fulfill the requirements of the driver's application and training process.

1. All applicants must be at least 20 years of age and have held a valid driver's license for 3 consecutive years.
2. Each application will be reviewed, personal references will be checked, and an investigation of the driving record will be completed.
3. The Transportation Director will screen each applicant.
4. All applicants must submit to all background checks as required by local, state & federal guidelines.
5. Have a DOT physical examination and meet all established requirements for the physical fitness.
6. Must submit to a pre-employment drug test and be included in a mandatory Drug and Alcohol testing program.
7. Applicants are required to study the Commercial Driver License Manual for CDL Class B General Knowledge with endorsements for Airbrakes, Passengers, and School Bus.
8. Submit their Commercial Learners Permit for Class B vehicles with endorsements for Airbrakes, Passengers, and School Bus.
9. Complete an in-house training program consisting of approximately 14 days of behind the wheel training.
10. Take the road test given by DOT facility.
11. Applicants will be required to complete both the 14-hour STOP class and the current 3-hour training class for the year in which they are hired.

Provided the trainee is considered capable of handling the school bus properly and safely, the trainee will be given an opportunity to drive a regular route with student passengers, but under the direct supervision of the trainer.

All drivers are required to hold a valid Iowa CDL with an airbrake, passenger, and "S" endorsement and possess a School Bus Driver's Authorization at all times when operating a school bus. It is the responsibility of the driver to make sure they keep current with the annual STOP class, annual/bi-annual physical, and renewal of their license.

## **DRIVING ADJUSTMENTS**

Winter and wet weather driving requires adjusting normal driving practices to compensate for road conditions. Clean your windshields, mirrors, service door and drivers' windows for visibility. Slow down and

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double the following distance between you and the vehicle ahead. Assume that the roads are slippery and reduce speed and eliminate sudden vehicle movements. Drive defensively at all times.

### **ELECTRIC CORDS**

Upon direction from the Fleet Maintenance Specialist, drivers will plug their assigned bus into the outlets located around the bus lot. This typically occurs when nighttime temperatures are forecast to drop below 20 degrees. Unplug the cord before starting the bus. Cords must be properly hung over the outlet post and should not be left on the ground. When hanging the cords, the ends must be pointing down not allowing moisture to get inside the socket.

**Buses equipped with WEBASTO heaters do not need to be plugged in, see section WEBASTO Heaters.**

### **EMAIL**

Every DMPS employee gets a district email account. The district and departments use this as a vital communication tool. It is the employee's responsibility to check their district provided email regularly (at minimum once per day) for important information/notices.

### **EMERGENCY DOORS**

Emergency doors must be free and operable. Under no circumstances may the doors be obstructed preventing easy access.

### **EMPLOYEE CONTACT INFORMATION**

It is the responsibility of each employee to keep a current and up-to-date address and telephone number with the Transportation Office and Employee Online at all times. Current information must be updated as soon as change occurs.

### **FACE COVERING (Masks and Face Shields)**

Due to the COVID-19 pandemic in 2020, the district has implemented the policy for staff and students to wear face covering while in any district building and while on the bus when social distancing is not possible. Buses will be stocked with additional masks for students and staff. The following guidelines must be followed as stated below.

- Your mask must be worn over the nose and mouth when other social distancing measures are difficult to maintain.
- Face shields will be provided to wear in conjunction with face masks but cannot be worn alone or while driving.
- All students and staff will be required to wear masks unless they meet exception qualifications set by the district.
- If a student attempts to board the bus without a mask, you must provide them with a mask unless they have an approved exception.

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**FUEL ECONOMY**

Drivers shall exercise fuel efficient driving techniques while operating a district vehicle including the avoidance of excessive and unnecessary engine idling and making smooth starts and stops. Depart the terminal for your assignment immediately upon completion of the pre-trip inspection. **School district vehicles may never be idling and unattended in the parking lot.** Bus engines are not to be idling longer than five minutes in normal weather conditions, and no longer than 10 minutes in weather temperatures less than 15 degrees.

**FUELING**

Buses may never be fueled with passengers onboard the bus. Buses will typically be fueled by Maintenance staff; it is the driver's responsibility to ensure the bus has sufficient fuel before leaving the bus lot. If a maintenance staff is not available, the driver should fuel their bus and record the fuel gallons, mileage, and DEF.

**HEADLIGHTS**

All drivers are to drive with headlights on at all times to make their vehicles more noticeable to pedestrians and motorists.

**ID BADGES**

Employees are provided with an identification badge that serves as their district ID, provide access to buildings and timeclock. It is required that ALL DMPS employees wear their ID badge in a visible location at all times when on district property. Employees are responsible for safeguarding their ID. You will be responsible for the replacement cost of \$20 if the card is lost or damaged for a replacement. Employees terminating their employment with the district must turn in all assigned IDs.

**IDLING**

Unnecessary school bus idling affects human health, pollutes the air, wastes fuel, and causes excess engine wear.

1. Turn off the engine as soon as possible after arriving at school loading or unloading areas. Only restart the bus when you are ready to depart.
2. Limit your idling time during early morning warm-up to what the manufacturer recommends (generally no more than five minutes).
3. Drive farther behind a vehicle with visible exhaust or a noticeable odor.
4. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
5. In colder weather, schools are directed to provide a space inside the school where bus drivers can wait.
6. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.

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**Myth:** It's better to leave the engine idling because restarting it produces more pollution.

**Fact:** Continuous idling for more than three minutes emits more PM than a restart. Emissions after a restart contain less carbon monoxide, nitrogen oxides, and other pollutants than if the school bus idled continuously over a 10-minute period.

**Myth:** It's better for an engine to run at low speed (idling) than to run at regular speed.

**Fact:** Running an engine at low speed causes twice the wear on internal parts as driving at regular speeds.

**Myth:** It's important to warm up the engine with a long idle period, especially in cold weather.

**Fact:** School bus engines do not need to idle more than a few minutes to warm up. Engine manufacturers generally recommend no more than three to five minutes of idling.

## **BUS IDLING POLICY**

To be in compliance with the Clean Air School Bus Act of 2003, the following EPA guidelines must be followed:

### **IN THE YARD IDLING TIMES:**

Temperatures above 40 degrees	5 minutes
Temperatures above 20 degrees and below 40 degrees	20 minutes
Temperatures below 20 degrees	30 minutes
Temperatures below 10 degrees	as needed

### **AT THE SCHOOL IDLING TIMES:**

The transportation department is requesting drivers to turn off their buses at the schools while loading and unloading students. HOWEVER, when there are extenuating circumstances such as inclement weather like ice, sleet or snow, we are asking that drivers run their bus for at least five minutes before school lets out in the afternoon or longer if necessary. The drivers will use their best judgment during days that may have extenuating circumstances. The windows and mirrors must be kept clean for visibility purposes. This guideline does not apply to special education buses that transport medically fragile students. These buses must have adequate heating at all times. However, the driver should not excessively run their bus.

### **Turn Your Key, Be Idle Free!**

### **INJURIES**

**EMPLOYEE:** Should you become injured, no matter how minor, you must follow these procedures to be considered for Worker's Compensation Insurance.

- All accidents/injuries must be reported to the Transportation management team and the Worker's Compensation Contact Person immediately regardless of whether you wish to see a physician or not and/or consider the accident/injury minor and may not warrant medical attention.
- Employee injury reports are done online, and management may assist you in filling this out. Complete an employee injury report and if treatment is needed, management will coordinate an appointment at the district designated medical treatment center.

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**STUDENT:** Student injuries that occur on the bus, or while getting on or off the bus must be documented on the appropriate Student Injury Report form and given to a Transportation supervisor. Report all injuries immediately via the bus radio; paramedics may be summoned to the bus in serious injury situations. If an ambulance and paramedics attend to a student, that student may only be released to a parent.

### **INSUBORDINATION**

Insubordination, or refusal to obey a verbal or written request from a Supervisor, may be cause for disciplinary action, up to and including termination.

### **LICENSE AND SCHOOL BUS PERMITS**

- Drivers are required to have a valid Commercial Driver's License, School Bus Authorization Permit, and current copy of DOT Physical by virtue of their position. These documents must be in possession at all times while operating a District vehicle.
- Drivers are required to report any changes in the status of their license to the management team immediately, including any violation tickets or convictions.
- Drivers are not to drive a vehicle if they do not have a current, valid, and appropriate license, permit, and DOT physical.

### **LOT SPEED**

Maximum speed on the lot is 5 MPH. This speed shall be observed by all employees, regardless of the type of vehicle being operated.

### **MEETINGS**

Drivers must attend and successfully complete District and/or Iowa Department of Education driver certification programs and shall attend information meetings on safety and instruction when scheduled. Associates shall attend information meetings on safety and instruction when needed. Scheduled staff professional development days are listed on the Transportation Calendar.

### **MONTHLY MILEAGE SHEETS**

Drivers must complete monthly mileage sheets daily with beginning and ending mileage for AM, Noon, and PM routes, and the number of students transported to and from school, do not include field trips or Central Campus Shuttles. The Monthly Mileage sheets are specific to the bus, and not the driver and must remain in the bus. Monthly Mileage sheets must be turned in on the last day of the month, include the bus number, and the month for which the sheet is for.

### **PARKING LOTS – EMPLOYEE USE FOR PERSONAL VEHICLES**

All employees are encouraged to park their vehicles in the employee parking lots provided. Transportation employees are not to park in visitor spaces or in spaces marked for other departments. Employees should not use visitor parking spaces to clock in or out when at work. Buses are not to be driven or parked in the south parking lot.

Personal cars may only be driven or parked on the bus lot with pre-approval in the event of a late returning field trip with a scheduled return time after the Department's scheduled closing time.

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**PERFORMANCE EVALUATION**

Employees will be evaluated at least once during the first 12 months of employment and then will be scheduled for formal evaluation at least once every year. Any employee may receive additional evaluations any time during their employment with the District. Employees are to maintain a composite rating of “meets” on their Transportation Performance Evaluation.

**POST-TRIP BUS INSPECTION**

Drivers are required to walk through the bus at the completion of each run to check for children that have not disembarked. Upon returning, the driver must walk around the vehicle and physically check condition of the vehicle and turn in their Pre-Trip/Post Trip form to the appropriate mail bus in the lot.

**PUBLIC PERCEPTION**

As employees of a public entity, Transportation employees are scrutinized by the general public. As representatives of the school district and the Transportation department, and for themselves, employees should always strive to promote a positive image through driving defensively, operating a clean and well-maintained bus, using proper radio procedures, using proper hygiene and grooming, and effective student management.

**PRE-TRIP BUS INSPECTION**

Drivers are required by law to make a written pre-trip inspection before each trip during the day. Failure to do so is a violation of both State and District regulations. Drivers are allowed fifteen (15) minutes for the Pre-Trip Bus Inspection.

- Drivers are required to write up all defects on the vehicle and turn in the pre-trip inspection form in the appropriate boxes located around the bus lot at the end of the day. Safety defects must be reported immediately to the Fleet Maintenance Specialist and/or Mechanic.
- Each time a driver leaves the bus, upon returning, the driver must walk around the vehicle and physically check condition of the vehicle before exiting.
- Drivers are accountable for unreported damage.

**PROBATIONARY PERIOD**

All new employees shall serve a probationary period of 90 actual workdays. Time on leave status shall not be credited towards computation of the probationary period. Probationary employees may be terminated for any reason without recourse to any procedure in the Comprehensive Agreement.

**REST PERIODS**

Non-exempt staff members are entitled to rest periods (break). Employees who work at least four (4) hours per workday shall be granted one break period. Employees who work at least six (6) hours per day shall be granted two breaks. Breaks shall be with pay and shall be for fifteen (15) minutes. Breaks not taken within the day will not be accumulated or added to comp time. The 15-minute breaks cannot be added together to make a 30-minute break.

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## RADIO PROCEDURES

School bus and District radios operate under the jurisdiction of the Federal Communication Commission (FCC). Be aware that other agencies monitor the Transportation radio activity, including District leadership and media.

We have two primary radio channels.

1. Channel 1 – is the primary channel for the Transportation Department.
2. Channel 2 – is the primary channel for the Mechanics.

