



Transportation Department – Procedure Manual

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Index

| | |
|---|-----------|
| Commitment to Safety | Page 3 |
| Employee Acknowledgement Form | Page 4 |
| Program Responsibilities | Page 5 |
| Hiring Policies | Page 5 |
| Authorized Vehicle Use | Page 5 |
| Insurance Requirements | Page 6 |
| Traffic Violations | Page 6 |
| Distracted Driving | Page 6 |
| Emergency Calls | Page 6 |
| Driver Qualifications – Driver Qualification File | Page 7 |
| Pre-Trip/Post-Trip Inspections | Page 8-10 |
| Alcohol & Drug Testing | Page 11 |
| Traffic Laws & Regulations | Page 12 |
| Documents Drivers Need While Operating a School Bus | Page 12 |
| General Transportation Safety Rules | Page 13 |
| Slip, Trip and Fall Hazards | Page 13 |
| Ladder Safety | Page 13 |
| Back Safety – Proper Lifting Techniques | Page 14 |
| Shop Equipment & Tools | Page 14 |
| Personal Protective Equipment | Page 15 |
| Fire Safety | Page 16 |
| Hazard Communication | Page 17 |
| Blood-borne Pathogens | Page 18 |
| Accident Reporting and Handling | Page 19 |

The Baldwin-Whitehall School District is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as an individual critical to the success of your family, the local community, and the Baldwin-Whitehall School District.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the Transportation Manager or Assistant Manager.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and the Baldwin-Whitehall School District policies and procedures. Failure to comply with these procedures may result in disciplinary action.

Respecting this, the Baldwin-Whitehall School District will make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards. Additionally, the Baldwin-Whitehall School District subscribes to these principles:

1. Accidents are preventable through implementation of effective safety programs and procedures.
2. Safety controls are a major part of our work, every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds the Baldwin-Whitehall School District in higher regard in the community, and increases productivity. This is why the Baldwin-Whitehall School District employees will comply with all safety and health regulations which apply to the course and scope of operations.
4. The Baldwin-Whitehall School District is responsible for providing the safest possible workplace for Employees. Consequently, the Baldwin-Whitehall School District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety program.
5. Employees are responsible for following safe work practices, school district rules, and for preventing accidents and injuries. The Baldwin-Whitehall School District will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety is concerned.
6. Administrators, department heads, and managers/supervisors of the Baldwin-Whitehall School District will set an exemplary standard with good attitudes and strong commitment to safety and health in the workplace. Administrators, department heads, and managers/supervisors must monitor the Baldwin-Whitehall School District safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated by the scope of this educational institution. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at the Baldwin-Whitehall School District must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of the Baldwin-Whitehall School District Transportation Department Employee Procedure Manual.

To: The Baldwin-Whitehall School District Transportation Employees

- The following applies to: All employees who drive a vehicle for school district business whether it be a school district owned vehicle or employee owned vehicle used for school district business.

The following has been established to encourage safe operation of vehicles, and to clarify issues relating to Baldwin-Whitehall School District drivers.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically (annually as a minimum). Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an, 'unacceptable driver,' your employment may be terminated.
- Drivers consent to a pre-employment as well as random and post accident drug & alcohol testing in accordance with the requirements of the U.S. Department of Transportation Federal Highway Administration-Federal Motor Carrier Safety Regulations.
- Driver understands the use of alcohol and drugs is prohibited while at work or scheduled for work.
- A driver should not operate a motor vehicle at any time when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- All drivers and bus attendants are required to use seat belts (if available in the vehicle).
- Only eligible students, authorized school district personnel and authorized chaperones are permitted to ride school vehicles during the transportation of students.
- All accidents shall be reported immediately to the Transportation Manager or Assistant Manager.
- Driver understands and will adhere to the Baldwin-Whitehall School District Transportation Department's Distracted Driving policy (see page 6).
- Drivers of Commercial Motor Vehicles (CMV) will perform pre trip & post trip inspections per the Federal Motor Carrier Safety Regulations and Pennsylvania School Bus Driver's Manual.
- Driving in an unsafe manner will not be tolerated. Any reports and confirmation of such conduct will be subject to immediate disciplinary action.
- The Transportation Manager or Assistant Manager must be notified of any change in your license status or driving record, any moving violations and accidents.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to the Transportation Department as soon as possible.

