



North River Collaborative

Transportation

Policies and Procedures Handbook



**Approved by the North River Board of Directors
December 20, 2019**

FOREWORD

This handbook serves as a source of policy information, rules of the road, and rules of the job for vehicle drivers and monitors. It is meant as a supplement to the information outlined in the job descriptions, bargaining unit contracts, work schedules, and the North River Collaborative (NRC) Personnel Policies Handbook. This guide applies to all NRC employees who transport students.

A handbook cannot address every possible circumstance and event that might conceivably occur. A driver or monitor's professionalism, people skills, knowledge of policies, driving skills, and emergency expertise, will enable him or her to make appropriate decisions. All decisions made by NRC transportation employees must be made with a focus on the safe and efficient transport of the students in their care.

This handbook is intended to increase drivers/monitor knowledge and enhance their performance. If a driver/monitor is ever uncertain as to a course of action or procedure, then he/she should contact the Transportation Director or his/her designee.

This handbook does not represent a contract between NRC and the employee. Nothing in this handbook is intended to infringe on employees' rights under M.G.L. c. 150E. If there is any conflict between the policies contained herein and any applicable collective bargaining agreement, the collective bargaining agreement will control.

This handbook will be reviewed by the Board of Directors and will be revised periodically where appropriate. The Board will attempt to provide timely notice of any such change; however, failure of the Board to provide such notice does not make any policy and/or policy change invalid.

All current and new employees will receive a copy of this handbook and must sign a Confirmation of Receipt. **EACH DRIVER AND MONITOR IS RESPONSIBLE FOR KNOWING THE CONTENTS OF THIS MANUAL.**

Table of Contents

	Page
Section I: General	6
Fitness for Duty	6
License Renewal Procedure	6
7D Vehicles and Authorized Drivers	7
Suggestions for Working Effectively with Parents and Classroom Personnel	8
Personal Use of Collaborative Vehicles	8
Section II: Substance Abuse Policy	8
Types of Tests that will be Administered	10
Conducting Tests	10
Consequences of Positive Alcohol/Drug Test Results	11
Section III: Responsibilities of the School Vehicle Driver and Monitor	11
Pre-trip Inspections	11
Keys	12
Unattended Vehicles	12
Telephone Use	12
Standard Precautions and Infection Control	13
Fuel	13
Periodic Inspections	13
Seat Belts	14
Car Seats	14
Air Bags	14
Smoking/Eating	14
Transportation Routes and Route Sheets	15
Student Personal Belongings and Medication	15
7D Vehicle Signs	15
Railroad Crossings	16
Safe Loading and Unloading	16
Wheelchairs	17
Student Conduct	17
Physical Contact/Threats	18
Video Recording Policy	19
Preservation of Equipment	19
Placards	19
Dress Code	19
Field Trips	19
Reimbursement for Expenses	20
Confidentiality	20
Sudden Illness of Students	20
Medical Emergency	20
Vehicle Accidents	21
Section IV: Daily Operations	22
Hours of Work and Overtime	22
Summer Employment Expectations	22
Inclement Weather-Related Use of Personal Days	23
Time Clock/FOB	23

Pre-trip Vehicle Inspection Report	23
Fuel Slips	23
Vehicle Conduct Reports	23
Incident Reports	24
Section V: Absences (Transportation Department)	24
Section VI: School Year	24
School Calendar	24
Snow Days and Other Weather Emergencies	24
School Closings	25
Delayed Openings	25
Early Dismissals	25
NRC Emergency Telephone Numbers	26

Introduction

The purpose of this transportation manual is to ensure that all staff provide high quality, safe, and efficient transportation for the students of North River Collaborative and the school districts it serves.

Transportation is an extension of the classroom. The NRC driver and monitor's responsibilities are as important as any other person in the Collaborative. The driver and monitor are responsible for the safety and well-being of students while transporting them to and from school. The daily ride of any child, especially one who may have a handicapping condition, is an important part of his/her educational day.

The most essential quality required from all NRC drivers and monitors is a caring and positive attitude. Drivers and monitors should realize that their involvement will be a part of the student's successful educational process. The caring approach, knowledge of the vehicle, knowledge of student safety, and professionalism of each driver and monitor is crucial in making students feel at ease on NRC vehicles.

The population of students with special needs that a driver or monitor may encounter is diverse. Students may have disabilities affecting various aspects of their physical functioning, learning ability, judgment, decision-making skills, visual and hearing acuity, and emotional and behavioral capacities. Transportation employees must be willing and capable of servicing all students.

SECTION I: GENERAL

Fitness for Duty

To fulfill the North River Collaborative's responsibility to provide reliable and safe service to the individuals it serves, as well as a safe work environment, employees must be physically and mentally fit to perform their duties safely and efficiently.

In the event NRC has a reasonable belief that an employee is unable to safely continue to perform his/her regularly assigned duties for physical or mental reasons, it may first require the employee to undergo a preliminary Fitness for Duty assessment. If the Transportation Director or designee determines that the employee is unfit to perform his/her job duties safely, NRC may require the employee to undergo an appropriate medical examination at a medical professional of NRC's choosing; the employee will be placed on administrative leave with pay after exhaustion of accrued time until the situation is resolved. All such medical examinations when required by NRC and performed under its direction shall be paid for by NRC and the employee has an obligation to cooperate in such scheduling.

If the employee disagrees with the findings and conclusions of the NRC's designated medical professional, the employee may obtain his/her own medical professional's opinion at the employee's own cost. If a dispute remains over the employee's ability to safely perform the functions of his/her position, then the two medical professionals shall jointly select a third medical professional (to be paid by NRC) whose opinion and conclusion shall be binding on the parties. If found fit for duty, NRC will pay the employee for work lost between the time s/he was placed on administrative leave and the first scheduled doctor's appointment.

The previous paragraph does not apply to employees unfit for duty due to alcohol and/or drug intoxication. Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs subject to disciplinary action up to and including termination. In accordance with the Transportation Handbook Substance Abuse Policy and the NRC Personnel Policies and Procedures Handbook Drug-Free Workplace Policy, the unlawful use or possession, sale or transfer of drugs or narcotics in any manner at work will result in immediate termination. Possession of alcoholic beverages in the workplace or the consumption of alcoholic beverages in association with the workplace or during work time will result in immediate termination.

