



Allen County Educational Service Center

VAN DRIVER HANDBOOK

Governing Board Approved on February 11, 2019

TABLE OF CONTENTS

EMERGENCY PHONE NUMBERS	1
RECOMMENDATIONS FOR NONROUTINE BUS TRIPS INSTRUCTIONS FOR PASSENGERS PUBLISHED 21 MAY 2007	2
DRIVER'S SAMPLE SCRIPT	3
DRIVER GENERAL RULES	4
SCHOOL DELAYS	5
SCHOOL CLOSINGS	6
EVACUATIONS	7
VEHICLE ACCIDENT	8
DISABLED VEHICLE	9
SAFETY & EMERGENCY PROCEDURES	10
SAFETY & EMERGENCY PROCEDURES - DIAGRAMS (continued)	11
PHYSICAL ALTERCATIONS	12
FIRE	13
BOMB THREAT	14
WEAPON ON A SCHOOL VEHICLE	15
SHOOTING OR STABBING ON A VEHICLE	16
MISSING STUDENT	17
MEDICAL INCIDENT	18
SEVERE WEATHER / TORNADO	19
DEALING WITH THE MEDIA	20
ADDITIONAL INFORMATION / NOTES	21

TABLE OF CONTENTS

EMERGENCY PHONE NUMBERS

POLICE & FIRE: 911

OHIO STATE HIGHWAY PATROL:.....Allen County: 419-228-2421

ACESC Office:

In Case of Accident call: 911, then call:

SUPERINTENDENT: Craig Kupferberg

Office: 419-222-1836 ext: 104 Cell: 567-429-8428

For all other questions or concerns call:

Special Ed Office

1 Assistant Director Of Sp. Ed Amy Eickholt

Office: 419-222-1836 ext 108 Cell: 419-890-7048

2. Director of Special Ed: Kim Nellis

Office: 419-222-1836 ext: 118 Cell: 419-852-3422

**Insurance and registration cards are in the glove box of each vehicle.

** Fueling: Assistant Special Ed director or Special Ed Director will refuel vehicles.

a. Vehicles shall not be fueled while the engine is running.

b. Vehicles shall not be fueled with students on board.

c. Smoking shall not be permitted while fueling

Any unauthorized use of the of the vehicles, fuel, or fueling station, will result in disciplinary action, including the possibility of termination and/or prosecution.

**Use of alcohol and non-prescribed drugs is prohibited on school vehicles.

Smoking, juling, vaping, vape pens, and/or tobacco use of any kind is prohibited on vehicles.

**Eating and drinking in the vehicle is prohibited by State Law.

**Maximum number of passengers per van: 9 or less (excluding driver) (ORC 3301-83-19 C

**Van requests must be made 1 week prior to departure unless of emergency: If less than 1 week, please contact Assist. Director of Sp. Ed to explain emergency.

**RECOMMENDATIONS FOR NONROUTINE BUS TRIP
INSTRUCTIONS FOR PASSENGERS
PUBLISHED 21 MAY 2007**

The following items shall be reviewed with passengers prior to the onset of every nonroutine vehicle trip. This page contains an overview of the items to review and the following page contains a sample script to assist drivers with the delivery of this information.

Completion of the following meets the requirements of OAC 3301-83-16 and ORC 4511.76(C).

Aisles and exits:

Drivers should point out the location of emergency exits in the vehicle including basic instructions on how to open the exits. Emergency exits and service doors may not be blocked – equipment may not be stored in the aisle or in any location that blocks an exit.

Emergency equipment:

Show the location of the first aid kit, body fluid cleanup kit, fire extinguisher, fusees (flares), and reflective triangles.

General rules:

Emphasize the requirement to remain seated; no eating and no drinking; silence at railroad crossings, and the need to follow directions from the driver. This applies to coaches, chaperones, and students equally.

Chaperones:

The driver is ultimately responsible for the vehicle and passengers but the chaperone plays an important role in avoiding unnecessary distractions and safety violations. Chaperones should space themselves throughout the vehicle in order to effectively monitor student behavior. Chaperones must make it a priority to remind students to (a) remain properly seated at all times, (b) keep noise to a minimum, (c) maintain complete silence at railroad crossings, (d) keep the aisles and exits clear at all times, and (3) keep the vehicle clean.

Chaperones should assist the driver in checking the vehicle for articles left behind by students.