Transportation Department Employee Procedure Manual

Program Responsibilities: The Transportation Manager & Assistant Manager

The school district's Transportation Manager and Assistant Manager have been designated to administer the fleet safety program.

The goals of the Baldwin-Whitehall School District Transportation Manager/ Assistant Manager include:

- Evaluate applicants to determine if they are eligible to drive for the Baldwin-Whitehall School District.
- Assign bus routes, stops and turn-around locations.
- Develop and enforce fleet safety rules and policies.
- Ensure vehicles are maintained in safe operating condition.
- Assign passengers to buses.
- Investigate all employee injuries & vehicle accidents and recommend corrective action.

Hiring Policies:

One of the most important steps an organization can take to reduce the frequency of auto accidents is to check the driving history of all job applicants. Federal Law requires us to check the motor vehicle report for Commercial Motor Vehicle (CMV) operators at the time of job application and annually thereafter.

The Baldwin-Whitehall School District has these minimum requirements for hiring anyone who will drive a district vehicle or anyone who may utilize their own vehicle for company business:

- Applicants must undergo background checks.
- Applicants must all have a valid commercial drivers license with required endorsements, or have the ability to possess a commercial drivers license with required endorsements – all transportation drivers must have the proper classification of license for the type of vehicle they drive. All transportation drivers must have a CDL (commercial drivers license) to work in the district.
- No chargeable accidents in the past year.
- No DUI or DWI convictions within the last five years.
- No more than two "non-serious" moving violations in the past three years.
- A minimum of 1 year of verifiable driving experience.

Authorized Vehicle Use:

Only persons who have been authorized by the Transportation Department administrators are permitted to operate a district vehicle.

Transportation Department Employee Procedure Manual

Insurance Requirements:

- Employees who utilize their personal vehicle for district business agree to supply Baldwin-Whitehall School District annually with evidence that their vehicle is insured with liability limits equal to or greater than \$100,000 combined single limits. Employee must notify the Baldwin-Whitehall School District immediately if their insurance coverage is changed, cancelled or non-renewed. Physical damage coverage is the responsibility of the vehicle owner.

The Baldwin-Whitehall School District is not responsible for any damage or theft to an employee owned vehicle while being used for district business.

Traffic Violations:

- The Baldwin-Whitehall School District is not responsible for any traffic violations or parking tickets and subsequent fines and/or penalties acquired by violation of city ordinance, state or federal laws regarding employee's driving habits and operation of a motor vehicle for Baldwin-Whitehall School District business. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for the Baldwin-Whitehall School District.

Distracted Driving:

All Baldwin-Whitehall School District vehicles are equipped with cellular telephones. The use of the cellular telephones is for official school business only. Drivers must insure each day that the telephone is turned on and is operating properly.

The following procedures shall apply regarding the use of cellular telephones:

- Employees are not permitted to make any personal calls of any nature or text at any time using the District issued cellular telephones.
- District cellular telephone numbers will not be published for general distribution. Telephone numbers will not be provided to employees, parents, residents or students.
- School bus and van drivers and attendants are authorized to call only the Transportation Office at the bus garage or municipal emergency services or bus to bus. Calls shall not be made to schools, parents or other individuals or businesses except in extreme emergency situations. The Transportation Manager or Assistant Manager may authorize calls from the vehicle as may be necessary.
- Drivers are required to park the bus or van in a safe location prior to making an outgoing call.
- Under no circumstances is a bus driver to use a personal cellular telephone in any manner while operating a school district vehicle – with or without students on-board, unless they pull the vehicle to a safe location off the roadway.
- Employees who violate the above procedures shall be subject to disciplinary action, up to and including termination.