It is the employee's responsibility to notify his/her supervisor when he/she has been informed that a physician's treatment or prescribed medication has a side effect which will impair the ability to perform normal duties. Such an employee must produce a "doctor's note" declaring him/her to be fit for engaging in the activities required by his/her job before he/she can continue working.

License Renewal Procedure

It is the driver's responsibility to get a license renewal application processed in a timely manner to ensure that this credential is sufficiently up to date.

In order to meet the 7D license renewal deadline, drivers must submit their completed license application along with sufficient proof of a physical to the North River Collaborative Transportation Department for review no later than nine (9) weeks prior to the 7D license expiration date, so the Transportation Department can review this paperwork for its completeness and accuracy.

After the Transportation Department reviews the completed license renewal application and the physical information and returns this documentation to the driver, the driver must submit this documentation to the RMV no later than two (2) months prior to the driver's 7D license expiration date. This is necessary, because it takes time for the RMV to review and process this paperwork.

If you do not receive your 7D license at least three (3) weeks prior to the expiration date, then you must call the RMV 7D Department at 857-368-8130 to check on the status of your renewal. If you still have not received the 7D license at least two (2) weeks prior to the expiration date (after calling), then you must notify the Transportation Office, who will call the RMV in order to help expedite your license renewal.

Please note that a physical is valid if scheduled within ninety (90) days prior to the school vehicle certificate expiration date. As a reminder, all drivers seventy (70) years of age and older must have a physical twice a year, six to seven (6-7) months apart. Please see the Transportation Director or his/her designee for a physical form (also located on the RMV website).

It is the driver's responsibility to ensure that the following are submitted to the Transportation Director or his/her designee.

- a copy of his/her current physical and medical card (if appropriate);
- a current copy of his/her Massachusetts driver's license;
- a current copy of his/her 7D/School Bus certificate;
- an original driving record from the registry of motor vehicles each year.

In order to be reimbursed for his/her 7D or School Bus certificate re-licensing fee, the driver must bring in proof of payment and his/her new certificate and submit a Request for Reimbursement Form with copies attached to the Transportation Director or his/her designee.

When the driver receives a new Massachusetts Driver's license, a copy must be submitted to the Transportation Director or his/her designee. NRC does not refund state driver license renewal fees.

Every driver must carry his/her Massachusetts driver's license, medical examiner's card (only applicable to School Bus certificate holders), and 7D/School Bus certificate with him or her whenever he/she is driving for the NRC. If any of the above credentials has expired, the driver must immediately notify the Transportation Director or his/her designee and he/she will be unable to work as a driver for the collaborative until the appropriate credentials are renewed. If a driver doesn't maintain the appropriate credentials, he/she may be allowed to work as a monitor if a position is available and the Transportation Director approves the temporary reassignment in his/her sole discretion. During this time, the driver will be paid as a monitor. In addition, if the driver is unable to obtain the appropriate credentials within three (3) weeks of the expiration of each credential, then he/she shall be terminated from their position as a driver.

Those persons who have been convicted of operating a vehicle under the influence of alcohol, marijuana, narcotics, hallucinogens, depressants, stimulants, or other illegal substances and those persons who have been convicted of certain offenses while employed by NRC will be immediately terminated from employment with the North River Collaborative.

7D Vehicles and Authorized Drivers

- 7D vehicles are generally vehicles that do not exceed eight (8) student passenger seating capacity and are used to transport pupils to and from school (according to MGL Chapter 90 Section 7).
- A Massachusetts School Transport Driver's License, known as a 7D license, is required for all eight (8) or fewer student passenger vehicles (7D vehicles).
- A Massachusetts School Bus Operators License is valid to drive a 7D vehicle. (This is a school vehicle endorsed CDL Commercial Driver's License issued by the Massachusetts Registry of Motor Vehicles and the Massachusetts Department of Telecommunications and Energy).
- A 7D Operator License and School Bus License must be renewed every year. Those employees who have reached their seventieth birthday must renew their license every six months.
- Remember, all motorists will be observing the actions of NRC drivers on the road. It is

imperative that drivers obey all traffic rules.

Suggestions for Working Effectively with Parents and Classroom Personnel

1. NRC employees are expected to maintain a professional attitude at all times. When drivers and monitors are “on the job” they are representing the Collaborative. This should also be reflected in the driver’s operation of the school vehicle.
2. The driver is in charge of the vehicle. The monitor (if any) will observe and help the student(s) and assist the driver. In addition, he/she will advise the driver of any pertinent information concerning the student(s).
3. Drivers must be consistent with his/her time of pickup and drop-off.
4. Drivers are to wait no more than three (3) minutes (five minutes for students in wheelchairs) beyond the pickup time for a student at home. Call in to the Transportation Director if the child is a "no show."
5. If the vehicle gets "waved-on" by the parent, then drivers must call and advise the Transportation Director or his or her designee.
6. Because of the nature of this work, the routes may be rearranged to provide the safest and most cost-efficient transportation. Drivers must be flexible and ready for changes to their routes.
7. DO NOT agree to drop off a child at a location other than what is specified on the route sheet. The parent/guardian must request all route changes through the school district or the Transportation Director. The Transportation Director will advise the driver of any route changes.

Personal Use of Collaborative Vehicles

The school vehicle provided to drivers is for the exclusive transportation of North River Collaborative Southeast Transportation Network students.

Unauthorized personal use of vehicles is not permitted. Doing so will result in disciplinary action up to and including termination.

An appointment that does not deviate from the driver’s path of travel to where his/her vehicle is housed, **AND** the driver cannot otherwise get to in time between runs, must be pre-approved in writing by the Transportation Director. A pre-approved stop of any kind cannot be submitted on a driver’s time sheet as part of his/her route time. There are **NO** unscheduled stops, personal or otherwise, allowed with students on the vehicle.

Only students assigned by the Transportation Director or his/her designee may be transported in NRC vehicles. Employees must not make unauthorized transportation arrangements or transport any individuals other than assigned students on an NRC vehicle.

SECTION II: SUBSTANCE ABUSE POLICY

This section applies to all transportation employees of the North River Collaborative (NRC) whether or not they are also subject to the requirements of the Omnibus Transportation Employee Testing Act of 1991.

NRC has a strong commitment to its students and employees to provide a safe workplace and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this

commitment, NRC has established this policy regarding drug and alcohol use or abuse. Quite simply, our goal is to establish and maintain a work environment that is free from the effects of alcohol and drug use.