DRIVER'S SAMPLE SCRIPT

Aisles and exits:

Ohio school vehicle safety rules require that we take a moment to explain some of the safety features of this vehicle before departing. First, please note the emergency exits nearest to your seat. There are [number] exits on this school vehicle. [Demonstrate the use of the emergency exits.]

No equipment may be stored in the aisle of the school vehicle. Equipment may not block emergency exits or the service door.

Emergency equipment:

The first aid kit and body fluid cleanup kit are located [show location]. The fire extinguisher, fuses, and reflective triangles are located [show location].

General rules:

All passengers are required to remain seated properly on Ohio school vehicles. Eating and drinking is not permitted. All passengers are required to remain silent at railroad crossings and at any other time I have requested silence.

Chaperones:

It is prudent to explain the chaperones' responsibilities in a manner that does not minimize their authority in front of the students. This might involve speaking to them separately prior to boarding the vehicle.

The chaperones are responsible for assisting the driver in preventing distractions and safety violations by the passengers – this is best accomplished by spreading out throughout the vehicle. Chaperones must remind students to remain properly seated at all times, to keep the noise inside the vehicle to a minimum, maintain complete silence at railroad crossings, to keep the aisle and exits clear at all times. Lastly, chaperones must assist the driver in keeping the vehicle clean, in checking for articles left behind by the passengers.

Chaperones are subject to all vehicle rules – just as the student passengers.

SAMPLE SCRIPT

DRIVER GENERAL RULES

- Drivers are to perform and document a Pre-trip Inspection daily before transporting students.
- A Route Map must be in the Office before leaving on any trip. This is your authorized route and this route must be followed.
- If construction or an emergency prohibits you from taking your normal route, call the Office (Special Ed-pg 1) and advise them of your route change.
- Attendance must be taken and submitted to all required offices prior to leaving campus.
- The school vehicle driver must use the seat belt whenever the school vehicle is in motion.
- When a person requests permission to board the vehicle and you do not recognize them as a school district employee or local Police or Fire Department employee, ask them for valid identification. Do not let any unauthorized person(s) on the vehicle for any reason by keeping the door closed.
- Except in cases of extreme emergency, cellular telephones, including hands-free and wireless devices, or other portable communication devices shall not be used by the driver while the school vehicle is in motion or while the driver is supervising the loading or unloading of students.
- Carry-on items are allowable if they fit on students' lap, on the floor under the seat, or secured in a safe place.
- Railroad Crossings:
 - The Green Ram van MUST stop at all RR crossings with students or without students.
 - The White Pacifica van: With students:
 - 1.Driver must place RR magnet that states: "this vehicle stops at all RR crossings" on back of vehicle.
 2. Driver must stop at all RR crossings (ORC. 4511.63)
 - The White Pacifica van: without students:
 - 1.When no students on board: driver does not need to place RR crossing on back or stop at RR crossings.
- All vehicles must be kept clean on the inside and on the outside. Upon return of the ACESCS vehicle: please check for all passenger and driver belongings, empty the trash can, and pick up any trash that may be in the van to ensure that the inside of the vehicle is clean for the next person's use.
 - Front and rear windows, lights, and mirrors should be clean and all markings clearly visible.
- Students should be seated from the front of the vehicle to the back of the vehicle.
- Students must remain seated keeping aisles and exits clear.
- Students must not throw or pass objects on, from, or into the vehicle.
- Students must not put their head, arms, or other body parts out the vehicle window. Belongings are not to be thrown around the vehicle or out of the windows.
- Do not allow students to exit the vehicle in the event of an incident outside of the vehicle.
- Students may not use the emergency exits unless permission has been given by the driver/administrator in charge of the vehicle.
- Students must be QUIET at all railroad crossings. No loud or disruptive behavior is permitted.
- The use of CD and DVD players, radios, iPods, cameras, cell phones, or any other electronic or mechanical equipment is determined by the driver.

DRIVER GENERAL RULES

SCHOOL DELAYS

- If the school district you are driving to is on a 2-hour Delay than you are also on a 2-hour Delay.
- If the Allen County Educational Service Center is on a 2-hour Delay then all ACESC vehicles are on a 2-hour Delay.

DELAYS

SCHOOL DELAYS

SCHOOL CLOSINGS

- If your destination is in a school district that is closed, then you are not permitted to go to that destination. Fields trips may be permitted to go if the current weather condition changes in that district.
- If any school district that you are driving through is closed, then you are not permitted to drive through those districts. Requests for an alternate route may be made to the Office (Special ed-pg 1) and if authorized you may drive that route.