Emergency Calls:

The only exception to the cell phone use guideline would be calls placed to the Transportation office or 911. If placing or accepting an emergency call, it should be kept short with "hands-free" feature. The vehicle must be pulled over to a safe location off the roadway as soon as possible to make the call.

Transportation Department Employee Procedure Manual

Driver Qualifications:

School Bus Operator:

- 1.) Must be at least 18 years of age.
- 2.) Must be able to read, comprehend and speak English and possess at least a high school diploma.
- 3.) Must be able to pass the physical examination as required by the state and continue to possess a valid certificate of health.
- 4.) Must be able to safely operate the vehicle type being driven.
- 5.) Possess or have the ability to possess a Commercial Drivers License with required endorsements.
- 6.) Must provide employer with details of any accidents and/or violations.
- 7.) Must not be disqualified to drive a CMV (commercial motor vehicle).
- 8.) Must successfully complete the Transportation Department's road test.
- 9.) Pass a drug and alcohol test as required by the federal and state regulations for pre-employment.
- 10.) Pass random and post accident drug and alcohol tests as required by law.
- 11.) Have an understanding of children and their needs.
- 12.) Can demonstrate aptitude for skillful and successful performance of the assigned performance responsibilities.
- 13.) The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy.

Records Needed to Qualify Bus Drivers: Driver Qualification File

- 1.) DOT employment application.
- 2.) Motor Vehicle Report (MVR) from the state being hired and current within 30 days of hiring.
- 3.) Written record of previous employer information including prior substance abuse/alcohol violations.
- 4.) Road test certificate or equivalent.
- 5.) Annual School Bus Physical Card (driver must carry physical card with them when driving).
- 6.) A letter granting a waiver of a physical disqualification.
- 7.) Annual Motor Vehicle Report (MVR) from state agency.
- 8.) Documentation of the annual review of the drivers' driving record.
- 9.) Driver certificate of violations.

Transportation Department Employee Procedure Manual

Pre-Trip Inspections – Commercial Motor Vehicles

Section 396.13 of the Federal Motor Carrier Safety Regulations requires the driver to complete an inspection and “be satisfied that the motor vehicle is in safe operating condition”. Pennsylvania and federal laws require that all drivers conduct a “walk around” inspection each time that a vehicle is taken from the garage on a trip. Thus a “walk around” inspection must be conducted prior to both morning and the afternoon runs, as well before field trips and extra-curricular trips. This page shows a few of the items that should be checked: **(School bus requirements for Pre-trip inspections can be found on pages 9 & 10. Questions should be directed to the Transportation Manager).**

- Service Brakes
- Parking Brakes/Air Brake Test
- Steering mechanism
- All Lighting devices (including flashers and strobe) and reflectors
- Tires
- Wheels and rims
- Horn
- Windshield wiper (s)
- All mirrors and windows

The emergency equipment should also be checked. This includes:

- Fire extinguishers
- Triangle Kits
- Bodily Fluid Kit
- First Aid Kit
- Warning Devices
- Crow Bar

Post-Trip Inspections

Post trip inspections require a written report. Requirements for the written report are found in section 396.11. The report can be in any format, but should include at least the following:

- Service Brakes
- Parking Brakes
- Steering mechanism
- Lighting devices (including flashers and strobe) and reflectors
- Tires
- Wheels and rims
- Horn
- Windshield wiper (s)
- All mirrors and windows
- Emergency equipment

Transportation Department Employee Procedure Manual Pre-Trip Inspections

Drivers who fail to conduct the walk-around inspections can be charged by law enforcement and are subject to school district disciplinary action up to and including discharge.