Proper usage is required by all staff. The following radio protocol applies:

- Radios are for official use *only*.
- Radios are to be used for necessary information, instruction or emergencies only.
- Always use the radio in a professional and courteous manner. The radio is not the appropriate venue to announce opinions, argue, shout, scream, vocalize frustrations or demonstrate any other type of unprofessional behavior or attitude.
- All transmissions should be as brief as possible and limited to operational information. Avoid lengthy explanations.
- Listen carefully before transmitting. Avoid interrupting ongoing conversations.
- Drivers should know what they are going to say before radioing dispatch.
- If you need to speak to a driver on another bus, you must request clearance from the dispatcher first.
- The radio must be on and monitored at all times while driver is on the bus.
- Radio codes are used to speed communication between the dispatchers and drivers.
- The following radio call numbers should be used when transmitting or receiving radio calls:
 

10-4:	Acknowledge transmission
10-9:	Repeat transmission
10-20:	Your location
10-33:	Emergency
10-500:	Assistance needed at scene or location
10-1000:	Weapons present, emergency situation
- In the event of an accident or emergency, the dispatcher may broadcast a “10-33”. All drivers not involved shall remain off the air until the dispatcher has cleared from “10-33”. Failure to cooperate during a “10-33” is cause for disciplinary action.
- Personal, non-school business-related communication is prohibited.
- Use caution when sharing personal information about anyone or any situation. Avoid doing this when at all possible.

## RAILROAD CROSSINGS

Railroad crossings must be approached with extreme caution. All district vehicles used to transport passengers must stop at railroad crossings, whether they are loaded or empty.

- When approaching a railroad crossing turn on your 4-way hazard lights at least 100 feet before tracks.
- When stopped, the bus shall be as far to the right of the roadway as possible. Stop no closer than 15 feet and no farther than 50 feet from the nearest rail.

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- Order your students to be quiet, turn off all fans, heaters and AM/FM radio (use the noise suppression switch if bus is equipped), open driver window to look and listen for a train.
- Shift the bus into Neutral, apply the parking brake, and open the service door to look and listen for a train.
- If there is no train close the door and proceed cautiously across the tracks. Turn off hazard lamps after the bus has cleared the tracks.

When two or more sets of tracks are to be crossed do not stop a second time unless the bus is completely clear of the first crossing and has at least 15 feet of clearance in front and at least 15 feet of clearance to the rear. When you stop for a train where the crossing has more than one set of tracks be certain there is not a train on the other set of tracks before you cross.

### **REPORTING TO WORK**

All employees are to be at work on time and complete their work during scheduled hours. At times other than scheduled breaks or lunch, all employees are to be engaged in meaningful and productive work. Any lost or unproductive time will be not paid. Late employees may be sent home without pay.

All drivers shall pick up their keys from the dispatch office at least 15 minutes prior to the scheduled departure of their morning route. All associates shall report to dispatch 5 minutes prior to the scheduled start of their morning route and same as the driver the rest of the day, unless the driver's schedule is altered and does not require an associate. Associates are to coordinate schedule changes with dispatch and/or the management team. Should assigned route time and scheduled shifts differ, coordinate with the management team. *Circumstances may arise where drivers are instructed by management to leave keys on their bus.*

*Drivers and associates are responsible for obtaining driving assignments and special instructions from dispatcher upon arrival.*

All drivers and associates must report their intention to be absent from duty due to illness or emergency to the dispatcher at **515-242-7887** between approximately 5:00 AM to 5:15 AM, or no less than 30 minutes before the scheduled AM check-in time the day they intend to be absent. Split shift employees must report their intention to be absent from the afternoon assignment no later than 12:30 p.m. of that workday.

Upon returning from medically related disability leave, employees must notify management of their intention to return to work if possible, by 4:30 PM the day before returning to work. Any work restrictions must be communicated to management before returning to work.

Misuse of leave provisions may warrant investigative action. If there is suspected misuse of medical leave, a physicians' statement may be required. A physician's release allowing return to work is required for any employee that misses 3 consecutive working days due to illness. The release must be submitted to management prior to his/her return to work. Failure to provide the statement may result in disciplinary action being taken.

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All employees are required to request time off in NOVAtime for any absence. Requests for paid time off must be made ten (10) days in advance.

Extended illnesses must be approved for sick leave use by the Human Resource Department/Health Service Department.

Employees who have been directed to submit a physician's statement after every period of absence charged to medically related disability leave shall have their attendance reviewed. If there is no utilization of medically related disability leave during that time, the requirement of submitting a physician's statement may be waived.

The Employer has a responsibility to assure that all authorized positions are filled by qualified employees. Excessive absenteeism diminishes our efficiency and reflects negatively on the efforts of employees and of the District. Poor attendance, therefore, even when caused by legitimate use of medically related disability leave, may be taken into consideration in evaluating an employee's job performance.

## **ROOF VENTS**

The roof vents may be opened for ventilation. The front vent should be opened from the front, the rear vent from rear. Remember that under certain conditions, dirt may blow up to the front of the bus. Close vents when securing bus at the end of the day.

## **ROUTING**

### *ROUTE BOOKS*

Route books are to be kept current with updated route sheets only. If you have any changes, set up a time to meet with a route specialist. Route books are to be with drivers during all routes, after routes, route book must to be brought in and put away in the driver's mailbox. Only current route sheets, seating charts, maps, and safety materials should be found in the route books.

### *ROUTE CHANGES*

No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization from routing. No stops are to be added, deleted or moved without approval. Should any changes be needed for whatever reason, including safety related problems, the change must be coordinated with the route specialists. No driver may deviate from the established route without prior permission or direction of the supervisor or dispatcher, except as required by an emergency or temporary road condition.

### *NO SHOWS OR DEAD STOPS*

No shows at home address pick-ups must be reported via the radio to dispatch. Drivers are to arrive at each stop at the scheduled time and wait two minutes at the stop for the assigned students to arrive at the bus stop. Dead stops where no students have been picked up or dropped off for three consecutive days must

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be reported to the route specialists. Drivers must continue going to the stop until a new route sheet is issued.

#### *OVERLOADS*

Call the dispatcher for instructions should the bus become overloaded. Report situation to a route specialist ASAP if the overload occurs during a regular route. Overloads on field trips must be reported to Transportation Administration immediately. Rated capacity of the bus must never be exceeded.

#### *PASSENGERS WITH LEG CASTS AND CRUTCHES*

Passengers who are physically handicapped, temporarily using leg casts, crutches or canes may not be readily able to safely climb school bus steps. Adequate time and attention must be given to these students. While on the bus, make sure they sit in the front seat. Notify a route specialist if special transportation needs to be arranged.

#### *UNAUTHORIZED PASSENGERS*

Only passengers authorized by the board of education may be transported in district vehicles (assigned driver, assigned associate and routed students). Any other passengers including district employees must be coordinated by dispatch and/or the management team. Never let any person of the general public onto the bus – the service door should be kept closed to ensure student safety and communication should be done through the driver's window.

#### *NEW STUDENT*

If a new student shows up at an established stop or school:

- Allow the student to ride
- Write down the student's name on the route sheet under the appropriate stop
- Bring the name and bus stop into a route specialist for verification

This is a common occurrence and **DOES NOT** typically require radio communication.

#### *PARENT OR GUARDIAN REQUEST TO RIDE BUS*

Parents or guardians of assigned students may **not** ride the school bus with their child(ren).

#### **SAFETY EQUIPMENT**

All drivers are responsible for carrying the necessary safety equipment while operating any district vehicle including a first aid kit, triangle kit, fire extinguisher, seat belt cutter, route book, student health needs form, and accident report kit.

#### **SEAT BELTS**

**Drivers:** are required to wear seat belts at all times when driving any district vehicle.

**Students:** If a bus is equipped with seat belts all students are required to use the seatbelt appropriately. The driver will announce to all students boarding the bus at each stop to fasten their seatbelts using the bus PA system.

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**SECURING BUS AT END OF THE DAY**

- All buses must be parked in the bus lot in their assigned location, unless directed otherwise by a dispatcher, mechanic or Specialist.
- Walk the interior of the bus, check for pupils onboard and/or under seats.
- Close all windows and roof vents.
- Bring key to the dispatch office nightly. If office is closed, leave the key in the box by the East door.
- Bring route book in and put in driver's mailbox.

**NEVER leave the bus without checking for children on the bus.**

*Circumstances may arise where drivers are instructed by management to leave keys on their bus.*

**SERVICE DOOR**

The service door of the bus must be closed at all times while the bus is in motion.

**SIGNS OR STICKERS IN OR ON BUSES**

No personal stickers, signs or other objects are to be placed on either the interior or the exterior of any district vehicle. No items are to be taped or stuck on any vehicle without authorization. No markings are to be added to or removed from any district vehicle.

**SMOKING**

Smoking is prohibited on all district property and vehicles. Please use the receptacle and do not drop cigarette butts on the ground.

**SPEEDING**

No district vehicle will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of speeding with a school bus will face disciplinary action. Other reports or warnings regarding speeding could result in discipline up to and including termination.

**STANDEES PROHIBITED**

Standees are not allowed on a moving bus. Drivers will not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.

**STUDENT MANAGEMENT**

Drivers are responsible for maintaining order on the bus; types of actions that may be used are limited. Drivers must never, under any circumstance, use corporal punishment. Drivers do not have the authority to deny the child the privilege of riding the bus or drop the student at other than the designated stop. Any denial of bus-riding privileges may come only from the school authorities.

**GUIDELINES**

- Do not debate or discuss expectations of students
- Be fair, firm, and consistent

**TRANSPORTATION MISSION STATEMENT:**

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- Maintain direct eye contact when addressing a student
- Give the child time to react to the directive
- Repeat directive until the student complies with the request
- Be friendly and show interest in the students
- Commend good and expected behavior
- Maintain a calm demeanor – drivers may never allow their temper to flare
- Use the referral form and other documentation consistently
- Never ridicule a student
- Drivers and associates must always set a good example

Drivers and associates should ask for assistance from management in dealing with difficult student behaviors or situations. Bus referrals should be submitted within 3 days of an incident on the bus and submitted to the Transportation Specialist assigned to bus referrals.

### **STROBE LIGHTS**

Bus strobe lights are to be operated during inclement weather and or fog.

### **TIMECARDS**

All classified contract employees are paid bi-weekly. It is the employee's responsibility to verify their timecard weekly and correct any issues or concerns with a Supervisor before the pay period ends. Any overtime hours must be pre-approved by the Director or an authorized Supervisor. Supervisors are required to follow up with employees who do not submit their timecards in a timely manner. The Supervisor will provide additional training as needed. If an employee consistently fails to clock in/out appropriately and/or submit their timecard by the designated deadline, the Supervisor may resort to disciplinary measures to ensure this legal requirement is met. If you have any questions or need assistance, please don't hesitate to contact a supervisor.

### **UNATTENDED VEHICLE**

All drivers must secure their vehicles by properly parking the vehicle, setting the airbrakes and emergency brakes as applicable, ensuring the bus is empty of passengers, and removing the ignition key whenever they disembark. The only exceptions are as follows:

- During the pre-trip inspection at which time the driver must remain with his/her vehicle at all times
- Wheelchair loading or unloading while on route
- While in the garage parking area for maintenance

All doors shall be closed at all times and every passenger safely seated when the bus is in motion.

### **USE OF DISTRICT VEHICLES**

Unauthorized use of any district vehicle is prohibited. District vehicles may not be used for personal business or on private property.

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## **UNIFORM**

Des Moines Public School Bus Drivers and Bus Associates are required to wear their uniform shirts while working. Mechanics and Mechanics Assistance are required to wear their uniforms provided to them by the district. This includes normal workdays, in service days, field trips, etc. Rare special exception days will be specifically authorized and communicated in advance.

## **VESTED PRESCHOOL and HEADSTART STUDENTS**

All preschool students are to be in a vest and hooked up at all four points while on the school bus. Vested Pre-School, Early Childhood Special Ed and Head Start students must be met by an adult – both at home and at their school attendance center.

## **WEBASTO HEATERS**

Some buses are equipped with Webasto Heaters. Webasto Heaters are equipped with timers that will automatically come on to begin heating the coolant system and the engines of the bus. There is a turn style timer inside of the bus with a label stating there is a heating unit installed. **Under no circumstances should any adjustments or turning of the dial be made by anyone other than the mechanic staff.** All busses with the labeling identifying that the bus has a Webasto Heater will NOT be plugged in with an extension cord during periods of cold weather. Drivers should pay attention to any lag or hesitation when starting the bus, this may be an indication of the heater not working properly and must be reported to the mechanics promptly.

## **WEATHER - SEVERE**

In case of severe weather conditions, all drivers must report via two-way radio to the dispatcher when the last child is safely off the bus.

