

WESTON PUBLIC SCHOOLS

PROCEDURE MANUAL

MULTI-FUNCTION SCHOOL ACTIVITY BUS

MARCH 2022



This document is intended to be used as a manual outlining the protocols to be followed in the usage of a Multi-Function School Activity Bus (MFSAB) that will be housed at one of the Weston Public Schools locations.

The MFSAB has a capacity to transport up to 14 individuals plus a driver; with the driver only needing a valid driver's license to operate the vehicle. The intended purpose for the MFSAB is for transport of small groups to off-site educational experiences, events, athletic contests, and competitions. Drivers of the MFSABs must be paid staff members and coaches currently employed by the Weston Public Schools. Drivers must also have a valid driver license, of which a copy must be on file at the Case House. Passengers on these vehicles shall be students, staff, or other approved participants in a trip, such as chaperones, coaches, assistant coaches, or team managers. Parent volunteers and students are prohibited from driving these vehicles. Under no circumstances can the MFSABs be used for "fixed route" transportation. Fixed Route transportation is any daily transportation to and from school. Under no circumstance may the driver be compensated solely for driving the vehicle. They may drive the vehicle as part of a function that they are paid for, (i.e. teacher, coach, advisor, aide, etc.) but they may not receive any compensation strictly for driving.

Additionally, under no circumstances will a staff member be required to use the MFSAB. School buses will be made available using normal field trip request forms or through the athletic department at the request of any staff member or coach.

The primary person responsible for scheduling usage for the MFSAB is the Asst. Business Manager.

Routine scheduled maintenance (i.e. oil changes, tune ups, tire rotations) of the MFSAB would be the responsibility of the Transportation Department upon notification by the Asst. Supt. for Finance & Operations. It is expected that this level of maintenance, when performed, would be scheduled around times when the MFSAB is scheduled for usage. In the case of a major unscheduled maintenance, the Asst. Business Manager would look to contract with an outside vendor.

While driving the MFSAB in the normal course of business, the driver is covered by the Town's liability insurance such that they would never be personally liable for damage/injury except in the case of gross negligence of the driver. That being said, drivers would be personally responsible for any motor vehicle infractions cited while operating the MFSAB (i.e. speeding, etc.).

All drivers are required to complete a daily pre-trip and post-trip inspection of the vehicle to ensure safe operation. Pre-trip and post-trip reports must be recorded, and a copy must be

present with the driver during daily operation. Operators should immediately notify the Asst. Business Manager of any defects. Be sure to check for any pupils or personal items left of the vehicle. These forms are kept in the MFSAB for easy access. This inspection should take no more than a few minutes and the driver should only note any issues and report them immediately to the Asst. Business Manager. Particular attention should be given to note any visible damage to the inside or outside of the vehicle as well as any potential safety items (i.e., exterior lights, horn, wipers, etc.). The vehicle should be left clean. Users should remove all trash from the vehicle at the end of each trip.

WHILE TRANSPORTING STUDENTS

- Drivers are prohibited from: smoking/using tobacco products including vapor/E-cigarettes, consuming in any manner marijuana, steroids or any controlled substance, unless lawfully prescribed by a medical professional, consuming alcoholic beverages, using a cellphone, or any other activity that may interfere with the safe operation of the vehicle.
- Doors should be firmly closed and locked at all times when in use.
- Drivers should assist pupils who require assistance when entering and exiting the vehicle.
- The operator must always wear safety belts during vehicle operation and all passengers must be properly restrained as set forth in M.G.L. c. 90, Sec. 7AA (see Appendix A) and Sec. 13A.
- The driver must not leave the vehicle unattended while pupils are in the vehicle. This does not apply when a driver leaves the vehicle to assist pupils in entering and exiting the vehicle.
- If the driver must leave the vehicle to assist a pupil, first secure the emergency brake, shut off the engine, and remove the ignition key.
- Only the driver may occupy the driver's seat.
- The driver is expected to maintain order. If a pupil presents a disciplinary problem, the pupil should be reported to the appropriate authorities according to procedures established by the District.

The MFSAB runs on gasoline and the Weston Public Schools has access to the gasoline pump located at the Department of Public Works. It is an expectation that our MFSABs will be filled periodically as needed by our maintenance staff. However, if a trip is of such length that it requires a driver to purchase gasoline during the trip, the driver will be reimbursed for such purchase via our normal account's payable procedures. Reimbursement requests should be submitted through your building principal or athletic director.

Clearly, this document is not intended to, nor does it address every conceivable circumstance involving the operation of our MFSAB. Rather it provides guidance for many of the expected occurrences such to ensure the smooth operation of our MFSAB so that the Weston Public Schools can obtain the maximum benefits from these vehicles for our students.

Please feel free to share any comments, questions or concerns that arise while using the MFSAB to the Asst. Supt. for Finance & Operations, Asst. Business Manager, Athletic Director, your Building Principal or Transportation Director, as you deem necessary.

Please enjoy the MFSAB and drive it safely.

GUIDELINES FOR MFSAB USAGE

- ❖ Requests for MFSAB usage must be made through a Building Principal, Athletic Director or other system-wide administrator.
- ❖ All requests must be approved by the Asst. Business Manager PRIOR to use.
- ❖ Keys can be picked up in the Business Office between 9:00 a.m. and 3:00 p.m.
- ❖ Keys must be dropped off.
- ❖ Please check to make sure the bus is clean and free of damage
- ❖ Report any damage to the Asst. Business Manager and fill out an incident report form (located in the vehicle)
- ❖ Make sure to always fill out the Pre-Trip and Post-Trip inspection forms.
- ❖ Please return the bus to the designated Case House parking space