Front of Bus:

- **School Bus Sign**
- **Headlights & Lens**
- **Marker Lights & Lens**
- **4 Way Lights & Lens**
- **Flashers (Turn Signals)**
- **Reflectors**
- **Windshield (Cracks, etc.)**
- **Wiper Blades & Arms (check rubber & spring)**
- **Bumper Swing Arm**
- **Bumper (make sure it is secured)**
- **Fluid Leaks (look under front of bus)**
- **Mirrors and Mirror Arms**

Left Side of Bus:

- **Bus Body Damage**
- **Stop Sign arm (swings properly)**
- **Stop Sign arm (4-red lights; check top and bottom lights on front and back of sign)**
- **Emergency Exit Signs above two Windows**
- **Windows (broken or loose)**
- **Marker Lights**
- **Turn Signal Lights**
- **Reflectors**
- **Battery Tray (pull out)**
- **Drive Shaft (break away support)**
- **Mud Flaps (front and back)**
- **Front Tires (bubbles-uneven tread-chunks missing-cuts-4/32")**
- **Valve Stem (check stems for caps)**
- **Front Hub (leaking & lost bolts)**
- **Wheels (loose lug nuts-shine or rust around nuts)**
- **Rear Tires (bubbles-chunks missing-cuts-2/32")**
- **Inside Rear Tire (kick to make sure not flat or low pressure)**
- **Valve Stems (check inside and outside stems for caps)**
- **Rear Axle (gasket leaking or studs loose)**
- **Wheels (loose lug nuts-shine or rust around nuts)**

Back of Bus:

- **School Bus Sign**
- **Exhaust Pipe**
- **Bumper**
- **Fluid Leaks (under rear of bus)**
- **Brake Lights & Lens**
- **Turn Signal Lights & Lens**
- **4 Way Lights**
- **Reverse Lights**
- **License Plate Lights**
- **Markers Lights**
- **Reflectors**
- **Rear Door (open and check rubber)**

Right Side of Bus:

- **Fuel Door (everything same as left side)**

Inside of Bus:

- **Steps**
- **Front Doors (rubber around doors)**
- **Stanchion Bars**
- **Pry Bar**
- **Fire Extinguisher**
- **First Aid Kit**
- **Bodily Fluid Kit**
- **Insurance & Owners Card**
- **Emergency Windows (4 windows; open each - listen for buzzer)**
- **Rear Emergency Door (open and listen for buzzer)**
- **Interior Lights**
- **Drivers Seat & Seat Belt**
- **Passenger Seats (loose & broken)**
- **Wheel Wells (look for holes & rust)**
- **Gauges (works properly)**

Four Part Air Brake Check:

- **Leak Test:** Fully charge system – turn off engine – release parking brake – time pressure drop – less than 2 PSI per minute – apply 90 PSA or more with brake pedal – time pressure drop – more than 3 PSI in one minute is too much.
- **Low Air Warning Device:** Electrical power on – step on and off brake pedal to reduce air tank pressure – low air warning signal must come on before the pressure drops to less than 60 PSI.
- **Emergency Brake Activation:** Step on and off the brake pedal to reduce air tank pressure – parking brake knob should pop out – usually occurs between 20 & 40 PSI – spring brakes come on.
- **Air Pressure Build Up Rate:** Engine at operating RPMs – the air pressure should build from 85 PSI to 100 PSI within 45 seconds – pressure build up time can be longer and still be safe – check MFG's specifications.

Alcohol and Drug Testing of Commercial Drivers

All CDL drivers operating commercial motor vehicles (CMVs) on public roadways must be DOT drug and alcohol tested. This means any school bus driver required to possess a CDL, whether full or part time must also be included in an employer's drug and alcohol testing program.

Employers are required by law to do testing as indicated in the following:

- **Pre-employment testing** – A new driver must be drug tested with a negative test result before an employer can permit him/her to operate a CMV on a public highway.
- **Post-accident testing** - As soon as practicable following an accident, the driver of a commercial motor vehicle must be tested after any crash involving:
 - A fatality; or
 - Bodily injury requiring immediate medical treatment away from the scene AND the employee/driver has been issued a citation; or
 - Vehicle damage sufficient to require any of the involved vehicles to be towed AND the employee/driver has been issued a citation.