While NRC has no intention of intruding into the private lives of its employees, NRC does expect employees to report for work in condition to perform their duties. NRC recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have an impact on the workplace and on NRC's ability to accomplish the goal of an alcohol and drug-free environment. All NRC employees are employees at will and thus may be terminated for any reason at any time. However, nothing in this handbook is intended to infringe on the employees' rights under M.G.L. c. 150E.

1. THE USE, SALE OR POSSESSION OF ALCOHOL, NARCOTICS, DRUGS OR CONTROLLED SUBSTANCES WHILE ON THE JOB, ON OR OFF NRC PROPERTY, OR ON THE PROPERTY OF A SCHOOL IS AN OFFENSE WARRANTING IMMEDIATE TERMINATION FROM EMPLOYMENT.

2. Employees who are under the influence of alcohol, narcotics, drugs or controlled substances, either on the job or when reporting for work, or who possess or consume alcohol or drugs during work hours, have the potential for interfering with their own, as well as their co-workers', safe and efficient provision of student transportation. Consistent with existing North River Collaborative practices, such conditions will be cause for termination of employment. Employees convicted of a drug/alcohol offense will be terminated from their driving responsibilities.
3. Off-the-job drug use or activity which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, students, the public, or North River Collaborative property or equipment will be cause for termination of employment as a driver.
4. Employees who are involved with off-the-job drug use or activity shall be considered in violation of this policy and may be terminated from employment from employment.
5. Some of the drugs which are illegal under federal, state or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and/or depressants not prescribed for current personal treatment by a licensed physician.
6. Employees are expected to follow any directions of their health care provider concerning prescription medications and must immediately notify their supervisor if any prescription drug is likely to have an impact on job performance.
7. Any employee, while on the property of North River Collaborative or in a school zone, or during that employee's work shift, including all breaks and meal periods, who consumes or uses, or is found to have in his or her personal possession, in his or her locker or desk or other such repository, alcohol or drugs, will be suspended immediately pending further investigation. If use or possession is substantiated, the employee will be discharged.
8. If an employee chooses to notify North River Collaborative or request assistance from North River Collaborative regarding an alcohol or drug problem, then that notice or request will not jeopardize his or her continued employment but will not exempt an employee from the other sections of the policy. However, the employee must access the Employee Assistance Program (the Wellness Corporation) or another certified substance abuse program and provide written documentation of successful completion of the program. **Additionally, the employee must stop any and all involvement with the substance being abused and maintain adequate job performance.**

Types of Tests That Will Be Administered:

1. **Pre-Employment Testing for Controlled Substances and Alcohol.** All transportation personnel, as well as any employee who moves into a position as a driver, will be subject to testing prior to appointment as a driver. All job offers are contingent upon successful completion of drug and alcohol screening. Applicants who test positive for either drugs or alcohol will not be offered employment with the North River Collaborative.
2. **Post-Accident.** All drivers shall be tested after accidents when there has been a citation for a moving violation, or when there has been a fatality, even if the driver is not cited for a moving traffic violation, or when there has been bodily injury to any person who as a result of the injury is administered medical treatment away from the accident scene, or if one of the vehicles in the accident is disabled or towed. A test for alcohol use shall be conducted usually within two (2) hours, but in no case more than eight (8) hours after the accident. Employees must refrain from all alcohol and controlled substance use until the test(s) has been completed.
 - a) Employees are obligated to cooperate in such testing, or they will be deemed to have refused the test (see below). It is the employee's responsibility to make themselves available for testing. Generally, the employee will be accompanied to/from the testing site by a Collaborative administrator/supervisor.
 - b) Department of Transportation regulations permit employers to use blood, breath, or urine test results that have been obtained by federal, state, or local officers having independent authority to perform the tests in order to satisfy testing requirements.
3. **Reasonable Suspicion.** Employees (not limited to drivers) may be tested when an NRC administrator or supervisor observes behavior, speech, appearance, or odor that leads to a reasonable suspicion that the employee has violated the drug and alcohol policy. The employee will be taken to the collection site and, upon completion of the collection, arrangements will be made by the supervisor for the employee to be taken home instead of driving their own vehicle.
4. **Random.** All drivers shall be tested for the use of alcohol and controlled substances on a random, unannounced basis

Conducting Tests

All tests will be conducted through a facility that has been certified by the U.S. Department of Health and Human Services (DHHS) and in compliance with the regulations that have been promulgated by the U.S. Department of Transportation (DOT). Any refusal to participate in any of the types of alcohol and/or drug tests authorized in this policy will be treated as indicative of a positive result. If there is any evidence that an employee has tampered with a sample, such conduct shall be treated as a refusal to participate in testing for purposes of imposing discipline.

1. **Alcohol:** An employee is tested for alcohol consumption using an evidential breath-testing (EBT) device. DOT regulations require two tests, a screening and a confirmation test. If the initial screening test has a result of less than .02 alcohol concentrations, then the test is considered negative. If the employee's result reveals a concentration of .02 or greater, a confirmation test will be performed. An employee's refusal to sign the breath alcohol testing form, perform the test, or otherwise fail to cooperate shall be deemed a refusal to test. In addition, blood alcohol testing can be used in reasonable suspicion and post accident testing when an employee cannot provide adequate breath or an EBT device is not available.

2. **Drug:** Drug testing is conducted by analyzing a driver's urine specimen and must be conducted through a U.S. Department of Health and Human Services certified facility. Specimen collection procedures and chain of custody requirements ensure that the specimen's security, proper identification, and integrity are not compromised. DOT rules require a split specimen procedure. Each urine specimen is subdivided into two bottles, labeled as "primary" and "split." Both bottles are sent to the laboratory. Initially, only the primary specimen is opened and used for the urinalysis. The split specimen remains sealed at the laboratory. If the analysis of the primary specimen confirms the presence of an illegal controlled substance, the driver has 72 hours to request that the split specimen be sent to another DHHS certified laboratory for analysis. Testing is conducted using a two-stage process. First, a screening test is performed. If the test is positive for one or more of the drugs, a confirmation test is performed for each identified drug. Sophisticated testing requirements ensure that over-the-counter medications or preparations are not reported as positive results. All drug tests are reviewed and interpreted by a physician designated as Medical Review Officer (MRO) before they are reported to the employer.

If the laboratory reports a positive result to the MRO, the MRO will contact the driver and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen. If MRO determines that the drug use is legitimate, the test will be reported to the NRC as a negative result.

Consequences of a Positive Alcohol/Drug Test Result

NRC Employees (not limited to drivers) who test positive for alcohol or drug use will be immediately terminated from employment.