## **WHEELCHAIR BUS OPERATION**

Drivers must ensure that the wheelchair lift is working properly during the bus pre inspections before leaving the lot. The driver and associate should also be familiar with operating the lift manually if the stops working while on route. Please see the Safety and Training Specialist if additional training is necessary. The procedure for boarding and disembarking wheelchair students is as follows; the bus associate will assist with these procedures from the inside of the bus:

- For stops other than school loading zones activate 8-way flashers and stop arm.
- Ensure the vehicle is in NEUTRAL and that emergency/parking brake is engaged.
- Ensure the wheelchair lift operation switch is activated.
- Driver exit bus via bus service door.
- Driver opens & secure lift door.
- Unfold platform, using fold/unfold switch.
- Lower platform completely, using platform DOWN switch.
- Lower lift completely to the ground.
- BACK the wheelchair onto lift (person will be facing AWAY from bus).
- Set BOTH wheelchair wheel locks/brakes turn power off on electric wheelchairs.

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- Raise lift (UP lever) until platform is level with bus floor and interior ramp.
- Associate will unlock wheelchair wheel locks and pull wheelchair into the bus.
- Associate will secure forward-facing chair by using straps, hooks, laps and shoulder belts.
- Driver will raise PLATFORM until it is in the bus and upright, close & secure lift door.
- Driver enters bus via service door. **DO NOT RIDE ON THE LIFT.**
- Driver will assist associate secure wheelchair and ensure straps, hooks, lap and shoulder belts are secure.
- Fasten seat belt and deactivate 8-way flashers and stop arm before continuing the route.
- Reverse process to disembark student.

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## **DES MOINES PUBLIC SCHOOLS MANAGEMENT SUPPORT SERVICES**

### **EMPLOYEE CONDUCT**

The Des Moines Public School District has expectations for the behavior of the staff, as does any organization. Some of these expectations are written in the Board Policy Manual (most staff-related policies are in the 400 series) available in the principal's office and on the District website [www.dmschools.org](http://www.dmschools.org). Others may be found in the *Comprehensive Agreement*. All staff members are expected to be familiar with the pertinent policies and guidelines in these documents.

Employees need to be aware of all Board policies applicable to employee conduct. You are acknowledging that you understand your responsibility to comply with the following employee conduct stipulations. Violations of conduct expectations can result in disciplinary action, up to and including termination.

Following are examples of offenses and disciplinary solutions that can be administered and should not be considered a complete listing.

#### **Offenses That Can Result in Disciplinary Action Included but Not Limited To The Following:**

- Uncivil conduct
- Tardiness
- Unauthorized or excessive absence from the employee's job assignment
- Personal use of e-mail or Internet
- Failure to maintain satisfactory and harmonious working relationships with the public or other employees
- Smoking or using tobacco or e-cigarettes on District property
- Foul and abusive language
- Inefficiency, incompetence, or negligence in the performance of duties
- Gambling in District facilities or on District properties
- Careless, negligent, or improper use of property
- Unauthorized or improper use of any type of leave
- Unauthorized use of District equipment
- Failure to report to work without notification for a period of one or two days
- Sleeping on the job
- Insubordination
- Failure to fully cooperate or provide truthful information in a District investigation

#### **Offenses That May Result in Immediate Discharge:**

- Fighting
- Refusal to work
- Theft
- Willful destruction of property
- Gross insubordination

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- Gross misconduct unbecoming an employee
- Conviction of a felony charged by court of proper jurisdiction, provided the felony is relevant to the position
- Intentionally releasing confidential information without proper authority
- Falsifying reported timecards or inappropriately altering payroll information
- Interference in a District investigation or the intentional frustrating of District purposes and goals
- Indecent conduct or inappropriate conduct of a sexual nature
- Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit
- Falsification, fraud, or omission of information in applying for a position or in completing job responsibilities
- Failure to report to work without notifying supervisor of an appropriate reason, for a period of three consecutive days
- Failure or inability to complete a required training program that is a part of a job assignment
- Possession of a controlled substance
- Possession of weapons on District property
- Failure to obtain or maintain a current license or certificate required by law or organizational standards as a condition of employment
- Violation of, or failure to comply with, an executive order or published rules and regulations of the District, i.e. sexual harassment, hostile work environment harassment, Chapter 102 (student abuse), Chapter 103, discrimination, etc.
- Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization

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## Des Moines Public Schools Transportation Department

### Employee Attendance Policy

#### Termination of Employees Due to Absence

##### Excessive Absenteeism

An employee may be subject to termination if he or she is absent from work when he or she has exhausted all available paid or unpaid leave and no other approved leave is available or if it impacts the employee's performance or the department. The immediate department supervisor or administrator may request a doctor's note for any absence at any time; however, it would not automatically qualify the absence as excused or approved.

*Special consideration may be given to first year employees.*

##### Extended Medical/Disability

When an employee has been absent and had not performed active service for DMPS for 120 calendar days, and all available paid and unpaid leaves have been exhausted, the employee may be subject to termination.

##### Filling Positions Left Vacant Due to an Employees Prolonged Absence:

The District has the right to fill any vacancy that occurs as a result of an employee's leave pursuant to the Family Medical Leave Act (FMLA) after the time period mandated by the FMLA has expired. If an eligible employee who has exhausted his or her FMLA leave and all other sources of paid or unpaid leave is unable to return to work after 120 calendar days of inactive service to the District, the employee may be subject to termination. If an employee who has exhausted his or her FMLA leave is released to return to work prior to 120 calendar days of inactive service, and his or her position has been filled, he or she will be offered the next available position for which he or she is qualified.

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## DES MOINES PUBLIC SCHOOLS

### Transfer Guidelines for AFSCME Covered Groups Effective July 1, 2020

**Definition:** Transfer means movement of an employee to another job assignment or location within the district. An opening may occur when a new position is authorized, or a position becomes vacant due to the actions of an employee or the Employer, i.e. a resignation or transfer to another position. All positions will be posted when a vacancy occurs. Nothing herein shall be construed as restricting the Employer from exercising its right to fill any vacancy with a regular employee or a temporary employee on a temporary basis or to prohibit the Employer from directing the work of its public employees.

**Posting of Vacancies:** When an opening occurs throughout the year (including break periods), the human resources department will post vacant positions on AppliTrack for ten (10) calendar days. Each posting will include the qualifications/criteria required and/or desired and the type of selection process, i.e. bid or application for consideration to be interviewed as determined by the employer. Lead type positions will be posted as an interview process. All other positions will be posted for bidding unless outlined below. The district may post positions externally, however, first consideration will be given to internal candidates within the classification, department and then district.

**Request for Consideration:** An employee may apply or bid on a position through AppliTrack within ten (10) calendar days of the date of posting. A human resources representative will contact employees through AppliTrack to communicate next steps if selected for an interview or award of bid.

**Selection of Candidates:** The Employer will consider the needs of the district and each applicant's qualifications and/or if they meet the criteria for a bid position to determine if an employee will be scheduled for an interview or if a bid will be awarded. All employees not selected for a position or awarded a bid will receive communication through AppliTrack when the position is no longer available.

**Bid Criteria – Lateral/Promotion for Non-Lead Positions (includes lead drivers):** Lateral transfers within the same job classification or a promotion will be awarded upon consideration of the following criteria applied for the period of 12 months prior to the posted closing date of the position:

- Meet all posted qualifications of the position.
- Attendance - sick leave standard is as follows:
  - Employees must have five (5) days or fewer of family/personal. Sick leave will be calculated based on the 12 previous months from the posting date.
  - Only one (1) hospital stay OR one (1) single longest consecutive leave of three days or more will be removed.
  - Employees must not have any "no call/no show" incidents during the past 12 months from the posting date.
  - Employees must not have any unauthorized time during the past 12 months from the posting date.

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- Employees must be in active paid status since the beginning of the posting (exceptions will be considered by the Director of Human Resources – Classified Staff).
- Evaluation: composite score of “meets” or better
- Discipline: no formal discipline
- Seniority: if two or more employees have relatively equal qualifications, the employee with the greater seniority within the department will be given consideration.

**Guidelines for the Food Service/Metro Kids Job Share:**

- A total of ten (10) positions are available for the academic 2020-2021 school year.
- A minimum of one year of employment and an annual formal evaluation must be completed.
- Employee leaves will load at the highest FTE i.e. Food Service.
- Employees must be through the probationary period **AND** meet the Bid Criteria-Lateral/Promotion for Non-Lead Positions.
  - Meet all posted qualifications of the position
  - Attendance: the sick leave standard is as follows:
    - Employees must have five (5) or fewer days of family/personal.
    - Sick leave will be calculated based on the 12 previous months from the posting date.
    - Only one (1) hospital stay OR one (1) single longest consecutive leave of three days or more will be removed.
  - Employees must not have any “no call/no show” incidents during the past 12 months from the posting date. Employees must not have any unauthorized time the past 12 months from the posting date.
  - Employees must be in active paid status since the beginning of the posting (exceptions will be considered by the Director of Human Resources – Classified staff).
  - Evaluation: composite score of “meets” or better (one formal evaluation completed)
  - Discipline: no formal discipline
  - Interview will determine who is hired for these positions.

The Employer maintains the right to hire and assign employees to any vacancy and may hire and assign from outside the present employees (internally or externally).

An employee selected to transfer must remain in that position for 12 months except, promotions to higher paid positions or classifications.

Employees assigned to new job classifications shall serve a trial period of sixty (60) actual workdays during which time, if satisfactory service is not shown, the employee may be transferred to a job classification in which they have previously provided satisfactory service.

**Temporary Assignment/Transfer:** An employee can be assigned/transferred temporarily to a job anywhere within the District. Employees assigned to another position for more than ten (10) consecutive workdays will receive the rate of pay for the position, or their regular rate, whichever is greater. This is not

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limited to vacant positions and covering for an employee who is on medical or vacation leave. The length of time an employee is placed in a position will be at the sole discretion of the district. Temporary positions (bid or interview) will be posted before they are filled with a regular employee.

If an employee holds the same position during the academic year that is posted for summer work only, they will not need to interview for the position if required. They will need to meet all other criteria to be selected and will be given first consideration if all other criteria are met.

**Employer-Initiated Transfer:** In the case of Employer-initiated transfer, the employee's supervisor will inform the employee in writing of the reasons for transfer and date of the transfer. Employer-initiated transfer requests will be reviewed and approved by the Director of Human Resources for Classified Staff.

**Transfer Within the District:** Employees in the district may apply for open positions in another department. This type of transfer will only be available if a position is being filled by an external candidate due to a vacancy, meaning there is an open FTE. This type of transfer will not be considered for bid purposes. First example, a full-time bus driver will need to apply for a full-time operations pool class 3 position instead of a bidding. Second example, a food service general worker will need to apply for a part-time bus associate position instead of bidding. Third example, a food service driver will need to apply for a Central Stores driver position instead of bidding.

**Lead Positions for interviews and not bid process:**

- **Central Stores: Class III (Warehouse and Receiving)**
- **Custodial: (Operations Engineer Chief: Class 1-9; Operations Engineer, 1<sup>st</sup> Assistant: Class 6-9)**
- **Food Service: (Central Nutrition- Lead Worker; Central Nutrition – Nutrition Assistant; Head Cook – Class 1-4; Head Baker – Class 1-4; Coordinator (Bake-Off Kitchen); Satellite Coordinator, Clerk, Floating Clerk, Warehouse Worker – Class 1-3)**
- **Security: (Lead Security)**
- **Transportation Drivers: Lead Drivers**
- **Transportation Dispatchers**
- **Transportation Mechanics: (Service Mechanics; Mechanic Assistant)**

**Please note:**

- The 10-day option to bid back to a previous position will no longer be available.
- Positions will be posted for 10 calendar days and not 10 workdays.
- If requested by a top bidder or candidate, an employee may visit with a department designee to review a job description, answer questions or review specific building runs and/or assignments. The bidder or candidate will have 24 hours (one workday) after an award is given or an offer is made to set up a meeting or have a discussion. A final decision to accept must be made within 48 hours (two workdays) of the meeting and/or discussion.
- Food service seniority will be based on hire/class date and not full-time equivalent status (FTE).

\*This document and its contents are subject to change based on the needs of the district and the discretion of management.

Reviewed and revised: July 1, 2020 (SAM)

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# DMPS BUS ACCIDENT PROCEDURE

WHEN ANY BUS IS INVOLVED IN AN ACCIDENT, DISPATCH WILL FOLLOW THESE STEPS:

1. Log the bus #, accident location and time.
2. Clear the radio and advise all other busses to stay clear of the accident.
3. Note in log if and how many children are on board.
4. Ask driver to check and report if anyone is injured.
5. Ask driver if an ambulance is necessary.
6. Call 911 for Police/Ambulance (if ANY doubt, or if accident is ANYTHING more than a very minor scrape, call for police and ambulance)
7. Notify mechanics by phone and advise them of location and number of students.
8. Ask driver what schools the students attend. Do NOT give names of students over radio. Driver will call dispatch with those names.
9. If police are summoned, do not allow the release of students to replacement bus, parent, or school administrator until the police and rescue crew allow their release. Injured students can ONLY be released to a parent/legal guardian.
10. Ask driver to get witness names, addresses and phone numbers.
11. If the accident is minor, the mechanics may advise driver to complete an information exchange.
12. Notify a specialist.