NOTE: Pennsylvania state law requires testing after any reportable crash in a school bus involving injuries or when one vehicle is towed from the accident scene.

- **Random testing** – CDL drivers are subject to unannounced random drug and alcohol testing throughout the year. Random alcohol testing must be conducted just before, during or just after a driver's performance of safety sensitive duties. Once notified of a random test, drivers must immediately report to the designated testing location.

- **Reasonable suspicion testing** – Testing is done when a trained supervisor observes specific, contemporaneous, articulable objective facts indicating current drug or alcohol use.

Reasonable suspicion must be based on specific observations concerning the appearance, behavior, speech or body odors of the driver. The observations must be made by a supervisor or someone who is trained in recognizing the short-term indications of alcohol or drug misuse. The observation must be made during, just preceding, or just after the period of the workday that the driver is required to be in compliance with the regulations. The person who makes the determination that reasonable suspicion exists to conduct a test, cannot administer the test.

- **Return-to-duty testing** – After a positive drug and/or alcohol test or refusing to take a test, the employee shall be referred to a Substance Abuse Professional (SAP). Following the initial assessment, the SAP will recommend a treatment unique to that individual. If your employer does not have a "Zero Tolerance Policy" and allows an employee to return to full duty following a positive test and subsequent evaluation and treatment, the SAP will recommend a return-to-duty test when the employee has successfully completed treatment and is no longer a concern to safety.

- **Follow-up testing** – After completing a return to duty test, follow-up testing will be performed for a period of one to five years with a minimum of six unannounced tests conducted during the first year. The number and frequency of tests beyond the minimums is set by the SAP based on his/her evaluation of the employee. Follow-up testing is separate and in addition to any other testing.

Transportation Department Employee Procedure Manual

Traffic Laws and Regulations

Drivers must comply with all traffic laws and regulations. This includes, but is not limited to: speed limits, parking regulations, traffic control devices (stop signs, traffic signals, railroad signals etc.) and use of seat belts. Seat belts (if vehicle equipped) are required to be worn by Transportation Employees at all times the vehicle is moving. (exception: a bus attendant rendering assistance to a student in need).

Motor vehicle violations can result in the suspension of the driver's license. A driver whose license is suspended will be suspended from employment for the time of the license suspension or could be discharged from employment.

Because of the alignment and narrow roadway, drivers must take extreme caution in using East Willock Road. Buses and vans leaving and returning to the Bus Garage heavily use this road. The road is posted at 25 MPH and curve is posted with a warning sign for 15 MPH. Caution must be made when turning the corner at East Willock Road and Macek Drive. Drivers must adhere to all speed limits posted on school district property.

Upon entering the bus garage while driving, stop the bus to make sure no one is walking near the interior doorway, then proceed slowly through the bus garage. On sunny days you may want to stop just inside the garage and allow your eyes to adjust to the contrast in lighting between the outdoors and indoors before pulling completely into the garage.

Documents Drivers Must Have While Operating a School Bus

The following current and valid documents must be in the driver's possession while operating a school bus:

- CDL with Passenger and School Bus Endorsement & Air Brake
- Pennsylvania School Bus Endorsement Card
- PA School Bus Physical Card
- Vehicle registration card for the bus being driven
- A valid insurance card or proof of financial responsibility for the bus being driven

Transportation Department Employee Procedure Manual

General Transportation Safety Rules:

Slip, Trip and Fall Hazards:

1. Keep the garage, repair shop, lot and yard areas free from unnecessary debris, equipment parts, hoses etc. that can cause slips, trips and falls. Good housekeeping contributes to accident prevention.
2. Wear appropriate footwear when weather conditions or working conditions (ex: washing buses) pose slippery conditions. Appropriate footwear means non-slip treads.
3. Display "wet floor signs" on floors in areas that are wet and can cause someone to slip and fall.
4. Only mechanics and Transportation Management are permitted in the vehicle maintenance area.
5. Always use the handrail (if vehicle equipped) when climbing or descending the stairs of the bus.
6. Watch where you walk. Make sure your pathway is clear of anything that can cause you to fall.
7. All hoses and electrical cords should be kept off the floor when possible. When not being used, hoses and cords should be rolled up and stored off the floor.