SECTION III: RESPONSIBILITIES OF THE SCHOOL VEHICLE DRIVER AND MONITOR

For staff required to have a 7D license, North River Collaborative will provide eight (8) hours of in-service through the course of the school year. If a driver fails to get these 8 hours by his/her expiration date, the Registry of Motor Vehicles will not renew their 7D certificate.

Pre-trip Inspection

The transportation service NRC provides for our pupils depends upon our attention to safety, promptness, and preventive maintenance of our school transport vehicles. The driver is responsible for a planned and systematic inspection of the vehicle before each trip.

Drivers are to perform a daily safety pre-trip inspection before the start of their AM, Midday, PM routes and Field Trips. The pre-trip inspection form is to be completed with each item correctly checked off that applies to the NRC vehicle. If the driver knows something is wrong with the vehicle that makes the vehicle unsafe to operate, he or she should contact the Transportation Director immediately. Drivers must remember to conduct the pre-inspections of the vehicle. **Failure to properly conduct daily pre-trip inspections may be grounds for discipline up to and including suspension/termination.**

Each driver is responsible for maintaining the cleanliness and safe condition of their vehicle and must do a daily pre-trip inspection report of all problems or defects as they occur. Vehicles should always be "inspection ready."

Daily inspection of the vehicle includes, but is not limited to, checking the fuel, inspecting the tires, checking the lights and brakes, checking for first aid kits and emergency equipment, ensuring that the inspection sticker is current, and checking the vehicle condition. Floors, seats, and the driver area, as well as all interior windows, need to be free of personal items and exceptionally clean. Seat belts must be placed up over the seats.

Any problems with an NRC vehicle must be reported in writing to the Transportation Director and/or his/her designee. **The Transportation Director and/or his/her designee will not be responsible for anything that is not in writing.** Submit any and all problems as they occur.

If a driver is assigned another vehicle during the same workday, he/she must complete a new pre-trip inspection. The pre-trip inspection will be completed again even though a previous driver has completed a prior pre-trip inspection.

The Daily Vehicle Pre-Trip Inspection Form is to be kept in the vehicle at all times. This form needs to be used to report all defects to the Transportation Director or his/her designee. If a Massachusetts RMV Inspector or State Trooper stops an NRC vehicle and the pre-trip inspection reports are not correctly completed, the driver is liable for all summons and fines.

If a driver has any questions as to how to do a pre-trip inspection, or how to complete the form, then they must ask the Transportation Director or his/her designee. Drivers must check each box appropriately.

The section on the Pre-Trip Inspection labeled Van Checked for Students must be completed after all runs and field trips.

Each driver must place a van empty sign in the rear window after checking the van for students. This must be done after the driver completes his/her route or field trip and he/she has returned to the NRC parking lot.

Keys

Each driver will be given keys for his/her assigned vehicle and is responsible for these keys. ALL keys must be turned in during school vacations, at the close of the school year, and at the close of the summer session. Drivers will be assessed a key charge equal to the cost of replacement for any unreturned keys. If a driver is going to be out of work for any length of time, then keys must be returned to the driver's designated office.

Unattended vehicles

Vehicles must not be unattended while running at any time except during pre-trip inspections or when controlling the temperature of the vehicle at office locations.

Cell Phones and Other Electronic Communication Devices

In addition to the requirements of state and federal law, as it may be amended from time to time, unauthorized use of personal cell phones and/or electronic devices (making/receiving calls, texting, email, web browsing, gaming, etc.) during work time is prohibited. This includes the use of hands-free devices and any future technology of a similar nature.

An exception shall be made in the case of an emergency pursuant to G.L. c. 90, §12A(b) or if the radio is not functioning properly, but only if the driver uses the cell phone or other device to contact the dispatcher while parked in a safe location to report the emergency or malfunction and receive direction from management.

Employees should give family members North River Collaborative's main telephone number for emergency calls. In the case of an emergency call, the office will immediately relay information to the employee or, if the employee is not reached, to the employee's supervisor or designee who will continue to contact the employee to ensure the message is received. If using the radio, the dispatcher will notify the appropriate van to immediately pull over and call the office.

Employees who use cell phones contrary to the above will be disciplined pursuant to the NRC's progressive discipline policy.

- Two-way radios, as required by the FCC, are for business use ONLY. No conversational vehicle-to-vehicle use is allowed. Radio abuse will not be tolerated. Employees using the airwaves for non-business purposes and/or in a non-professional manner will be subject to disciplinary action.
- Each driver is required to do a radio check before his/her a.m. and p.m. route by calling into the transportation office.
- Drivers must not give their personal or cell phone number to parents or students. Instead, parents should be advised to call the Transportation Director or his/her designee for assistance.

Standard Precautions and Infection Control

The Labor Department's Occupational Safety and Health Administration (OSHA) has set standards and put into law guidelines pertaining to infection control in the workplace. The measures below should be followed for Infection Control and the use of standard precautions in NRC vehicles. A bacterial spray bottle must be used every night after your PM run is completed.

Proper hand washing (Purel or a similar product should be in the vehicles at all times) is crucial to preventing the spread of infection. Hands must be washed:

- Before physical contact with students,
- After contact is completed,
- After contact with any equipment used by students,
- Immediately before touching anything else, if his/her hands or other skin surface become soiled with blood or body fluids,
- Whether gloves are worn or not, and
- After gloves are removed.

Barriers utilized in infection control are gloves. Gloves (stored in the "Body Fluid Kit") must be worn:

- When direct contact with the student may involve contact with blood or body fluids,
- For contact with urine, feces, and respiratory secretions, and
- When providing mouth, nose, or tracheal care.

If a bodily fluid spill occurs in the vehicle, the driver or monitor must clean it up as soon as possible with the appropriate materials. The use of gloves is required.

Any items used from the Body Fluid Kit or the first aid box must be **REPLACED IMMEDIATELY**. See the Transportation Director or his/her designee.

Fuel

Vehicles must have sufficient fuel for at least one day's operation at the end of every day. The vehicle should have minimally one half (1/2) tank full of gas. If a substitute driver needs the vehicle, he/she will not have time to fuel it in the morning if there isn't sufficient fuel. Fueling should be done after the AM or PM route has been completed. **The vehicle should never be re-fueled while students are on the vehicle.**

Periodic Inspections

At the end of the school year, end of the summer, and prior to school vacation, drivers must have their vehicles inspected by the Transportation Director or his/her designee for cleanliness and safe condition before keys can be turned in.