THE FOLLOWING SHOULD BE PERFORMED BY A SPECIALIST:

1. Call PRINCIPAL OR ANOTHER ADMINISTRATOR from schools with children involved. It is the school's responsibility to call parents. Offer to get back to the schools with names of children as soon as you get them. If accident is more than minor, recommend the administrator and nurse go to the accident scene.
2. Log the name of the contact you spoke to at the school and the time you spoke to them and log this onto the dispatch log.
3. Obtain a list of children on the bus from mechanic on the scene (over cell phone) or driver as soon as possible.
4. Notify principal and/or school nurse the names of students.
5. Notify the Health Services Supervisor at 515-242-7618 with the details and students involved.
6. Once driver returns to garage the driver must fill out an accident report and student injury report.
7. Send e-mail to the Transportation Director with all known details of the accident.
8. If there are injuries to any person involved in the accident **immediately** call the Transportation Director.

IN THE EVENT OF ANY DISTRICT VEHICLE ACCIDENT, THE FLEET MAINTENACE SPECIALIST AND/OR MECHANICS WILL:

1. Report to the scene of any accident with district camera.
2. Verify injury status of all involved, call for police and paramedics if accident is anything more than a minor scrape.

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3. The accident scene is controlled by the Police and/or DMPS Public Safety Officer – do not allow release of vehicles or involved persons until release confirmed by officer in charge of the scene. Note name of the officer in charge.
4. Never offer personal opinions regarding accident cause.
5. Never allow the release any students until they are released by police or paramedics.
6. Call Specialist with student names and schools they attend.
7. Coordinate information exchange with other involved parties; assist police if necessary, for district info, VIN, etc. Leave DMPS business card (Director's or Mechanic Specialist's) with other parties.
8. Inform other party that 'Jester Insurance' or 'EMC Insurance' will contact them to settle any damage claims.
9. Take pictures of scene and damage, especially wide shots of the entire scene, including other vehicle's license plate number.
10. Help DMPS driver start an internal Accident Report and Student Injury Report, remind them to give to the Director ASAP.
11. Give camera and accident details to Director ASAP.

**POST ACCIDENT RESPONSE BY TRANSPORTATION DIRECTOR OR DESIGNEE:**

1. Notify Transportation Director immediately of any non-minor accident.
2. Develop a summary email for the Transportation Director, Employee Services Director, Communications Director, COO, Health Services Supervisor and appropriate Building Principal. Never include assumptions or opinions. Send to the Transportation Director.
3. If accident DOT reportable (if any tickets are issued, and/or any vehicles are towed from the scene, and/or damages are estimated at \$1000 or more, and/or any injuries treated away from the scene), ensure DMPS driver submits a Post-Accident drug test at the Occupational Medicine Clinic ASAP.
4. Download pics from camera, save in accident file.
5. Ensure driver completes Accident Report. Fax completed report to Jester Insurance ASAP. File all accident paperwork in Safety cabinet

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## RULES GOVERNING PUPILS RIDING SCHOOL BUSES

Des Moines Public Schools and DART provide safe transportation for all students eligible for service within the district or as assigned. Students are required to maintain safe behavior while participating in transportation services. Student conduct must allow the school bus driver to give his/her full attention to driving the bus. Students are required to know and follow bus rules and expectations. Failure to follow these rules and expectations may lead to temporary or permanent loss of bus privileges.

### Bus Expectations:

- Obey and respect the driver and associate.
- Be on time for the bus, arrive five minutes before scheduled pick up time.
- Wait for the bus at a safe distance from the curb.
- Stay seated until the bus has come to a complete stop at your drop off location.
- Sit in assigned seat (and remain seated).
- Wear seat belts appropriately when available.
- Always keep the aisle clear.
- No carry-on items may be stored in the aisle.
- Keep your hands, arms, and head inside the bus.
- Noise level must be kept at a reasonable level – No yelling or screaming.
- Conversations with others on the bus should be at normal tones using inside voices. SILENCE must be observed while crossing railroad tracks.
- Use appropriate and respectful language.
- Stay seated while on the bus -changing seats while bus is in motion, wrestling, and other horseplay is not allowed.
- Damage to the bus and seat covers is not allowed.
- Matches, lighters, smoking, and any other controlled substances are not allowed on the bus.
- Maintain a tidy bus-no littering.
- No food or drink may be consumed on the bus. Items must remain in backpack.
- Enter and leave the bus in an orderly manner-no pushing or shoving.
- Skateboards, scooters, in-line skates, or other items that could cause injury or harm in the event of an accident are not allowed on the bus.
- Headphones are required to listen to music on the bus.
- A valid student ID card is required for DART and may be requested for DMPS yellow bus. A photo of the ID card or a card with a scratched-out photo is not allowed on DART.
- Students must ride the bus assigned to them by DMPS unless they have prior authorization.

If there are questions or concerns regarding bus safety, please call the Transportation Department at 515-242-7887, or your building's administration.

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## Employment Information for All Employees

### ABBREVIATED VERSION – TRANSPORTATION REFERENCE GUIDE

Complete document available on District website

#### Included Topics:

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## PREFACE

This handbook is prepared for informational purposes. It does not constitute a contract of employment between the Des Moines Public School District (Hereinafter the District) and its employees, and it should not be construed as such. The *Employment Information Handbook* is a resource that helps inform employees of expectations and available services. By thoroughly reading this resource and any applicable contract and/or *Comprehensive Agreement*, employees will be informed of benefits and opportunities as well as of potential consequences of failure to meet the expectations of the District.

The policies contained in the *Employment Information Handbook* may be changed or amended at any time with or without notice for many employees. For other employees, agreements for specified time periods may be entered into only with the recommendation and approval of the Superintendent, the Chief Human Resources Officer or the Chief Financial Officer. It is the employee's responsibility to refer to the DMPS website for updated policies.

Employees are required to review this handbook annually and to certify that they understand their responsibility to comply with District policies, practices, and work rules. Violations of this responsibility may constitute cause for disciplinary action.

Federal and State law and District policy prohibit discrimination on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. These protections apply to applicants for employment as well as employees. The District has a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Jake Cummings, Equity and Inclusion Program Manager and Title IX Coordinator, 2100 Fleur Drive, 515-242-7709, [Jacob.Cummings@dmschools.org](mailto:Jacob.Cummings@dmschools.org).

## ADMINISTRATIVE OFFICES

The following is the main office address for administrative and support staff of the Des Moines Independent Community School District.

Des Moines Public Schools  
2100 Fleur Dr.  
Des Moines, Iowa 50321-1158  
515-242-7709

Office hours are 7:30a.m. until 4:30p.m. Offices are closed on Saturday and Sunday except by appointment. You may also reach any employee by e-mail: [first.last@dmschools.org](mailto:first.last@dmschools.org)

When teachers need specialized assistance in working with curriculum and other related instructional areas, Central Office personnel are available to assist. Please contact them through DMPS email, whenever you believe they can be of assistance.

All forms referenced in the Employment Handbook can be accessed through @DMPS Resource Center or on [www.dmschools.org](http://www.dmschools.org).

## EQUAL OPPORTUNITY

The Des Moines Public School District prohibits discrimination in educational and employment programs and activities based on age, race, creed, color, gender, marital status, national origin, religion, sexual orientation, gender identity, or disability. In addition, the District prohibits acts of intolerance or any form of harassment toward employees including applicants for employment, students and others who participate in the District's educational program or activities. For information regarding Title IX or for complaints of discrimination, contact

### TRANSPORTATION MISSION STATEMENT:

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Jake Cummings, Equity and Inclusion Program Manager and Title IX Coordinator, 2100 Fleur Drive, 515-242-7709, [Jacob.Cummings@dmschools.org](mailto:Jacob.Cummings@dmschools.org).

## **SEXUAL HARASSMENT**

**Series 400**

**Code 407**

**Title: Sexual Harassment**

The district is committed to maintaining a learning and working environment free of any form of sexual harassment toward personnel and students on school grounds, on school time, at a school-sponsored activity or in a school-related context. Complaints of sexual harassment filed against students may be filed with the District Compliance Officer/Title IX Coordinator at 2100 Fleur Avenue, Des Moines, Iowa 50321, (515) 242-7837. Complaints of sexual harassment filed against employees or adults may be filed with Equity & Inclusion Program Manager, Jacob Cummings at 2100 Fleur Drive, Des Moines, IA 50321-1158, 515-242-7709, [Jacob.Cummings@dmschools.org](mailto:Jacob.Cummings@dmschools.org).

Any student, parent or volunteer of the Des Moines Independent Community School District shall have the right to file a formal complaint alleging discrimination based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability. The district shall not discriminate against a student for filing a complaint. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses and the parties of interest. "Parent" is meant to include guardian. Complaints of discrimination may be filed with [Jake Cummings](mailto:Jake.Cummings@dmschools.org), Equity and Inclusion Program Manager, 2100 Fleur Drive, 515-242-7709, [Jacob.Cummings@dmschools.org](mailto:Jacob.Cummings@dmschools.org).

## **NEPOTISM**

**Series 400**

**Code 402.3 Title: Nepotism**

Administrators, specialists, and others in a position to influence hiring decisions are prohibited from hiring directly or indirectly, or through a subordinate, member(s) of their immediate family (spouse, children, siblings, parents, stepchildren, or in-laws). Family members can and do work within the District. However, direct or indirect supervision will be avoided if at all possible. This policy applies to full-time, part-time, temporary, casual, and intermittent positions as well as private contractors not subject to bidding procedures. Failure by an employee to disclose a familial relationship of a candidate during the hiring process is grounds for disciplinary action up to and including termination of employment. When a potential circumstance arises it must be submitted to a Director of Human Resources or designee and receive final approval in writing by the Superintendent. Policy 402.3 Nepotism.

## **DISTRICT EMPLOYEES AS AGENTS**

It is a conflict of interest for employees of the District to also sell goods or services to the District. No officer, employee, or agent of the District shall participate in the selection, award, or administration of a contract supported by federal funds, if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

- The employee, officer or agent,
- Any member of his or her immediate family,
- His or her partner, or
- An organization which employs, or is about to employ any of the above,
- Has a financial or other interest in the firm selected for award of any contract.

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To the extent permitted by federal, state or local law or regulations, violations of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the District's officers, employees or agents. See 2 C.F.R. § 200.318 (c) (1) Iowa Code § 301.28. For further information on the procurement practices to be followed by all District personnel please reference the Purchasing Manual.

## **HIRING STAFF**

Part-time, casual, or temporary hiring practices are the same as those for full-time or regular positions. All hiring must be authorized through Human Resources. This includes filling an existing vacant position or a new position approved by the Superintendent or his/her designee. New positions will be advertised, interviews held, and the best qualified candidate selected. The same practice will be followed when selecting individuals for grants. Human Resources sets the salaries for all positions, including those paid for by grants.

The Chief Human Resources Officer may authorize temporary emergency hiring, either through a temporary agency or direct hiring.

The offer of a job or a promise of a job without authorization from a Human Resources administrator is prohibited.

## **VIOLATIONS OF EMPLOYMENT HANDBOOK, POLICY AND PROCEDURES COMPLAINT PROCESS**

### **Definition**

A complaint is a claim by an employee that one of the specific provisions of this Employment Handbook or any District policy has been violated.

The District maintains a separate procedure for complaints of discrimination and harassment, including sexual harassment under Title IX. Employees with complaints relating to discrimination or harassment should refer to that complaint procedure.

District website / School District Departments / Office of the Superintendent / Equity at DMPS / Complaint Procedure

### **Violations of Employee Handbook Procedure Step 1:**

A complaint should be presented orally to the immediate supervisor within ten working days of the alleged violation for the purpose of resolving the matter informally.

If the complaint is about the immediate supervisor, the complaint should be taken to their supervisor. The supervisor shall render a written decision within ten working days after receiving the complaint.

Step 2: If the employee is not satisfied with the decision at step 1, an appeal may be forwarded within ten working days to the Chief Human Resources Officer. The Chief Human Resources Officer or designee may conduct a conference with the complainant and issue a written decision regarding the complaint within ten working days following the conference.