Ladder Safety

1. Inspect all ladders prior to use. Ladders with sharp edges, broken rungs, steps or rails should be taken out of service. Report these conditions to the transportation administrators.
2. Make sure the ladder selected will support your weight and the weight of any object being lifted onto the ladder. Decals on the ladder will identify the weight capacity of the ladder.
3. Never carry anything up a ladder; use a tool belt or hoist rope to pull up objects
4. Ladders must be placed on a secure surface when used. Never place ladders on unstable surfaces.
5. Do not stand on boxes, chairs, desks, tables or other surfaces to reach something. Use a ladder of sufficient height to reach what you need.
6. Only one person is allowed on a ladder at any time.
7. Never stand on the top two steps of a stepladder.
8. Stepladders must always have the metal spreader bar or locking device fully open when used.
9. Always maintain three points of contact (both feet and one hand or both hands and one foot in contact with the ladder) when climbing up or down and when working on a ladder.
10. Always face the ladder when climbing up or down the ladder.
11. Never use metal ladders when working on or around electrical wires or equipment.
12. Never reach beyond arm length when working on a ladder.
13. Do not place a ladder near a doorway or blind corner without either placing a sign to warn others or have a co-worker standing to advise others that work is being performed.
14. Straight or extension ladders must extend 3 feet above the ladder top support and tied off to secure it.

Back Safety - Proper Lifting Techniques:

Student Lifting and Transfers -

Drivers and Bus Attendants on special needs routes will frequently be required to lift a student. The following safety guidelines should be used for safely performing this task:

1. Face the person to be lifted.
2. Bend your knees and not your back, keeping one foot slightly in front of the other.
3. Tighten the stomach muscles.
4. Lift with your legs, not your back.
5. To turn while lifting, pivot or turn with your feet, do not twist.
6. Wear non-slip footwear to avoid slipping while lifting.

Only personnel who have been trained to operate mechanical lifts are authorized to use them.

Bend down to use your legs when lifting objects from the floor. Keep your back straight as you lift the object.

Avoid lifting loads higher than your shoulders. Use a step stool to place these loads or ask for help.

Avoid carrying objects such as heavy parts. Use a cart to wheel objects to the area where it is needed.

When lifting larger/heavier objects get help or use mechanical devices to lift them.

Shop Equipment and Tools:

1. Report any defective equipment or tools to the transportation office.
2. Electrical tools must be double insulated or have a grounding device.
3. Disconnect tools before changing bit, blades or other components.
4. Guard cords from damage to heat, oil or sharp objects.
5. When working with electrical tools in wet conditions, make sure to use an electrical outlet with ground fault circuit interrupter (GFCI).
6. Only authorized persons are permitted to use hoists or lifts.
7. Use appropriate personal protective equipment when operating equipment and tools.
8. "Bench" grinders need to have a protective eye shield and tool rest. Tool rests must be adjusted to within 1/8 inch from the wheel.
9. Unplug the electrical cord before making any adjustments to equipment plugged into the cord. Use lockout/tagout procedures.
 - Lockout / Tagout or lock and tag (LOTO) – is a safety procedure which is used in industry and research settings to ensure that dangerous machines are properly shut-off and not started up again prior to the completion of maintenance or servicing work. It requires that hazardous power sources be "isolated and rendered inoperative" before any repair procedure is started. "Lock and Tag" works in conjunction with a **lock** usually locking the device or the power source with the hasp, and placing it in such a position that no hazardous power sources can be turned on. The procedure requires that a **tag** be affixed to the locked device indicating that it should not be turned on.