EVACUATIONS

- If an incident occurs on the school vehicle or in the surrounding area that would harm the students if they stay on the vehicle, evacuate the students to a safe location immediately.
- Call 911, if necessary.
- Call the Office- (Special Ed: pg 1).
- Advise the students of the evacuation procedure.
- Describe exactly how you want the students to evacuate the vehicle.
- Give explicit instructions on where students should assemble once they leave the vehicle.
- Search the vehicle and ensure everyone is off the vehicle before exiting the vehicle.
- Mark vehicle if empty.
- Immediately take written attendance.
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- If possible, try to find the students a safe location where they can sit and are protected from outside elements (example: church, store, community center).
- Stay with the students and assist to get them seated on additional vehicles when they arrive.
- Call the Office (Special Ed-pg 1) once the situation is under control and notify them of the current status of events.

VEHICLE ACCIDENT

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Call the Office (Superintendent-pg 1).
- Check for injuries and calm students.
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures.
- Take written attendance and account for all students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Protect the scene of the accident by employing safety devices. Place triangles or fusees (only if liquids are not present). Refer to the Safety and Emergency Procedures.
- Do not discuss the accident with other drivers or bystanders.
- Cooperate with police and fire department officials and provide all pertinent information.
- Call the Office (Superintendent-pg 1) once the situation is under control and update them of the current status of events.
- Stay with the students and assist them when boarding the backup vehicles when they arrive.
- Fill out appropriate forms, as required, upon your return to campus.

ACCIDENT

VEHICLE ACCIDENT

DISABLED VEHICLE

- Stop vehicle in a safe location and activate hazards.
- Call the Office (Special Ed-pg 1) and report the breakdown or other incident.
- Check for injuries and calm students.
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures.
- Protect the scene of the accident by employing safety devices. Place triangles or fuseses (only if liquids are not present). Refer to the Safety and Emergency Procedures.
- Stay with the students and assist them when boarding on the backup vehicles when they arrive.
- Call the Office (Special ED-pg 1) once the situation is under control and update them of the current status of events.

DISABLED

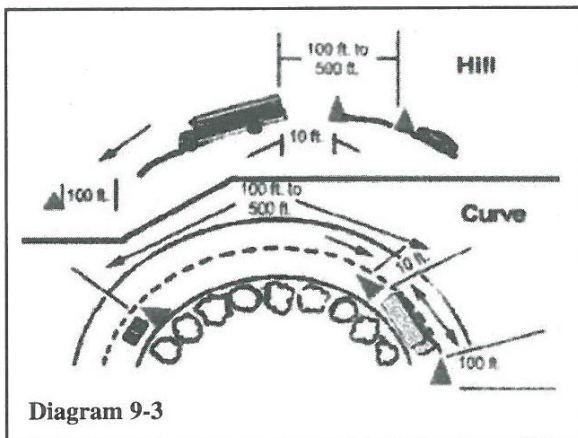
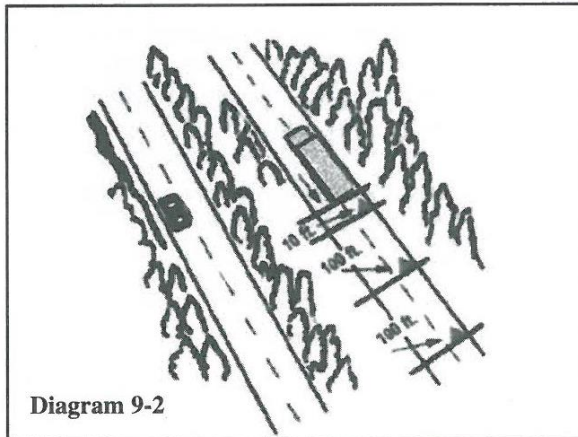
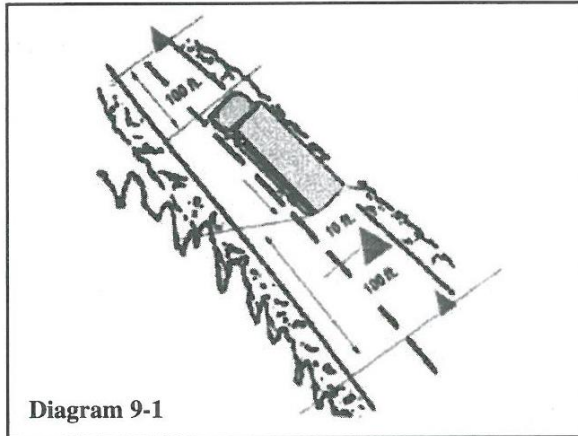
DISABLED VEHICLE