It is the driver's responsibility to obtain the 7D inspection sticker. In both February and October, every vehicle must be inspected by a garage approved by the Commonwealth of Massachusetts for 7D stickers. In addition, the driver is responsible for obtaining the Massachusetts Inspection sticker. The

Transportation Director or his/her designee will provide the driver a 30-day timeline of when to bring in his/her vehicle for 7D inspection. It is the driver's responsibility to ensure that his/her vehicle passes 7D and state inspection. If at any time the driver is aware of any reason the vehicle would not pass 7D standards, it is his/her responsibility to report it on the Pre-Trip inspection sheet and report it to the Transportation Director or his/her designee.

Seat Belts

Drivers are required to wear seatbelt restraints when operating NRC vehicles. Monitors are required to wear seatbelt restraints while the vehicle is in motion.

All students must wear seat belts when in NRC vehicles. The Commonwealth of Massachusetts requires all occupants of 7D vehicles to use restraining devices (seatbelt lap and shoulder straps). Children in wheelchairs must be secured by a shoulder/lap seat restraint in addition to the wheelchair being secured to the vehicle by a four (4) point system.

School staff or the parent will be present when the students are dropped off and picked up at school/home. Unless otherwise specified, school staff and parents will ensure that students are safely buckled into their seats. Drivers will verify that school staff and parents have followed this requirement. In the case of students who require a wheelchair, van drivers and/or monitors will operate the liftgate, ensure that the wheelchairs are secured and tied down, and all seat belts are securely fastened. Parents/guardians are responsible for securing the student into the wheelchair in preparation for transit. It is the driver's responsibility to see that student passengers are safely buckled into their seats. Please see the section on wheelchairs in this handbook for more information.

Car Seats

Children who are either under 57 inches tall or children who must be restrained for physical reasons must be restrained in federally approved car seats.

Car seats are to be placed in the seat where tethered hooks are positioned. When a car seat is used in an outside seat position, a locking clip must be used on the shoulder seat belt to lock the belt. Please note that some vehicles may be equipped with an extra seat belt in the outside position to attach to a car seat.

Car seats are not allowed to be moved from NRC vehicles without prior approval from the Transportation Director or his/her designee.

Air Bags

Students under the age of twelve (12) and under 57 inches may not ride in the front passenger position in vehicles equipped with air bags.

Smoking/Eating

Students may not eat or smoke in NRC vehicles. Food is a potential choking hazard and allergies to food or smoke may cause a life-threatening reaction. Enabling or knowingly allowing students to smoke is grounds for disciplinary action.

Drivers and monitors may not smoke at any time while conducting NRC transportation. This includes but is not limited to being in or around NRC vehicles, on school grounds, in any NRC parking lot, and in or within 10 feet of any workplace building in Massachusetts.

There are no unscheduled stops allowed when students are on the vehicle. With students on board, drivers may not stop for food.

Violations of this section can result in disciplinary action up to and including suspension without pay and/or termination.

Transportation Routes and Route Sheets

Drivers should keep to the schedule of the transportation route as printed on the route sheet. The time schedule printed is the time schedule given to parents, guardians, and teachers by which they plan for the arrival and departure of the transport vehicle. If the time schedule needs to be changed in order to make the route more efficient or safe, drivers must notify the Transportation Director or his/her designee. The Transportation Director or his/her designee will generate new route sheets to reflect the changes.

It is essential that drivers notify the Transportation Director or his/her designee of all pertinent changes that need to be made to the transportation route. At all times, the route sheet must be complete and accurate so that substitutes can complete the route successfully. An up-to-date route sheet must be available in the vehicle at all times.

When assessing the route or route sheets, consider:

- Vehicle turnarounds (or where not to),
- Construction, traffic, or road hazards to avoid any parking restrictions, etc.,
- Routes of travel to eliminate backing up or students crossing streets,
- Fuel requirements for at least one day's operation of the route, and
- School drop-off and pickup locations.

NOTE: Parents and guardians may make requests or demand that the route or times be changed; however, the drivers and monitors must not make these changes. Instead, they must refer any requested changes to the Transportation Director or his/her designee. The Transportation Director or his/her designee will then notify the driver of any approved changes to be put into effect.

If a teacher has any changes or concerns, they should address them with his/her Director or his/her designee who will address them with the school department.

Parents should be directed to call the Transportation Director or his/her designee when a child will not need a ride to/from school on any given day.

It is important to note that NRC reserves the right to change any route or students on a route at any time to provide the best, most efficient, and/or the most cost-effective service for NRC and the school districts we serve. This may include but not be limited to matching driver and monitor compatibility with student needs. As a result, specific routes cannot be guaranteed, and the Transportation Director or his/her designee shall assign new students / adjust or change routes as needed.

Student Personal Belongings and Medication

To ensure safety, backpacks should be kept away from students while driving. They should be stored in the front seat of the vehicle whenever possible.

Drivers are not responsible for transporting students' personal belongings and therefore should consult with the Transportation Director or his/her designee for approval.

Drivers **MUST NOT** transport medications except in an emergency or if there is a medical reason. These exceptions shall require advanced approval from the Transportation Director or his/her designee and school nurses.

7D Vehicle Signs

The school vehicle sign on each 7D vehicle must be raised when the vehicle is in use for student transportation.

Railroad Crossings

Collaborative vehicles must not stop at railroad crossings. There is no law that requires 7D vehicles to stop at railroad crossings. Stopping at railroad crossings is an unsafe practice as vehicles travelling behind 7D vehicles would not expect this type of behavior and could potentially cause an accident. Many crossings are on highly traveled roads and this sudden stop procedure could be a hazard.

Safe Loading and Unloading

School lights must be used when loading and unloading students on the street or in a school yard (not in a driveway). Drivers will provide a safe loading area for their students. Drivers must always park to the extreme curbside right when loading and unloading pupils, which ensures no vehicle (motorcycle, bicycle) can pass on the right. Drivers must never use the vehicle as a road block to keep traffic from passing on the left, as the driver would be considered the contributing cause of any ensuing accident. All students must enter and exit on the right side of vehicle.

The child safety lock on the door (on the left side) must be engaged at all times.

Drivers of students with special needs must try at all times to load and unload in the student's driveway if possible. The driver and monitor are to assist those students that may require help to enter or leave the vehicle.