Personnel Investigations All District employees are expected to cooperate fully and truthfully in any review or investigation of alleged misconduct. District policies and procedures protect employees from retaliation for participating in such a review or investigation. Page 16 of 61 In the event that a District employee is asked to participate in an on-going investigation of alleged wrongdoing by another employee or a student, the employee

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must cooperate with the District investigator(s). Failure to cooperate fully in a District investigation or any failure to provide complete and accurate information in response to an inquiry from a District investigator may result in a disciplinary action up to and including termination of employment.

If you are an employee who is covered under a Comprehensive Agreement and you have a complaint that a provision of the Comprehensive Agreement has been violated, please refer to the "Grievance Procedures" section of the Comprehensive Agreement.

## **EMPLOYEE ASSISTANCE (EAP)**

The District Employee Assistance Program (EAP) is offered through Magellan HealthCare. Our EAP provides a confidential resource for you to consult with about a variety of topics such as emotional wellness, stress management, career goals, wellness balance and personal and family goals. The professional EAP counselors can discuss with you the nature of your concerns and provide guidance and direction in alleviating those concerns. A variety of appointment times and convenient locations are available to best meet your needs and the first three sessions are free, per person, per year.

The EAP is a valuable resource that you and your eligible family/household members can contact for a variety of services designed to help you be your best at home and work. All inquiries made through the EAP are confidential, free and are part of your benefits package. If any additional costs are incurred for services beyond the free sessions offered by the EAP, those costs may be eligible for payment under the behavioral health provisions of your medical benefits plan.

In addition to confidential counseling services the Magellan EAP provides work/life referrals for a variety of issues including childcare providers, elder care options, adoption resources, tutors, senior housing, pet care, college planning, home repair services and travel planning.

The Magellan EAP plan also can provide help with Legal/Financial concerns through: two free 30 minute phone consultations with a professional financial expert per year, one free 60 minute phone consultation with a legal professional per year, referrals to legal financial professionals for in-person services, plus discounted rates for ongoing assistance and online access to education resources, tools and downloadable documents.

The Magellan EAP is offered 24/7 and is completely confidential. You can access them via phone or website.

Phone: 1-800-356-7089

Website: <https://www.magellanascend.com>

- Click on 'Find My Company/Log In'
- Enter the name of our organization, Des Moines Public Schools
- Agree to the Terms of Use and select 'Go'

## **APPROPRIATE ATTIRE**

Any employee who deals with the public should ensure that he or she is appropriately dressed for the occasion. We trust we can rely on the professional judgment of our staff in choosing attire that is appropriate for their particular job responsibilities. Staff is expected to wear attire that is considered acceptable in a business environment. Your attire should help project a

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professional atmosphere with students, staff, parents and other guests at our offices and schools. Individual buildings or departments may maintain a more detailed dress code than the general guidelines contained in the Employment Handbook.

Employees shall not wear apparel that is inappropriately revealing. Shorts should be “dress-casual” and cut-offs are not allowed. Screen-printed t-shirts and tops with inappropriate pictures and phrases are also not allowed. Denim dresses, skirts and slacks are appropriate if worn in a casual setting. Barefoot sandals are appropriate for summer; however, flip-flops are not allowed in the interest of safety.

Shirts and tops that endorse or oppose any political or religious affiliation or otherwise express personal opinions or beliefs of an employee that may be reasonably considered controversial or inflammatory by other employees or constituents of the District are strongly discouraged.

Supervisors may require that apparel they deem inappropriate not be worn again by an employee on duty in the workplace.

Supervisors may require specific uniforms based on the department to be worn during working hours while on duty.

As professionals in our schools, we realize and value the public’s perception of our roles as mentors and models for students. Therefore, the following dress code will apply to all employees throughout the school District. The dress code shall be in effect all the days students are in attendance, registration, parent-teacher conferences, or any other day deemed necessary by administration.

#### **Acceptable attire**

- Clothes that maintain a professional and appropriate appearance
- Clothes that are neat, clean, and in good repair

#### **Guidelines**

- No shorts or slits in skirts/dresses that are shorter than 4 inches above the knee
- Appropriate necklines or collars
- No spaghetti straps or shirt with straps less than two inches wide, unless covered by a jacket or top that is worn at all times
- No graphic T-shirts
- No hats
- No showing of skin between shirts and pants/skirts
- All staff will wear their District-issued ID badges in a visible location
- No flip flops (a sandal, typically of plastic, leather or rubber, with a strap between the big and second toe).
- School principal/supervisor discretion on questionable clothing
- The District permits employees to wear jewelry or to display tattoos at the workplace within the guidelines listed below. Management will take into consideration whether jewelry or tattoos pose a conflict with the employee’s job or work environment. This includes but is not limited to the following:
  1. Anything that compromises the personal safety of self or others, damage to company property
  2. Interferes with productivity or performance expectations
  3. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
  4. Corporate or societal norms
    - If administration determines an employee’s jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

School District staff members who do not, in the judgment of the principal/supervisor, reasonably conform to this dress code shall receive a notice from their principal/ supervisor. Repeated violations or refusal to comply with the directions of the principal/ supervisor by an employee could result in disciplinary action up to and including termination of employment.

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## **USE OF PERSONAL EQUIPMENT ON DISTRICT PROPERTY**

Occasionally employees bring personal items to work in an effort to help them with the performance of their job. We do not encourage relying on personal equipment to perform District work functions. The District asks that all personal equipment be removed from District facilities and requests for needed equipment should be forwarded to the attention of the immediate supervisor if replacement equipment is needed. If personal equipment has mistakenly been identified with a DMPS tag, it should not be removed from the District until the issue is resolved.

The District shall not be responsible for lost, stolen or damaged personal property. Any such claims will be the responsibility of the employee and his/her respective insurance company.

## **EMAIL**

It is the responsibility of all employees to regularly check and respond to their email within the scheduled work week. This is the district expectation barring any emergency, vacation or unforeseen circumstances.

## **CHANGE OF ADDRESS AND TELEPHONE NUMBER**

It is the responsibility of the employee to keep a current and up-to-date address and telephone number with the District. Changes are not accepted over the telephone. Employees should access Employee On-Line located on the District's website to make changes.

## **DIRECT DEPOSIT**

Direct deposit is required for all employees. Change of bank information for direct deposit is necessary and should be updated via Employee Online. Allow up to 30 days for direct deposit after providing new bank information. Employee should leave their previous bank account open until direct deposit has been processed in the new account. Please email Payroll@dmschools.org with any questions.

For those employees grandfathered in receiving a paper check in the mail, the District is not responsible for lost or undelivered mail. If a check is lost, a new check will not be issued until 6 working days following pay day.

## **REQUEST FOR COPIES**

You may be charged a fee for copies of records, check stubs, W-2s or other requested documents. Receipts will be provided for all payments.

## **WORKDAY**

Determination of the work schedule and assignment of work will be made by the District and may be changed from time to time to meet the changing needs of the school or department. The following is an abbreviated explanation of policies and guidelines that have been proven in the past to be the most important for staff members to know. The list is not meant to be all-inclusive.

### **Work from Home**

Working from home in lieu of time spent on duty at the workplace, in the event of inclement weather or otherwise, is not permitted except with the express consent of the employee's immediate supervisor and a Director of Human Resources.

### **Length of Day**

**Certified Staff:** Certified staff are expected to be on duty during the time the office in the facility where he/she is assigned is normally open. The total required workday for certified employees is 7 hours and 45 minutes, including

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a 30-minute duty-free lunch. Most certified employees choose to spend more than 7 hours and 45 minutes working each day preparing for students, doing paperwork, having parent meetings, etc. The extra time spent is at the certified employee's discretion (except in cases of required meetings and activities) and is not to be accumulated as compensatory time nor is it paid time except when it has been pre-approved by the Director of Human Resources - Certified or Classified Staff and is paid through such sources as grants when they are available.

**Non-Certified Staff:** The total workday and workweek for non-certified staff members is to be determined by each department. Please refer to the Comprehensive Agreement for specific hours for each group. Those employees who are not eligible for coverage under a bargaining unit will work 8 hours with an hour or half hour duty-free, unpaid lunch.

### **Arrival and Dismissal Time**

Arrival and dismissal times for each employee will be determined by the needs of the school or the department.

### **Lunch Period**

Unless the Comprehensive Agreement for a certain group has other stipulations, each employee will be provided a 30 minute uninterrupted lunch break. Lunch time is to be duty-free with no supervisory requirements except in an unusual situation such as one involving student safety.

### **Leaving the Building**

Employees may leave the building during the workday with the permission of the principal or immediate supervisor. When leaving your work area for more than a few minutes, notify the office manager or immediate supervisor:

- That you are leaving
- Where you are going
- How long you plan to be gone

This serves as protection for you and the District.

### **Rest Periods**

Non-exempt staff members are allowed one 15-minute break in the morning and one 15-minute break in the afternoon of a full workday. Breaks not taken within the day will not be accumulated or added to comp time. The 15-minute breaks cannot be added together to make a 30-minute break and they cannot be Page 29 of 61 combined with the 30-minute lunch period to make a longer lunch period. Breaks may not be used at the end of the day to leave early or at the beginning of the day to arrive late.

## **VISITORS / GUESTS DURING THE WORKDAY**

Employees' guests and children are not normally allowed at work during your regularly scheduled hours or while you are working paid overtime. Employees should not bring their children to work when daycare or other supervision is not available.

Special occasions may arise, however, when it is important for a member of your family or a friend to see you during office hours and this may be allowed at the immediate supervisor's discretion. Such occasions should occur rarely and should not distract others or interfere with your work duties and responsibilities.

## **GIFTS**

All District employees are considered public employees. Per Iowa Code § 68B.22, public employees may accept "nonmonetary items with a value of three dollars or less." In addition, Board policy 437 states "only those gifts and honoraria permitted by law may be received by a district official, employee, or members of their immediate

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family.” Except for incidental gifts of negligible monetary value, gifts from parents or students to staff members who have direct influence over the student are prohibited.

## **LEAVE AND ABSENCES**

Refer to the applicable Comprehensive Agreement for more detail.

Employees are required to:

- Monitor all leave balances and only select from available leave when requesting time off.
- Use all applicable paid leave prior to requesting unpaid leave.
- Review and submit timesheet for supervisor approval at the end of each pay period.
- Submit any leave adjustments for their timesheet need to a supervisor within 30 days after the end of the pay period that needs to be corrected.
- Ask a supervisor to submit leave adjustment requests after the 30-day period to the Director of Human Resources - Certified or Classified Staff for approval.

### **Cancellations**

As soon as you know a pre-planned absence has been cancelled, ask your supervisor to deny the leave request in NOVAtime if it has not been submitted to payroll Supervisor or designee will need to contact payroll for further action.

### **Denial of Request to be Absent**

Approval for a request to be absent is not automatic. Your immediate supervisor or administrator may deny or approve request to be absent. The supervisor may request or require documentation of absences before deciding or approving the request. Please refer to your Comprehensive Agreement for details.

### **Approval of Leave**

All leave must be approved by a supervisor or their designee and entered into NOVAtime. It is important that leave provisions be uniformly interpreted in accordance with negotiated Comprehensive Agreements.

### **Employees Needing a Substitute**

- Employees will need to access their district email to retrieve the welcome email from Frontline. Within this email, the log-in credentials for the automated phone system will be included. The user I.D. is the employee’s phone number and the PIN is a system generated number. In addition, there will be a separate email from Frontline. The email is an invitation to create an account for the website log-in access. The log-in information for the website will be created by the employee. If the employee needs the invitation resent, please call the Employee Substitute Center at 242-8100.
- All sick and personal days must be reported to the Automated Absence Reporting System in order to receive a job number. Absences should be reported by calling 1-800-942-3767 or going to this link <https://www.aesonline.com>. The principal or supervisor will report all other absences such as bereavement, special leave, deduct, etc. Every absence receives a job number.

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- Failure to get a valid job number for an illness or personal absence before the workday begins, may result in disciplinary action up to and including termination of employment or deduction of salary.
- Notify your school by 1:00pm on the day you are absent to indicate:  
“Yes”, I am returning or “No”, I am not returning.
- The principal, supervisor, or designee will extend your absence on the Automated Absence Reporting System and retain the substitute if necessary. If you return to work, but do not notify your principal or department supervisor and a substitute reports the next day, the substitute will be paid for half a day. This will be deducted from your salary.
  - Automated Absence Reporting System: 1-800-942-3767
  - Online Absence Reporting System: <https://www.aesoponline.com>
  - Employee Substitute Center Fax Number: 515-242-8265
  - Employee Substitute Center Number: 515-242-8100

### **Attendance Policy**

#### **Excessive Absenteeism**

An employee may be subject to termination if he or she is absent from work when he or she has exhausted all available paid or unpaid leave and no other approved leave is available or if it impacts the employee’s performance or the department. The immediate supervisor or administrator may request a doctor’s note for any absence at any time; however, it would not automatically qualify the absence as excused or approved. Special consideration may be given to first-year employees.