SAFETY & EMERGENCY PROCEDURES

A. Proper Use of Emergency Equipment

1. After securing the vehicle, the four-way hazard lights should be the first item actuated in an emergency procedure involving a stopped vehicle.
2. Wear reflective safety vest while outside the vehicle.
3. **A fusee is a flare used in case of an accident or if the vehicle becomes disabled.**
 - a. How to safely light a fusee:
 - (1) Grasp fusee in right hand firmly.
 - (2) Twist and lift cap with left hand or flip off plastic lid.
 - (3) Strike fusee across cap, away from face and body.
 - (4) Point ignited end away from body so sparks will not ignite clothing.
4. When stopped by the roadside for 10 minutes or more, the driver should place a lighted fusee on the roadway at the traffic side of the vehicle.
5. Within the burning period of the fusee and as promptly as possible, place three lighted fusees on the roadway as follows:
 - a. One at the traffic side of the vehicle within 10 feet of the rear.
 - b. One at a distance of 40 paces or approximately 100 feet to the rear of the vehicle.
 - c. One at a distance of 40 paces or approximately 100 feet in advance of the vehicle. (Refer to Diagram 9-1 on next page.)
6. Place fusees as follows on a divided highway:
 - a. One at the traffic side of the vehicle within 10 feet at the rear.
 - b. Two at the rear of the vehicle approximately 100 and 200 feet. (Refer to Diagram 9-2 on next page.)
 - c. Warn oncoming traffic of the accident if on a curve or hill by placing fusees or reflectors 100 to 500 feet to the rear and front. (Refer to Diagram 9-3 on next page.)
7. Place red reflectors as warning devices following the same directions as the fusees, except that the reflectors may be used both day and night.
8. **To operate a dry chemical fire extinguisher:**
 - a. Remove extinguisher from mounting bracket.
 - b. Hold extinguisher in vertical position for best discharge results.
 - c. Release safety device (small pin), twist to break plastic, holding the pin.
 - d. Squeeze the handle to discharge chemicals and grasp the hose firmly and spray at the top of the flames side to side to smother the flames for a liquid fire. All other fires, aim at the source or base of the fire, not up in the flame. (Remember that a fire extinguisher has approximately 30 seconds of use.)
 - e. Recharge fire extinguisher after every use or if the gauge indicates red.
9. **First Aid Kit.**
 - a. The first aid kit should be located in the driver's compartment, be dust proof, well-labeled, and conform to federal standards.

**SAFETY & EMERGENCY PROCEDURES
DIAGRAMS**
(continued)



SAFETY & EMERGENCY
DIAGRAMS

**SAFETY & EMERGENCY PROCEDURES
DIAGRAMS**
(continued)

PHYSICAL ALTERCATIONS

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Stand up and give verbal commands for participants to stop fighting immediately.
- If at all possible, try to protect other students and the student(s) being assaulted.
- Check for injuries and calm students.
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures.
- Call the Office (Special Ed-pg 1).
- Stay with the students, take written attendance, and wait for the police department and school administrators to arrive on the scene.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Provide the police department with a complete description of the incident.
- Call the Office (Special Ed-pg 1) once the situation is under control and update them of the current status of events.

FIRE

- Stop vehicle in a safe location and activate hazards.
- Evacuate all students to a safe location immediately. Follow the Evacuation Procedures.
- Call 911
- Call the Office (Special Ed-pg 1).
- Move the students to a safe location at least 500 feet away from the vehicle.
- Take written attendance and account for all students.
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Call the Office (Special Ed-pg 1) once the situation is under control and update them of the current status of events.
- Never return to the vehicle until proper authorities have advised an "All Clear".

FIRE

FIRE

BOMB THREAT

- Stop vehicle in a safe location and activate hazards.
- Evacuate all students to a safe location immediately. Follow the Evacuation Procedures.
- Call 911.
- Call the Office (Special Ed-pg 1)
- Move the students to a location at least 500 ft. away from the vehicle.
- Take written attendance and account for all students.
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Call the Office (Special Ed-pg 1) once the situation is under control and update them of the current status of events.
- Never return to the vehicle until proper authorities have advised an "All Clear".