Never leave students in the vehicle alone. If drivers have to leave the driver's seat to assist students in or out of the vehicle (if there is another student in the vehicle at the same time, the driver must not leave the driver's seat at all), the driver must first remove the key from the ignition and set the parking brake. Please note that if there are any students in the van, a monitor (if there is one assigned to the van) must sit in the back with the student(s).

Always turn off the engine, set the parking brake, and remove both the ignition and the door keys whenever leaving the vehicle. NOTE: There are a few exceptions, (e.g. vehicles that must have the key left in the ignition on accessories in order for the red stop lights and to operate the wheelchair lift).

The Massachusetts Commercial Motor Vehicle Anti-Idling Rule requires school vehicles to be shut off after idling for five minutes. This includes while waiting for pickup at a school. If a student is aboard, the vehicle may remain idling.

- If the child does not come out immediately from the home at the scheduled pickup time, the driver shall wait two minutes before gently beeping the horn.
- When the driver has been at the pickup location for one (1) minute after they gently beep the horn, the driver shall call the Transportation Director or his/her designee IMMEDIATELY to state that the vehicle is leaving without the child.
- Before moving the vehicle, the driver must verify that seatbelts are buckled properly.
- Drivers must never drop off a child anywhere but where the route sheets indicate where the drop-off is, unless the Transportation Director or his/her designee informs the driver differently.

- Drivers must not drop a child off at a friend's house, even if it is another stop on the route, without authorization from the Transportation Director or his/her designee.
- If a parent asks a driver to drop off the child somewhere else or to alter the transportation route in any way, the driver shall tell them that they need to call their school district or the Transportation Director or his/her designee.
- To prevent any possible miscommunications from occurring, only accept changes from the Transportation Director or his/her designee. Do not accept notes for the Transportation Director or his/her designee or local school districts.
- Drivers must wait to be sure students are met at their homes by an authorized adult before releasing the student from the vehicle.
- If the student has permission to enter their home alone, make sure the student enters the house and wait a couple of seconds to make sure everything is safe inside.
- If there is no adult home or at the stop when a driver drops off a child, keep the child on the vehicle. All drivers must radio the Transportation Director or his/her designee immediately with the time he/she expects to return to the stop, so the Transportation Office can inform the town to begin contacting the parents. Unless instructed otherwise, drivers must finish the route, and then return to the child's home. If the parent is still not home, the driver must radio the office again. The Transportation Office will contact the town's school district and he/she will be further instructed. Drivers must not release the child to anyone else (e.g. a neighbor) without authorization.
- Drivers must never drop off a student at a police station without authorization from the Transportation Director or his/her designee.

Wheelchairs

Wheelchairs must be loaded and unloaded at ground level. Ideally, drivers must load and unload wheelchairs with the vehicle entirely in the student's driveway.

Parents, nurses, or teachers are to bring the wheelchair to the lift and receive the wheelchair at the lift. If there is no one to receive the child when he/she is offloaded, the driver or monitor must remain with the student until someone receives him/her.

After locking the brakes of the wheelchair, the chair must be secured to the vehicle in four places by belts (tie downs). In addition, the child must be secured by a shoulder/lap seat belt. Under no circumstances can the belts or tie downs be tied to the wheels of the chair. Belts and tie downs must be attached to loop hooks only.

It is the driver's responsibility to know that the wheelchair is secured before driving away.

Drivers must check the wheelchair brakes weekly to make sure the wheelchair is securely in place (no movement is allowed). If the wheelchair brakes are not working properly the driver must not transport.

Student Conduct

Drivers and monitors should set the ground rules with students the first day with the goal of minimizing behavior problems throughout the school year. Drivers and monitors should be firm with but also polite to students at all times.

If misconduct or an unsafe situation occurs while on the route, the driver should stop the vehicle in a safe area before taking appropriate action. Drivers and monitors must be firm, clear, and direct with their instructions. Drivers must state as clearly as possible what is expected of the student. Some students with special needs cannot follow multi-step directions but respond well when directions are given one at a time (e.g., *Please sit down. Put on your seat belt. Close the window*). Each directive should be completed before the next is issued.

Never threaten a student with a form of discipline.

Drivers and monitors are not to talk with teachers or parents regarding problems with children. If any driver or monitor has a problem with a student that he or she has not been able to resolve one-on-one, the following procedures must be followed:

- The driver or monitor will write up the problem on a Conduct/Incident Report form. The driver or monitor must not make judgments about the students or give advice to parents or supervisors in the report. Instead, the driver or monitor must simply write up a detailed description of the incident that occurred. Drivers and monitors must not refer to other students in the incident report by name. If necessary, drivers and monitors must use student initials.
- Submit the report to the Transportation Director as soon as possible that day.
- Reports should be filed each time misconduct occurs so that the problem can be dealt with swiftly and appropriately. Administrators can only take action when they know a problem exists.
- Copies of the Conduct Report are faxed to the town's Special Education Director, School Principal, and/or Collaborative Director.
- Each town's school/program administrators will decide what disciplinary measures will be taken.
- Under no circumstances shall the driver or monitor decide the consequences the child should receive, nor shall they discuss the problem with the child's parent/guardian.
- If the problem continues, inform the Transportation Director or his/her designee each time it occurs.

Physical Contact/Threats

- If there was any physical contact involved (e.g. the student hit another person, scratched another person, etc., safety issues, or unusual behavior for which the driver needs assistance) call the Transportation Director or his/her designee immediately. Administrators may need to address such conduct immediately (before the conduct report arrives).
- If the student or driver was subject to any physical contact, the driver must fill out an Incident Report, in addition to a conduct report, that day. Medical assistance should be sought immediately, if necessary.
- If a driver or monitor becomes aware of a student threatening bodily harm to self or others, he or she should stop in a safe area and immediately contact the Transportation Director or his/her designee. The driver or monitor must not wait to provide the conduct report to the Transportation Office. The Transportation Director or his/her designee will further instruct the driver and alert the necessary people. A vehicle conduct report must be filed that day.
- Never let a student off a NRC vehicle while en-route to or from school.

- Never refuse transportation to a student assigned to the route except at the direction of the Transportation Director or his/her designee, or a school administrator at the student's assigned school or school district.

Video Recording Policy

North River Collaborative has a responsibility to maintain discipline and protect the safety, security, and welfare of our students and staff, while at the same time safeguarding NRC facilities, vehicles, and equipment.