Personal Protective Equipment:

A. Eye Protection:

1. Suitable safety glasses, goggles or face shields are required when your assigned work may result in a potential eye injury.
2. Eye protection is required when chemical SDS designate the use of eye protection is necessary when using the chemical. Some examples (but not all inclusive) where eye protection is required:
 - Chipping or grinding materials.
 - When using air or electric driven power tools such drills, saws, compressed air, air wrenches
 - Spraying liquids – ex: washing vehicles
 - Transferring or using hazardous chemicals
3. Safety goggles or face shield is required over prescription lenses that are not safety lenses.
4. Welding shields are required for welding work.

B. Hearing Protection:

1. Approved hearing protection is required for all work conditions that have excessive noise – example air wrenches.

C. Respiratory Protection:

1. Approved respirators must be worn if exposed to harmful dusts, fumes, vapors, gases, etc. This includes processes such as painting or cleaning up hazardous chemicals.
2. Employees required to wear respirators will receive training on how to wear and maintain them.
3. Respirators must be kept cleaned and disinfected. Replace worn or damaged respirators.

D. Hand Protection:

1. Appropriate gloves must be worn if hands are exposed to hazards such as hazardous chemicals, sharp objects and objects that can cause burns.
2. Protective gloves must be worn any time you are exposed to blood or bodily fluids.

Fire Safety:

A. Fire Extinguishers:

1. Fire extinguishers shall be placed throughout the transportation building and marked by signs.
2. Extinguisher shall have current inspection certificates affixed and be fully charged. If an extinguisher is discharged, you must notify the transportation office.
3. Access to fire extinguishers shall not be obstructed at any time.
4. Employees shall be trained on the use of fire extinguishers. Do not use an extinguisher unless you have been trained.

B. Emergency Evacuation:

1. All exits must be marked and access to all exits must be unobstructed at all times.
2. Know the location of the nearest exit.
3. If building evacuation is necessary, walk don't run to the nearest exit.

C. Compressed Gas Cylinders and Flammable Liquids:

Compressed gas cylinders must be handled carefully due to the amount of pressure they contain. These cylinders can become like missiles, able to penetrate walls if the valve is broken off the top.

1. All compressed gas cylinders must be stored upright and secured to a cart or wall. Protective caps must be in place when the cylinder is not being used.
2. Cylinders shall only be moved by a cart. Cylinders must be secured to the cart before moving. Never drag or roll cylinders.
3. Inspect all hoses, gauges, tips and handles prior to use and report immediately any unsafe condition to the transportation office.
4. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
5. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
6. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible materials such as oil and grease.
7. All flammable liquids shall be stored in Underwriter Laboratory or Factory Mutual approved containers which are labeled to identify the contents of the container.
8. Safety solvents shall be used for parts cleaning. Never use a flammable liquid for parts cleaning.

Transportation Department Employee Procedure Manual

Hazard Communication Program

All hazardous chemicals used by the Transportation Department will be identified and labeled. Employees using or exposed to a hazardous chemical will receive training to understand the hazards associated with the storage or use of the chemical.

Hazardous Chemical – Definition – A chemical that is a physical or health hazard.

Physical Hazard – Definition – A chemical which is a combustible liquid, a compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable or water reactive.

Health Hazard – Definition – A chemical that is carcinogenic, toxic, a reproductive hazard, an irritant, a corrosive, a sensitizer, or damages any body system or part.

Safety Data Sheets (SDS) – Which list the physical and/or health hazard for each hazardous chemical will be maintained in a three ringed binder and available for all Transportation Department employees to view.

Globally Harmonized System Labels (GHS) – All containers which hold a hazardous chemical must be labeled with the following information: the identity of the hazardous chemical and the appropriate hazard warning alerting employees of the health and physical hazards presented by the chemical.

Training – Employees who are exposed or may come in contact with a hazardous chemical will receive training at the following intervals:

- At the time of the employee's initial job assignment.
- Whenever a new hazardous chemical is introduced or when the hazard information regarding a currently used chemical changes or when the program elements change.
- Whenever the program administrator or other management members determines through observation that retraining would be beneficial.