#### **Extended Medical/Disability**

When an employee has been absent and has not performed active service for the District for 120 calendar days and all available paid and unpaid leaves have been exhausted, the employee may be subject to termination.

#### **Filling Positions Left Vacant Due to an Employee’s Prolonged Absence**

The District has the right to fill any vacancy that occurs as a result of an employee’s leave pursuant to the Family and Medical Leave Act (FMLA) after the time period mandated by the FMLA has expired. If an eligible employee, who has exhausted his or her FMLA leave and all other sources of paid or unpaid leave, is unable to return to work after 120 calendar days of inactive service to the District, the employee may be subject to termination. If an employee who has exhausted his or her FMLA leave is released to return to work prior to 120 calendar days of inactive service and his or her position has been filled, he or she will be offered the next available position for which he or she is qualified.

### **Termination of Administrative Personnel Chapter**

279 Administrators who are certified or licensed by the Board of Educational Examiners may be terminated only through the process set forth in Chapter 279 of the Iowa Code.

- If reduction of the administrative staff becomes necessary, a reasonable attempt will be made to achieve that reduction on the basis of normal attrition. If this is not possible, those who are best qualified in the sole judgement of the Superintendent will be retained.
- The administrator may, upon the recommendation of the supervisor, have the option of applying for a vacancy in a non-administrative assignment and will be entitled to placement on the salary

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schedule commensurate with educational achievement and years of experience in the District or for the position they are seeking.

**Adoption**

Up to ten (10) days of sick days may be utilized when an employee requests leave due to placement of a child for adoption.

**Bereavement Leave**

In the case of the death of the wife, husband, child, or (step) child of a regular full time employee, or of the employee's (or spouse's) (step) father, (step) mother, (step) brother, (step) sister, (step) grandparent, (step) grandchild, or legal dependent, the employee will submit leave through the payroll management system (NOVAtime) to be reviewed by their immediate supervisor for as many days, not to exceed five, during the individual employee's service year as may be necessary for attendance at the funeral and for any other purposes directly arising out of said death, and no deduction of pay shall be made for the days of absence approved.

Up to 2 of the 5 allowed bereavement days (per the Comprehensive Agreement) may be used for hospice visitation.

An employee who is paid while on bereavement leave during his/her extended service year shall have the obligation to complete his/her extended work assignment at no additional pay.

**Educational Purposes**

Attendance at educational meetings or visiting other schools is permitted at full pay if the Director of Human Resources - Certified or Classified Staff approves such absence. If any regular full time employee wishes to be absent from duty for a brief period to attend a professional or para-professional meeting, or to visit schools, a written request for approval of such absence on the Professional Leave Form located on @DMPS Resource Center should be signed by the immediate supervisor and filed with Human Resources at least ten days prior to the first day of anticipated absence. Please refer to your Comprehensive Agreement for further details.

**Extended Leave of Absence Without Pay.**

Employees may request extended leaves of absence without pay for a period of time to be terminated at the conclusion of the semester during which the leave commenced or for one additional semester following the conclusion of the semester in which the leave commenced. An employee shall file an application with Human Resources. The application shall be reviewed by that office and will be submitted to the Board of Directors or designee for their consideration when required. Extended leaves of absence may be granted for health, professional study, or family responsibilities, which may include child nurturing. The employee's service will resume either at the beginning of the fall or spring semester in accordance with the leave of absence agreement.

While on extended leave, the employee's retirement funds, accumulated sick leave, and placement on the salary schedule shall be frozen. While no additional benefits will be provided by the Employer during the leave period, the employee may purchase such benefits. At the conclusion of the extended leave of absence, the salary of the employee shall be the salary stated on the salary schedule for the step and class for which that employee was appointed at the time of the commencement of the leave. A request

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for early termination of the leave agreement and reinstatement of position must be made in writing to the Director of Human Resources - Certified or Classified Staff at least thirty (30) days prior to the beginning of the new semester. The Employer shall reserve the right to delay reinstatement until the beginning of the school semester following the request.

Early reinstatement before the beginning of the new semester to those granted a leave of absence for a regular school year must indicate a desire to return within five (5) days of receipt of regular letter of intent sent to all employees.

### **Family Medical Leave Act (FMLA)**

#### **Eligibility**

- Employees employed at least 12 months (in total) with the District and
- Have worked at least 1,250 hours during the 12 months immediately preceding the commencement of the leave

#### **Circumstances that allow for FMLA?**

- Birth of a child
- Placement of a child with the employee for adoption or foster care
- To care for the spouse, parent (not in-laws) or child (under 18) of employee who has a serious health condition
- Employee's own serious health condition
- Qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on active duty (or called to active duty) in the Armed Forces in support of a contingency operation
- To care for a "covered service member" who is the employee's spouse, parent, child, or "next of kin"

#### **When should the employee apply?**

- When an absence is expected to last in excess of 3 days
- If the need for FMLA leave is foreseeable, the employee should apply 30 days prior
- If the need for FMLA leave is unforeseeable, within 2 business days of the employee becoming aware for the need for leave, where feasible

#### **What forms need to be completed?**

- A request for FMLA needs to be completed by the employee
  - o @DMPS Resource Center – Staff Links – FMLA Request form
- A medical certification must be completed by the treating health care provider when the absence is due to a serious health condition
- Certification of military leave requests

#### **How long can an employee use FMLA?**

- With proper certification, employees may be eligible for a maximum of 12 weeks of FMLA leave in a 12-month period
- Employees may also apply for leave on an intermittent or reduced work schedule basis
- Employees utilizing leave to care for a "covered service member" are eligible for a maximum of 26 weeks of FMLA in a 12-month period

#### **What is required for the employee to return to work?**

- A release from the treating health care provider (if absent for own health condition)

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- When an employee returns he/she will be restored to the same position or to an equivalent position with equivalent benefits, pay and conditions of employment (some exceptions may apply for “key employee” as defined by the provisions of FMLA)

#### **When is FMLA leave paid vs. unpaid?**

- Employees must use available sick leave for an absence for the employee’s own health condition
- Employees using FMLA for a family member may use family sick leave (maximum 5 days), personal leave, and vacation leave, where available. The remainder of the leave will be unpaid.

What happens when FMLA is exhausted?

- Employees exhausting FMLA will be subject to provisions of the attendance policy.

For questions regarding FMLA contact: Sherri Weatherly, Benefits Specialist, 2100 Fleur Drive, 515-242-7624, sherri.weatherly@dmschools.org.

For additional information, visit the “Family and Medical Leave Act” section of the United States Department of Labor’s website, at <https://www.dol.gov/general/topic/benefits-leave/fmla> or review the Employee Rights under the Family and Medical Leave Act compliance poster at <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>.

#### **Family Illness Leave**

Employees covered by a bargaining agreement, refer to your applicable Comprehensive Agreement.

In the event of illness in the immediate family, an employee shall be granted up to five days of absence without loss of salary to be deducted from sick leave. The immediate family shall be construed to mean father, mother, son, daughter, wife, husband, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law and step relatives of the same degree or legal dependent. A statement from a responsible person other than the employee may be required as proof of illness. It is the responsibility of the employee to monitor their family sick leave days. Usage of more than five days of family illness may result in loss of pay for that day.

#### **Funeral Leave**

In the case of the death of any other relative or person of unusually close personal relationship, a total of two (2) days per year will be allowed for attendance at the funeral or other similar memorial service without loss of pay. Only one-half day or full day can be used for each funeral or other similar memorial service. Bargaining units need to refer to their respective Comprehensive Agreement.

#### **Jury Duty Leave**

The District employee must submit their jury duty leave in NOVAtime. The District will continue to pay an employee for days missed on jury duty. However, an employee is required to reimburse the District for the amount the county pays a juror for service, minus mileage as well as submit proof of jury attendance provided by the court. See Appendix for complete Jury Duty Guidelines

#### **Military Reserve Duty**

A leave of absence will be granted for military reservists for required training purposes, but not for a period exceeding a total of thirty calendar days in any calendar year. You cannot be paid by both employers simultaneously. Reservist leaves in excess of 30 days will be unpaid leaves. Employees are

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expected to take such training during the times when school is not in session whenever possible. A copy of the original orders must be turned in to Human Resources as soon as possible prior to the leave.

### **Military Reserve Training**

A leave of absence will be granted for employees subject to Iowa Code 29A.28(1)(a) for required training purposes, but not for a period exceeding a total of thirty (30) days in any calendar year. Leaves for training purposes are granted without loss of pay, but employees are expected to take such training during the times when school is not in session whenever possible.

### **Military Service Leave**

Leaves of absence are granted for military purposes, not to exceed the enlistment or draft period. On completion of the military service, the salary of the employee is entitled to reinstatement at the same wages he/she would have received had he/she not taken such a leave, but subject to the following conditions: That the position was not abolished, that he/she is physically and mentally capable of performing the duties of the position, that he/she makes written application for reinstatement to Human Resources within ninety (90) days after termination of military service, that he/she submits an honorable or general discharge from the military service, and that he/she has the appropriate license(s) and certifications(s).

### **Re-employment Rights for Military Personnel**

The right of military personnel to be reinstated in their jobs when they return from active duty is governed by the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

### **Personal Leave**

Personal Leave (Other than AFSCME) At the beginning of each work year, each employee shall be credited with two (2) days (or four (4) halfdays) to be used for the employee's personal business.

- 1) An employee planning to use a personal day shall notify his/her supervisor at least five (5) working days in advance, except in cases of unforeseen emergency. Requests for personal leave must be made through the method determined by the employer (AESOP if substitute is needed or NOVAtime if no substitute required).
- 2) The employer will accept requests for personal leave no earlier than July 1 for the following year.
- 3) No personal leave will be granted during parent-teacher conferences.
- 4) Such absence may not be taken during the first 5 days of student contact at the beginning of the school year and the last 5 days of student contact week at the end of the school year.
- 5) Such absences may not be taken immediately before or after holidays or before and after vacation periods.
- 6) Three professional development days will be deemed restricted collaboratively by the building administrator with the building leadership team. No personal leave will be granted on the three professional development days deemed restricted. Building administration, in collaboration with the building leadership team, will communicate the three professional development days that are prohibited for personal leave to staff no later than first contract day of the school year.

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7) Prior approval for the use of personal days will be waived by the Director of Human Resources for Certified Staff or Director of Human Resources for Classified Staff in the case of an emergency. An emergency is defined as "an unexpected occurrence or set of circumstances which require the immediate attention and presence of the employee."

8) Up to 5 unused personal days will be carried over from year to year.

### **Personal Leave Payout Option**

Bargaining unit employees may choose to have up to two (2) unused personal days per year paid out to the following employees:

- DMEA and ESP (except clerical) personal leave payout payment will be included on the June 30, 2021 paycheck at the substitute rate for your position.
- ESP – Clerical personal leave payout payment will be included on the June 18, 2021 paycheck at their substitute rate.
- AFSCME and Trades personal leave payout payment will be included on the June 18, 2021 paycheck at the hourly rate for your position.

### **Personal Leave (AFSCME employees only)**

All regular AFSCME employees shall be allowed a total of two (2) days in one fiscal year without loss of salary, for bona fide personal or business activities that cannot reasonably be accomplished outside the normal workday. An employee planning to use a personal day shall notify his/her supervisor at least ten (10) working days in advance, except in cases of unforeseen emergency. Such absence may not be taken immediately before or after holidays or vacation periods. Please refer to the applicable Comprehensive Agreement for additional information. All leave requests must be submitted in NOVAtime and will be reviewed by your immediate supervisor. Up to 2 unused personal days will be carried over from year to year.

### **Political Activities**

A leave of absence may be granted for one semester or one year to an employee who desires to run for office. This provision recognizes the rights and obligations of employees to be participating citizens in such activities as voting, discussing political issues, campaigning for candidates, or running for and serving in public office. Such a leave would be granted without pay. Any public employee who becomes a candidate for any elective public office shall, upon request of the employee and commencing any time within thirty days prior to a contested primary, special or general election and continuing until after the day following that election, automatically be given a period of leave.

### **Professional Leave and Job-Related Meetings**

A Professional Leave Request form must be completed and submitted for approval to your immediate supervisor 10 days in advance of the requested leave. Teachers must complete and submit a professional leave form within 10 days of the requested leave. The form can be located at <https://fs3.formsite.com/HumanResourcesDMPS/profleaverequest/index.html> or on @DMPS Resource Center. All other staff will submit a request for professional leave in NOVAtime to be approved by their Supervisor. Please refer to your Comprehensive Agreement if applicable for details.