As part of fulfilling this responsibility, North River Collaborative authorizes the use of video/digital surveillance cameras in NRC vehicles and in the program and common areas of NRC buildings. Digital or video recorder placements shall be based on the presumption and belief that students and staff have no reasonable expectation of privacy in public areas that occur in plain view of other students, staff, or bystanders.

Signs shall be posted on North River Collaborative vehicles and property to notify students, staff, and visitors that video or digital cameras may be in use. Parents and students shall also be notified that cameras may be in school vehicles. Students and others will be held responsible for any violations of school rules, North River Collaborative Personnel Policies and Procedures, or law recorded by the cameras.

NRC reserves the right to record using audio subject to applicable law.

Preservation of Equipment

Students or employees, who vandalize, damage, disable, or render inoperable surveillance cameras and equipment, shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Placards

By law, drivers are required to check the vehicle for students and/or belongings at the conclusion of each run and place a placard reading "EMPTY" on the inside rear window of the vehicle. Before the driver exits an empty vehicle, he/she must place the placard on the rear window from the inside of the vehicle. The placard must be plainly visible from the outside of the vehicle. The placard is to be removed from the window and returned to storage whenever anyone (including the driver) is on the vehicle. Drivers must never place a placard or sign of any kind in the front windshield.

Dress Code

Proper attire that would be acceptable in a classroom is appropriate while driving students. Short shorts, sleeveless shirts, tops that expose the midriff, and shirts or hats displaying writing of a questionable nature (e.g., promoting alcohol, drugs, sexual behavior, or tobacco products, etc.) will not be permitted. For safety, shoes must be worn and must be secured to the heel (no high heels, strapless shoes, or flip-flops). Violations of the dress code may result in drivers or monitors being sent home to change and disciplinary action.

Field Trips

Transportation Department drivers will receive a trip form which must be completed with accurate information. All forms must be turned in to the Transportation Director or his/her designee at the end of the route that day.

Reimbursement for Expenses

If the driver/monitor incurs a legitimate on-the-road expense (i.e., tire repair, parking lot fee, toll, and emergency fuel), he/she must submit a receipt and reimbursement form to the Transportation Director for expense approval and reimbursement.

Confidentiality

Confidential and personal information regarding students that NRC transports is not to be discussed with any other person. Information a teacher or professional staff member passes on to a driver should not be repeated or divulged to a parent, guardian, babysitter, or students themselves. This information may have been to inform the driver of pertinent information that would affect transportation. Drivers may not ask a parent or guardian about a child's disability; a parent may volunteer information, but drivers may not ask. Drivers and monitors may be informed of medical conditions of the students they transport.

The route sheets will contain personal and confidential and emergency information for all students regularly transported in the vehicle.

Sudden Illness of Students

If an illness should occur while en route, after making sure the student is as comfortable as possible, the following options may be appropriate:

AM Route:

The driver or monitor must immediately call the Transportation Director or his/her designee and the driver must continue to the school, unless directed otherwise.

PM Route:

The driver or monitor must immediately call the Transportation Director or his/her designee and the driver must continue to the student's residence, unless directed otherwise.

At all times, the student must be delivered to a family member, guardian, teacher, or school administrator. The Transportation Director or his/her designee will contact all necessary individuals.

Medical Emergency

All NRC drivers and monitors are required to be trained in CPR, first-aid, Epi-pen use, and seizures. Mandatory trainings are provided by the Collaborative during the school year.

In case of a medical emergency, drivers and monitors must remain calm. They should **contact the Transportation Director or his/her designee. If a driver or monitor is unable to reach the Transportation Director or his/her designee, then the driver or monitor must call 911.**

Communication is vital in an emergency. Drivers and monitors must keep the Transportation Director or his/her designee advised of all actions being taken. The Transportation Director or his/her designee will notify all necessary persons. Drivers and monitors must administer emergency resuscitation (CPR) or first aid if necessary. After completing the route, the driver should fill out an Incident Report and submit it to the Transportation Director or his/her designee on the same day.

Seizures may not be a medical emergency even though they can be frightening to the observer. Persons with seizures need only to be protected from themselves and others nearby. A period of quiet (drowsiness, confusion, headaches, nausea, etc.) after a seizure is not uncommon and most students may be able to resume their daily routine. Advise the Transportation Director or his/her designee of a

student's seizure. The Director or his/her designee will notify the Collaborative and/or school nurse and may direct the driver to take additional actions.

Vehicle Accidents

Vehicle accidents include any collision, regardless of how minor with another vehicle, object, or person. The driver or monitor must report the accident to Transportation Director or his/her designee by phone IMMEDIATELY, no matter how minor. Please follow the procedures listed below:

- Don't move the vehicle (even if it is blocking traffic) UNLESS:
 - police, fire or an NRC official tells you to move it
 - there is a fire on board the vehicle
 - the vehicle is in a dangerous situation

- Keep students in the vehicle if it is safe. If you take students out of the vehicle **STAY WITH THE STUDENTS AT ALL TIMES**
 - Get assistance
 - Take the walkie talkie/cell phone with you (if available)
 - Don't try to fight any fire (stay with the students)
 - Move them as far away from the vehicle in a safe spot, away from danger
 - Have students stay together (holding hands)

- Call Transportation Director or his/her designee
 - Give location
 - Injuries
 - Damage to vehicle
 - If there is no response from the office, call 911
 - If you need to call 911
 - Give location;
 - Tell them you have students with special needs;
 - Injuries;
 - Damage to vehicle.

- After assistance arrives, exchange papers
 - Stay in the vehicle with students when exchanging paperwork
 - Fill out NRC forms (2 forms A, B) in the Accident Kit
 - Give the other vehicle the copy of Registration and Form B
 - Give students' names to Police / Fire / EMS / NRC Personnel and school officials only. No one else should be given the students' names.
 - Accident Report / Incident Report must be filled out immediately after returning to the lot.
 - Registry of Motor Vehicle Report
 - NRC Incident Report
 - Insurance Report

If there is any injury to the driver and/or monitor, or the disabling of the vehicle prevents immediate contact with the Transportation Director, the driver or monitor must ask someone at the accident scene to call. The driver and monitor must remain calm and focus on the safety and well-being of the passengers. The driver or monitor must tell the Transportation Director or his/her designee the names of all persons present on the vehicle and the extent of all of the injuries. The driver and monitor must not discuss the accident with anyone (including the media) except for the police or the Transportation Director or his/her designee and to share basic information - driver's license, registration, and insurance company with all parties involved. Drivers and monitors are not to make any statement as to who was at fault or that implies a contributing factor to the cause of the accident, except to the investigating officer. The driver and monitor must provide straight-forward, honest answers to all questions the police in charge of the

accident scene ask of them.