Training will consist of the following:

- Review of operations where hazardous chemicals are present.
- Knowing the location of the hazardous chemicals and where to find the SDS binder.
- Methods and observations used to detect the presence or release of hazardous chemicals.
- Physical and health hazards of chemicals in the work area.
- Measures that employees are required to take to protect themselves from hazards including: procedures, work practices, emergency procedures and personal protective equipment requirements.
- An explanation of the labeling system and how to read an SDS.

Contractors - Contractors who will bring hazardous chemicals into the transportation facility must:

- Provide the program administrator with a list and an SDS for each hazardous chemical that will be used in our facility.
- Maintain a copy of the SDS for each approved chemical on site.
- Not bring chemicals into our facility unless approved by the district's Director of Transportation.
- Comply with the OSHA Hazard Communication Standard that is applicable to their company.

Transportation Department Employee Procedure Manual

Blood-borne Pathogens

Transportation Department employees may become exposed to Blood-borne Pathogens or Other Potentially Infected Materials (OPIM), and with this in mind the Baldwin-Whitehall School District's Transportation Department has developed the following guidelines to protect our workers:

- Universal Precautions – We will treat all bodily fluid as if it was contaminated with a blood-borne pathogen and appropriate protection and sanitation steps will be taken.
- Only designated personnel who are trained, authorized and equipped to respond to medical emergencies and or bodily fluid spills will do so. All other personnel will avoid contact and notify their supervisor if a spill or exposure incident is encountered.
- All First Aid Kits will be equipped with protective gloves and safety glasses to prevent contact with blood or other bodily fluids.
- A bodily fluid spill requires that the affected area be cleaned and sanitized. Contaminated personal protective equipment will need to be discarded after use.
- All personnel are required to wash their hands with soap and warm water (waterless skin sanitizer is available to use when potable water is remote from the scene) immediately after removing personal protective equipment.
- Bodily Fluid/Spill Kits will be provided on each bus
- All employees who are authorized to respond to potentially contaminated materials will receive Blood-borne Pathogen awareness training upon hiring and annually thereafter.

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Vehicle Accident Handling and Reporting

Each driver should be trained on what to do in the event of an auto accident. This should include but not be limited to, the following steps:

- Stop your vehicle and protect the scene. You do not want a secondary accident to occur.
- Call for medical assistance and assist any injured people if necessary.
- Call the Transportation Office immediately.
- Locate witnesses and get important information from them. If possible get names, addresses, and phone numbers of any (all) witnesses.
- Exchange pertinent information with other drivers.
- Fill out any accident forms, if available.

When in a vehicle accident:

1. Notify the Baldwin-Whitehall School District Transportation Department immediately.
2. Never admit fault or apologize. Apologies could be interpreted as an admission of fault.
3. Never argue with other drivers or witnesses.
4. Never argue with the police.
5. Never make a statement to the media.
6. Never discuss details of the incident with anyone other than police, the Baldwin-Whitehall School District Transportation Director or Assistant Manager, an Administrator from the Baldwin-Whitehall School District or their insurance representative.
7. Always report the incident no matter how small it seems.
8. As soon as reasonably possible, the driver should complete any accident forms required by the Baldwin-Whitehall School District.

Work Related Incidents: (incidents are accidents or "near misses" which may or may not result in an injury)

1. All work related incidents are to be reported immediately to the Transportation Manager or Assistant Manager or his/her designee if they are unavailable. The school district's Risk Manager will file all work related accident reports electronically with the insurance company.
2. Work related incident will be investigated to determine the cause, so that appropriate actions/measures can be taken to prevent a recurrence to you or other Baldwin-Whitehall School District employees. Your cooperation in providing details of the events involving the incident is expected.
3. Failure to report work related injuries in a timely manner can possibly lead to denial of your workers' compensation benefits and can subject the employee to disciplinary action.