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### Sick Leave

The purpose of sick leave is to prevent any loss of pay to employees who are medically disabled because of an illness or accident, and not capable of performing the duties of their job. Sick leave should not be abused, and excessive use may result in your supervisor requiring a doctor's excuse for any absence, at any time. Sick leave is not intended to be used for routine doctor and dental appointments. However, employees may use sick leave for a doctor or dental appointment, for which the employee has no control: for example: dental emergencies or medical testing that can only be scheduled during the normal workday. It is expected that the employees will schedule routine doctor and dental appointments on a personal leave day or during non-working time whenever possible.

An employee must report the intention to be absent from duty to their immediate supervisor by at least one hour before the employee's regular starting time. If possible, notification should be given on the previous day or earlier. Employees in bargaining units, please refer to your applicable Comprehensive Agreement or work rules. Your supervisor will want to know the reason for your absence and approximately when you expect to return, in order to properly reschedule your job duties or arrange for a substitute. For absences of more than three days, it is the District's expectation that you provide regular updates regarding your absence and your expected return to duty. If you are out of the office for five or more consecutive days due to an illness, you must bring a "return to work" release from your doctor. Failure to provide this release may lead to denial of benefits and discipline, up to and including termination. Your supervisor may ask you to bring a doctor's release after any period of illness and may ask you to report to Diane Gladson, Health Services Supervisor, Smouse Opportunity School, 2820 Center Street, 515- 242-7618, [diane.gladson@dmschools.org](mailto:diane.gladson@dmschools.org). It is your responsibility to notify the Employee Services if you need to use FMLA leave. (See FMLA section for eligibility requirements).

If an employee expects to return to an assignment, the employee must notify their immediate supervisor of such intention no later than 45 minutes prior to normal student dismissal time on the previous day. If the employee does not give the required notification of intent to return, and the substitute subsequently reports for duty the following morning, the substitute will be paid for an additional half day, and the pay for this will be deducted from the employee's salary.

All full-time employees shall be allowed sick leave as stated in the table below without loss of pay. Nonbargained staff (only) will receive their sick leave amounts on a semi-monthly accrual basis over the course of the fiscal year, instead of receiving the lump sum amounts each new fiscal year. The table below outlines how this will work for a non-bargained 1.0 full-time equivalent (FTE) who earns 15 days of sick leave a year based on the hours they work in a day. If the employee works less than 1.0 FTE or is a new non-bargained employee hired after July 1, 2018 the amount would adjust accordingly.

Accrual Periods per Year	Hours Worked in a Day	Total Sick Days Earned in a Fiscal Year	Hours of Sick Leave Accrued per Period
24	7.5	15	4.69
24	7.75	15	4.84
24	8	15	5

All new non-bargained employees will earn sick leave in accordance with Iowa Code Section 279.40 which states the following:

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Public School employees are granted leave of absence for medically related disability with full pay in the following minimum amounts:

1. The first year of employment .....10 days.
2. The second year of employment..... 11 days.
3. The third year of employment .....12 days.
4. The fourth year of employment .....13 days.
5. The fifth year of employment .....14 days.
6. The sixth and subsequent years of employment .....15 days.

There is no sick leave maximum for all non-bargained staff. This enables non-bargained staff to keep all their sick leave earned over the course of their career without concern they will hit a cap and lose it. If an employee does not need to use the allotted days during the contract year, the unused days will be added to the allowance for the succeeding year. In case of absences for illness or injury in any one year exceeding the aggregate of days allotted for that year, the excess shall be deducted from the employee’s accumulated days. At the end of the year, any of the accumulated days which are unused shall be added to the regular allowance for the succeeding year. If an employee is unable to begin service under the contract on the date on which the contract is designated to begin, the employee shall nevertheless be entitled to draw compensation for any unused medically related disability leave accumulated from prior years of service with the District, pursuant to its regulations thereto, payable at the time regular installments are due under this contract, notwithstanding the fact that actual service did not commence under this contract for the school year covered therein. If an employee is unable to report for duty on the first day of the new contract, and had no accumulated sick leave on which to draw, compensation for sick leave will not be allowed under the new contract until the employee does report, whereupon it will become retroactive. All accumulated sick leave is forfeited upon the termination of employment and is not transferrable from one employee to another.

**Religious Holidays**

Employees whose religious affiliation requires the observance of holidays other than those regularly scheduled in the school calendar may submit a request to the Director of Human Resources - Certified or Classified Staff. Employees will be eligible to use accrued leave for this purpose or additional unpaid leave may be granted in accordance with the law.

**Vacation**

Please refer to departmental guidelines and your Comprehensive Agreement. All vacation requests must have the approval of your immediate supervisor or designee. The employee should check available vacation balance prior to request for use.

For those employees in a non-bargaining unit, vacation days are accrued each pay period, and may be used as earned. Employees may carry over up to, but no more than the amount of their earned vacation days each year.

Example: If an employee accrues 10 days per year, the carryover max is 20 days per year.

Twelve-Month Exempt Specialists will accrue 15 days for years one and two and will then begin accruing 25 days at year three. The change of the accrual rate happens on the employee’s anniversary date, not July 1st. No more than a maximum of twice their annual accrual can be carried over.

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Exempt Specialists Working Less Than Twelve Months will accrue 5 days per year, with the exception of 205 day Specialists who do not accrue vacation days. No more than a maximum of twice their annual accrual can be carried over.

Twelve-Month Non-Exempt Specialists will accrue 10 days for years one and two and will then begin accruing 20 days at year three. The change of the accrual rate happens on the employee's anniversary date, not July 1st. No more than a maximum of twice their annual accrual can be carried over.

Twelve-Month Administrators will accrue 25 days of vacation on a prorated basis upon eligible employment. Accrued vacation may be taken as it is earned. No more than a maximum of 50 vacation days may be accumulated or carried over. The normal vacation period or any portion thereof granted to all 12-month Administrators should occur, as much as possible, during the interval beginning one week after the close of the academic school year and one week prior to the date of teaching staff returning in the fall. Page 46 of 61 Any Administrator who has completed the required time to be entitled to an annual vacation or any part thereof, and whose service with the District has ended, will be paid the regular salary for the vacation days accrued, up to a maximum of 50 days.

### **Veterans Day**

Leave If Veterans Day falls on a regularly scheduled workday, employees will be allowed to take a personal day or unpaid day of leave in honor of this holiday.

## **BENEFITS**

### **Retirement Benefits**

All employees are required by law to participate in Social Security and in the Iowa Public Employees Retirement System (IPERS). Forms must be filled out and returned during the first week of employment.

Effective July 1, 2020 enrollment in Des Moines Teacher Retirement System Plan (DMTRS) is no longer available for new staff members per board action on June 2, 2020.

### **Insurance**

The District offers a comprehensive benefit package for employees. Please refer to Employee Benefits at [dmschools.org](http://www.dmschools.org) <http://www.dmschools.org/departments/human-resources/employee-benefits/> or your Comprehensive Agreement for information on employee benefits.

### **Salary Information**

Please refer to the Salary Schedules at [dmschools.org](http://www.dmschools.org) <http://www.dmschools.org/departments/human-resources/salary-schedules/> or your *Comprehensive Agreement for your employee group* for salary and other compensation information.

### **Travel Compensation**

To encourage school employees to attend professional meetings, the District may provide travel allowances when the immediate supervisor grants specific authorization for such trips. The District will provide travel allowances for school employees who furnish their own transportation while conducting school business. Employees using their own vehicle for school business will be reimbursed at current federal travel reimbursement guidelines.

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### General Liability

The District provides liability insurance, which covers employees for claims involving bodily injury or property damage to other people. The District's liability insurance coverage applies to all claims arising out of an act or omission occurring within the scope of the individual's employment or duties.

## EMPLOYEE CONDUCT

The District has expectations for the behavior of the staff. Some of these expectations are written in Board Policy, most staff-related policies are in the 400 series on the District website. Others may be found in the applicable Comprehensive Agreement. All staff members are expected to be familiar with these pertinent policies and guidelines.

Employees need to be aware of all Board policies applicable to employee conduct. You are acknowledging that you understand your responsibility to comply with the following employee conduct stipulations. Violations of conduct expectations can result in disciplinary action up to and including termination of employment.

Following are examples of offenses and disciplinary solutions that can be administered and should not be considered a complete listing.

Offenses that can result in disciplinary action include but are not limited to the following:

- Uncivil conduct
- Tardiness
- Unauthorized or excessive absence from the employee's job assignment
- Personal use of e-mail or Internet
- Failure to maintain satisfactory and harmonious working relationships with the public or other employees
- Smoking or using tobacco or e-cigarettes on District property
- Foul and abusive language
- Inefficiency, incompetence, or negligence in the performance of duties
- Gambling in District facilities or on District property
- Careless, negligent, or improper use of property
- Unauthorized or improper use of any type of leave
- Unauthorized use of District equipment
- Failure to report to work without notification for a period of one or two days
- Sleeping on the job
- Insubordination
- Failure to fully cooperate or provide truthful information in a District investigation

Offenses that may result in a disciplinary action up to and including termination:

- Fighting
- Refusal to work
- Theft
- Willful destruction of property
- Gross insubordination
- Gross misconduct unbecoming an employee
- Conviction of a felony charged by court of proper jurisdiction, provided the felony is relevant to the position
- Intentionally releasing confidential information without proper authority
- Falsifying reported time cards or inappropriately altering payroll information
- Interference in a District investigation or the intentional frustrating of District purposes and goals
- Indecent conduct or inappropriate conduct of a sexual nature
- Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit
- Falsification, fraud, or omission of information in applying for a position or in completing job responsibilities
- Failure to report to work without notifying immediate supervisor of an appropriate reason, for a period of three consecutive days will be considered to have voluntarily quit their position with the District

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- Failure or inability to complete a required training program that is a part of a job assignment, including SafeSchools
- Possession of a controlled substance
- Possession of weapons on District property
- Failure to obtain or maintain a current license or certificate required by law or organizational standards as a condition of employment
- Violation of, or failure to comply with, an executive order or published rules and regulations of the District, i.e. sexual harassment, hostile work environment harassment, Chapter 102 (student abuse), Chapter 103, discrimination, etc.
- Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization

## **CORPORAL PUNISHMENT, RESTRAINT AND DETAINING STUDENTS**

### **Restraint**

Restraint is an application of physical force that reduces or restricts another individual's ability to move their arms, legs, body, or head freely. Temporarily holding to assist with participation in activities of daily living is not considered restraint. All school employees, before using physical restraint, shall receive adequate and periodic training which shall be documented. The District offers Crisis Prevention Intervention (CPI) training for staff members who will likely use physical restraint during the course of their job duties. Ideally, only staff members who have received CPI training will use physical restraint. However, employees are authorized to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself, others or in self-defense in the event a CPI trained staff member is not available. Restraint should not cause serious or permanent harm.

Prone (face down) restraint is specifically prohibited under all circumstances, as well as mechanical restraint or any restraint that involves the head or neck.

### **Physical Force**

Corporal punishment is the intentional physical punishment of a student, including the use of unreasonable or unnecessary physical force, or physical contact made with the intent to harm or cause pain. Corporal punishment of a student is specifically prohibited. However, teachers, administrators and other staff are authorized to use reasonable and necessary force in self-defense, defense of another, or to prevent an act of self-harm. Staff should not make unnecessary physical contact to quell a disturbance that does not present imminent danger of physical harm, when a student does not respond to a verbal directive, to remove a disruptive student from class, or to prevent the damage of property.

### **Physical Confinement**

Physical confinement is confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress (exit) is restricted. All school employees, before using physical confinement and detention, shall receive adequate and periodic training which shall be documented. The District offers Crisis Prevention Intervention (CPI) training for staff members who will likely use physical confinement and detention during the course of their job duties. Physical confinement does not include time-out at a desk, in a corner, at the back of a class, in the hall, afterschool detention, or typical in-school suspension arrangements. Confinement should be reasonable (as short as possible) and allow for bodily needs. If physical confinement exceeds 30 minutes or 1 period (whichever is shorter), an administrator must authorize the continued confinement.

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**Documentation Requirement**

Following an incident of physical force, restraint, or physical confinement, notice must be given to the student's parent or legal guardian. Notification, or a documented attempt at notification, must occur the day of the incident via phone. Additionally, parents or guardians must be notified in writing within three days of the incident.