BOMB THREAT

BOMB THREAT

WEAPON ON A SCHOOL VEHICLE

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Call the Office (Special Ed-pg 1)
- Do not touch the weapon. A gun may accidentally discharge. Handling the weapon may destroy latent fingerprints as well.
- Move students away from the area where the weapon is located.
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures.
- Stay calm. Avoid calling attention to the scene.
- Take written attendance and account for all students.
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Cooperate with the police department officials and provide all pertinent information.
- Call the Office (Special Ed-pg 1) once the situation is under control and update them of the current status of events.
- Never return to the vehicle until proper authorities have advised an "All Clear".

WEAPON

WEAPON ON A SCHOOL VEHICLE

SHOOTING OR STABBING ON A VEHICLE

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Call the Office (Special Ed-pg 1).
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures.
- Check for injuries and calm students.
- Advise any injured students that medical help is on the way.
- Try to protect the students from further injury.
- Take written attendance and account for all students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Call the Office (Special Ed-pg 1) once the situation is under control and update them of the current status of events.

SHOOTING OR
STABBING

SHOOTING OR STABBING ON A VEHICLE

MISSING STUDENT

- Stop vehicle in a safe location and activate hazards.
- Ask the students if they saw the student on the vehicle.
- Take written attendance and account for all other students.
- Immediately search the entire vehicle and area for the student.
- Call 911. Provide the dispatcher with the name and physical description of the student (clothing, height, weight, etc.).
- Call the Office (Special Ed-pg 1) once the situation is under control and update them of the current status of events.

MISSING
STUDENT

MISSING STUDENT

MEDICAL INCIDENT

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Call the Office (Special Ed-pg 1)
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- If possible, provide first aid before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (e.g. blood, vomit, etc.).
- Comfort the ill person and reassure them that medical attention is on the way.
- Keep other students away from the ill/injured student.
- After the ill person's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene in the event the incident will require an investigation by school or police officials.
- Call the Office (Special Ed-pg 1) once the situation is under control and update them of the current status of events.
- Fill out an Incident Report when you return to campus.

MEDICAL

MEDICAL INCIDENT

SEVERE WEATHER / TORNADO

- Drivers should identify protective areas along each part of their routes where they and the students can take cover (such as a store, another school, or recreation center) if overcome by a tornado or high winds. Do not hesitate to take cover in ditches or other places below ground level.
- Keep in contact with the Office (Special Ed-pg 1) to receive updated weather conditions and follow their directions.
- If vehicle is caught in open area and a tornado is approaching, **DO NOT STAY IN THE VEHICLE**. Escort students to a ditch or ravine (low ground), lie face down with hands over their heads. Students and driver should be far enough away from the vehicle in the event the vehicle might topple over in high wind.
- Do not seek protection under an overpass or bridge.
- Do not attempt to outrun tornadoes or other severe weather.
- If possible, find a safe location that can offer shelter in a basement or find a room with no windows.
- Have students sit on the floor along interior walls, as far away from any windows as possible. Calmly demonstrate the “Duck and Cover” procedure to students, especially those of elementary school age. Tell students they are to remain in the “Duck and Cover” position until it is safe to move away from the area.
- Avoid spaces that are opposite doorways or openings into rooms that have windows in the exterior walls, particularly facing south and west.
- Avoid corridor intersections (stay at least 10 feet away).
- Avoid skylights, atriums, and areas with large roof spans.
- Unless there is an imminent hazard in the area, keep the students from leaving the area until emergency crews arrive. If the location is significantly damaged, several hazards such as exposed electrical wires, sharp or falling debris may be present.
- Once the tornado has passed, assess the situation with respect to injuries and take attendance to account for all students.
- Call 911.
- Call the Office (Special Ed-pg 1).
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Call the Office (Special Ed-pg 1) once the situation is under control and update them of the current status of events.

SEVERE WEATHER / TORNADO

DEALING WITH THE MEDIA

- The school district's Special Ed Office coordinates access to all public information, photography, and videography regarding students, staff, and crisis response during an emergency.
- If you are approached by the media, direct them to the Special Ed. Office. These individuals will serve as the key spokesperson for the school district and will work directly with any media. All media request will be processed through the Special Ed Office.
- Drivers and other transportation personnel should refer all requests for information regarding emergencies and crises to the Office (Special Ed-pg 1)
- If any news media personnel are observed on school grounds, notify the director's office immediately.
- The Family Educational Rights and Privacy Act (FERPA) precludes school staff from disclosing a student's name, grade, or other personal identifying information.
- No photographs are allowed of students unless there is written permission from their parents/guardians.



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