**FALSE CLAIMS ACT ADVISORY**

The False Claims Act is a federal law that makes it a crime for any person or organization to knowingly make a false record or file a false claim regarding any federal health care program, which includes any Page 32 of 61 plan or program that provides health benefits, whether directly, through insurance, or otherwise, which is funded directly, in whole or in part, by the United States government or any State health care program. "Knowingly" includes having actual knowledge that a claim is false or acting with "reckless disregard" as to whether a claim is false.

Examples of potential false claims include knowingly billing Medicaid for services that were not provided, submitting inaccurate or misleading claims for actual services provided, or making false statements to obtain payment for services.

The False Claims Act contains provisions that allow individuals with original information concerning fraud involving government health care programs to file a lawsuit on behalf of the government and, if the lawsuit is successful, to receive a portion of recoveries received by the government.

Teachers, registered nurses, mental health professionals, bus drivers, paraprofessionals or any other employee of the District must act with honesty and integrity in all of your employment or business activities. Please follow all laws and regulations, policies and procedures that apply to your work activities. These requirements include providing services that are billed under Medicaid. You must maintain accurate medical records and submit only complete and appropriate claims for services provided.

The federal False Claims Act protects employees from being fired, demoted, threatened or harassed for filing a lawsuit under the Act.

The federal False Claims Act under 31 U.S.C. §§ 3729 - 3733 identifies, in part, that:

Any person who knowingly makes, uses, or causes to be made or used, a false record or statement to get a false or fraudulent claim paid or approved by the government is liable to the United States Government for a civil penalty of:

Not less than \$5,500 and not more than \$11,000

Plus, three times the amount of damages which the government sustains because of the act of that person.

Administrative remedies for false claims and statements under title 31 of the United States Code, chapter 38, identify in part, that:

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Any person who makes, presents, or submits a claim that:

The person knows or has reason to know is false, fictitious, or fraudulent and is a statement in which the person making, presenting, or submitting such statement has a duty to include such material fact; or Is payment for the provision of property or services which the person has not provided as claimed. Shall be subject to, in addition to any other remedy that may be prescribed by law, currently a civil penalty of not more than \$5,500 for any such claim.

Procedures for detecting and preventing fraud, waste, and abuse include:

Internal:

- Monthly internal audits of individual case records to assure that Medicaid funded services have been provided and only Medicaid eligible services have been claimed
- Billing claims submitted are independently reviewed for accuracy and correctness and approved through the supervisory structure. The claims process is structured so that no one person has the authority to prepare and submit a Medicaid billing claim.

External:

- Periodic audits by the appropriate state/federal agencies to ensure that the District:
  - Employs generally accepted accounting practices,
  - Employs an adequate system of checks and balances to reduce or eliminate opportunities for fraud, and
  - Appropriately calculates rates that are used to bill Medicaid or other guarantors.

Please contact your immediate supervisor, or Barbara Rouse, Administrative Assistant, 2100 Fleur Drive, 515-242-7617, [barbara.rouse@dmschools.org](mailto:barbara.rouse@dmschools.org).

## **SUBSTANCE FREE WORKPLACE**

The Des Moines Public School District is subject to the Drug-Free Workplace Act of 1988, Public Law 100-690. The Des Moines Public School District is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance by any employee in the workplace is prohibited. (A "controlled substance" within the meaning of this statement means any controlled substance in schedules I through V of Section 202 of the Controlled Substance Act-21 U.S.C. 812, and as further defined in federal regulations found at 12 CFR 1308.11.) Any violation of this prohibition will result in discipline up to and including discharge.

As required by federal law, it is a condition of continued employment that:

- Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify the Supervisor of this fact no later than three (3) days after such conviction. (a "conviction" means a finding of guilt - including a plea of "nolo contendere" - of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes)
- Each employee abide by the terms of this statement

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Federal law requires that the Des Moines Public School District notify the federal government of any conviction in violation of this policy.

Federal law further requires that the Des Moines Public School District impose sanctions which may include discharge for any violation of the provisions of this notice or policy.

### **Drug and Alcohol Use or Possession**

The use, possession, sale, transfer, or purchase of alcohol or drugs by employees on District property or when engaged in District business are prohibited. Any employee in violation of this policy or who is found to be impaired by intoxicants while in the workplace shall be subject to disciplinary action up to and including termination. Any employee can be drug tested due to reasonable suspicion. Drugs prescribed by a licensed physician for an employee may be possessed and used by that employee in the workplace, in accordance with terms of their prescription as long as such usage does not limit the employee's ability to perform their job efficiently and safely in the considered judgment of the immediate supervisor.

## **SMOKE AND TOBACCO FREE WORKPLACE**

It is the policy of the District that using, smoking, or carrying lit tobacco products, "vapor" or "e-cigarettes", tobacco devices, or smokeless tobacco products which includes all forms of tobacco and nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation are prohibited at any time on school District property and at any school activity sponsored by the District. For purposes of this policy, school District property includes any building used for instruction, administration, support services, maintenance, or storage; the grounds and surrounding buildings; and all District-owned vehicles. This policy applies to all students, teachers, staff, vendors, contractors and visitors.

For the purposes of this policy, "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an "e-cigarette" which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

For the purposes of this policy, "e-cigarette" and "vapor cigarette" includes any electronic or oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an "e-cigarette", "e-cigar", "e-pipe", or under any other product name or descriptor.

Violators of this policy will be subject to disciplinary action up to and including termination of employment.

## **FRAGRANCE/SCENT-SAFE WORKPLACE STANDARD**

In an effort to protect students, staff and visitors with chemical sensitivities and to create a safe and healthy environment, The District has implemented a fragrance/scent safe workplace standard and asks that everyone minimize the use of any fragrances in the workplace.

Employees should refrain from bringing air freshener products, essential oils, wearing heavy perfumes/cologne, other personal care products such as body sprays, hand lotions, cleaning products or solutions, etc. Workspace areas and areas that are enclosed such as restrooms are also included in this standard. Acceptable use of products that are labeled as unscented, scent-free or fragrance free by the manufacturer are suggested and recommended as safe and appropriate.

## **MANDATORY REPORTING OF ARRESTS AND CONVICTIONS**

Human Resources shall require employees to complete a Notification of Arrest Form outlining the date, nature, and current status of the charge, arrest, or complaint within 3 business days of the event. Additionally, the form shall

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require employees to provide any information they may have with regard to future court dates and/or disposition proceedings. It shall be the responsibility of the employee to supplement and update the information originally provided on the Notification of Arrest Form with any new or changed information.

The Chief Human Resources Officer or designee shall have the authority to verify any and all information provided on the Notification of Arrest Form. If any information provided on the form is determined to be incomplete, false, or misleading for any reason other than a clerical mistake, the employee may be subject to discipline, up to and including termination.

The District may consider and use the information contained in the Notification of Arrest Form for any purpose which protects the District's interests. However, all information provided to the District on the Notification of Arrest Form will be treated and maintained as part of the employee's personnel file consistent with the requirements of Iowa Code § 22.7(11).

The following terms as used in these procedures and corresponding Board Policy are defined as follows:

**Child Abuse or Abuse under Iowa Code § 232.68 includes but is not limited to:**

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child under 18 years of age.
- The commission of a sexual offense with or to a child, including but not limited to sexual abuse, incest, and sexual exploitation of a minor.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child's health and welfare.

**Criminal Charges**

All charges of committing a public offense, such as a felony or a misdemeanor, when such offense is prohibited by statute or ordinance, and punishable by fine or imprisonment.

**Simple Misdemeanor**

Crime resulting in a penalty of either imprisonment not to exceed thirty days, or a fine of at least fifty dollars, but not to exceed one hundred dollars.

**ACCEPTABLE USE OF INTERNET & NETWORKING TECHNOLOGY BY EMPLOYEES**

**Series 400, Code 445**

The following are the established expectations and standards of the Des Moines Independent Community School District regarding the acceptable use by employees of district computers, the district computer network, the internet and other on-line services:

1. The school district encourages employees to learn to use computers, the computer network, electronic mail, and telecommunications tools and apply them in the appropriate ways to the performance of tasks associated with their positions and assignments.
2. Employees shall communicate with telecommunications tools in a professional manner consistent with the law and district policies, including those governing the behavior of school employees and federal laws governing copyrights, confidentiality of employee records, student records and other information confidential under the law.
3. Communication over networks should not be considered by employees to be private. The district's network administrator(s) or other administrators from time to time may examine all computers and computer network

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activities and review directories, messages and files to ascertain compliance with network guidelines for acceptable use. In addition, network administrator(s) or other administrators may inspect the contents of any and all electronic mail or files and may disclose the contents to others. Such disclosure may occur at the discretion of the district administration and/or when required to do so by law, by policies of the district, or to investigate complaints regarding electronic mail which is alleged to contain inappropriate material. The network administrator(s) may copy, disclose, move, alter or delete files as may be necessary in the sole judgment of the network administrator(s) or the district administration.

4. Individual staff members may not allow anyone else to access or use the district's computer network or the internet by using the employee's personal identification number or password. Employees will be responsible for the security of their own e-mail and network access, and employees will be held responsible for any misuse of their e-mail or network access by themselves or by others.

5. Employees authorized to allow student access to the district's computer network and internet may do so only according to the student access policy and are responsible for supervising student access. Employees who allow student access to computer networks and the internet in violation of the student access policy may be subject to disciplinary action up to and including termination.

6. The following uses of district network and internet access are not permitted on the part of district employees:

a. Accessing, uploading, downloading, transmitting or distributing pornographic, obscene, profane, abusive, threatening, or sexually explicit material, or material encouraging or promoting discrimination towards individuals or groups of individuals based upon age, race, creed, color, sex, sexual orientation, marital status, national origin, religion or disability.

b. Violating any local, state or federal statute.

c. Accessing another individual's materials, information, or files without permission.

d. Violating copyright or otherwise misusing the intellectual property of another individual or organization without permission.

e. Unauthorized use of another's password.

f. Any unauthorized access or malicious attempts to damage computer hardware/software or networks, or destroying the data or another user, including creating, loading or intentionally introducing viruses.

g. Using the network for commercial purposes, personal purposes which interfere with job performance or function of the workplace, or other purposes not consistent with the educational objectives of the district.

h. Harassing, insulting, or threatening harm or embarrassment of others.

i. Gaining unauthorized access to others' resources or entities.

j. Invading the privacy of individuals.

k. Altering the operation of computers as set by the network administrator.

l. Failing to follow district policy while using computers or failing to follow any other policies or guidelines established by district administration or the employee's supervisor and failure to follow instructions of supervisors.

m. Seeking to gain or gaining unauthorized access to information resources or other computing devices

n. Using the system to communicate, publish or display information, rumors, disparaging portrayals or any other information which is known to be false or misleading.

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7. Employees are responsible for maintaining a safe and secure environment. This includes the computers and the computer network. Employees must keep passwords secure. Employees will change passwords when directed by the network administrator. Any employee identified as a security risk or having a history of problems with any computer systems may be denied access.
8. The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by employees or by third persons. This includes loss of data resulting from delays, non-deliveries, mis deliveries, or service interruptions caused by the district or employee errors or omissions. Use of any information obtained via the internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system.
9. Any statement of personal belief found on the computer network or internet or other telecommunication system is explicitly understood to be representative of the author's individual point of view, and not that of the Des Moines Independent Community School District, its administrators, teachers, staff, or the participating school.
10. Employees who violate any part of this policy will be subject to disciplinary action, which could include loss of the privilege of access to the system, and employment consequences up to and including termination.

## **SAFE SCHOOLS**

All staff members are required to complete SafeSchools training modules annually. The modules selected for employee groups are specific to their job responsibilities and many are required by state and federal law. The modules are designed to provide safety and compliance information to mitigate risks.

All assigned modules need to be completed by March 31, 2021. Staff that do not complete all assigned modules will receive written discipline. If you do not meet district expectations for completing SafeSchools online modules in the future, progressive discipline may be applied.

## **SECTION 504**

Section 504 is a federal civil rights law that protects the rights of students with a physical or mental impairment that substantially limits a major life activity. It requires that recipients of federal funds make programs and activities accessible to all persons with disabilities. Section 504 has three areas of emphasis: employment; facility accessibility; and requirements for preschool, elementary and secondary education programs/activities. This page focuses solely on students.

For more information, <https://cdn.dmschools.org/wp-content/uploads/2016/03/A-Guide-to-Section-504-rev-for-webpage.docx> or [click here](#).

## **DISTRICT POLICIES AND PROCEDURES**

All employees will have access to the District's current Policies and Procedures via the District's website at [www.dmschools.org](http://www.dmschools.org)

It is each building administrator's responsibility to keep and maintain current Policies and Procedures in the building and to inform all supervisory personnel where such information is kept. A computer should be made available to any employee requesting to view District Policies and Procedures.

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