An insurance investigation will commence after the accident. If any insurance company calls a driver or monitor at home requests a statement as to the circumstances that may bear on the accident, they must not respond to these inquiries directly. **INSTEAD, THE DRIVERS AND MONITORS MUST REFER ALL PHONE CALLS AND BRING ALL PAPERS TO THE TRANSPORTATION DIRECTOR OR HIS/HER DESIGNEE.**

SECTION IV: DAILY OPERATIONS (WHEN APPLICABLE)

Hours of Work and Overtime

Regular Work Day: The regular work day shall be determined by the requirements of the transportation schedules developed by North River Collaborative.

Regular Workweek: The regular work week will normally be Monday through Friday.

Overtime: Overtime is defined as hours worked which exceed forty (40) hours per work week. All overtime work must receive the supervisor's prior authorization. Overtime pay/comp time is based on actual hours worked. Time off taken for sick leave, vacation leave, paid holidays, or any leave of absence will not be considered hours of work for purposes of performing overtime calculations. Overtime worked without prior authorization from the supervisor may result in disciplinary action up to and including termination of employment.

An employee who reports to work as scheduled at the time of his/her shift and who does not request time off from any part of the shift shall be paid the lesser of two (2) hours pay for the shift.

Retirees from the public sector are limited by law to no more than 960 hours of paid time per calendar year on pain of having to pay back some of their retirement income. Any such employee is responsible for notifying the Transportation Director of his/her total hours worked in any calendar year at the earlier of September 1, or when he/she has worked 850 hours, and NRC will cooperate in ensuring adherence to the 960-hour rule.

Court Appearances: An employee who is required by NRC to appear in court for the purposes of testifying on behalf of NRC shall be paid for all hours of such appearance.

Employment Expectations

Drivers and monitors are required to work when their scheduled route is in session (including the summer). All drivers and monitors are expected to schedule their unpaid vacations during scheduled school vacations and when their routes are not in session throughout the year unless otherwise allowed by contract. If the driver or monitor doesn't have a route that is in session during the summer months, then they must still be available to work a minimum of two (2) weeks in the summer. Every effort will be made for these weeks to be scheduled as mutually agreeable.

Inclement Weather-Related Use of Personal Days

All drivers and monitors who are eligible for personal days as explained in the Personnel Policies and Procedures Handbook will be allowed to use their accrued personal day(s) when school is closed for inclement weather-related reasons. When an employee wishes to use such a day, he/she must complete a Request for Time Off form within two school days after the day off in order to be paid.

Any employees, who shovel on a snow day designated by the Transportation Director, will be allowed to add personal hours to the hours paid for shoveling to equal his/her regularly scheduled hours for the day.

The Employee will follow the process to request paid time as described above.

Time Clock/FOB

Employees must submit changes, conflicts, or alterations to their punch in/out time at the end of the day for each occurrence. This includes fueling, authorized vehicle cleaning, authorized mechanical service, authorized absences, etc.

- The time for each route will be pre-determined. If it varies from the pre-determined time, the driver must provide an explanation for any variance on the entry line. Any exceptions or additions to the time must be pre-approved by the Transportation Director or his/her designee. There is no paid through time or wait time between any a.m. and p.m. shifts, unless a driver is assigned additional work and the wait time between assigned work is 30 minutes or less.
- If a driver or monitor reports to work and their route is cancelled for the AM, they will be assigned another route. If there is nothing available, the driver and monitor will be paid a minimum of two hours for the AM route only.

All monitor times will be calculated to and from a meeting location to be decided by the Transportation Director or his/her designee. Monitors work only when their students require a monitor, (i.e. if the monitored student is absent, the monitor could be reassigned to another student).

Drivers are responsible for submitting the following forms on time:

- **Pre-trip Vehicle Inspection Report** – This report must be completely filled out and turned in daily to the office. This report stays on the vehicle at all times. The driver may not carry the report with them or use it with other vehicles.
- **Fuel Slips** – These slips must be signed with the vehicle number noted and turned in to the Transportation Director or his/her designee.
- **Vehicle Conduct Reports** -This report must be completed and submitted on the day of the misconduct. If it the misconduct involves physical contact, the driver or monitor must notify the Transportation Director or his/her designee as soon as the misconduct occurs.
- **Incident Reports** – This report must be submitted on the day of the incident. An Incident Report is required anytime there is exposure, physical contact, or injury to the driver or a passenger. The driver will need to fill one out for him/herself and for any passenger who received physical contact/injury. In the event of a vehicle accident, he/she must fill an Incident Report out even if only to report that there were "no injuries."

SECTION V: ABSENCES (TRANSPORTATION DEPARTMENT)

If a driver or monitor is going to be absent due to sickness or tardiness, then he/she should call the Transportation Director or his/her designee at the Transportation Office no less than ninety (90) minutes or as soon as reasonably possible prior to the scheduled start of their workday or shift and preferably the work day before. If the Transportation Director or his/her designee is not reached at the Office, then the driver/monitor must leave a message on the Transportation Office answering machine providing the necessary details. E-mails are not acceptable. The driver or monitor must make these calls personally unless incapacitated.

Failure to make these calls and properly report when absent or tardy may result in disciplinary action up to and including termination.

Drivers and monitors are responsible for informing the other of their absence. In addition, each driver

and monitor is responsible for notifying the Transportation Director or his/her designee of their own absence.

Excessive unexcused absences may result in disciplinary action up to and including termination.

Please consult the North River Collaborative Personnel Policies and Procedures Handbook for further information on absences and employee attendance.

SECTION VI: SCHOOL YEAR

➤ **School Calendar**

Early dismissals do occur during the school year due to weather, school-related emergencies, and parent-teacher conferences. We will provide service home following the school building schedule for that day. **NOTE:** Occasionally, Collaborative classrooms remain in session when the regular education classrooms in the same building are closed for parent-teacher conferences.

It is each driver's responsibility to know when students have half-days or no school and to respond appropriately. Drivers should verify with the Transportation Director or his/her designee when an early dismissal is known and check the school calendars of the schools to which he/she transports. For collaborative program students, follow the NRC programs dates, not necessarily the dates of the town. If there is a conflict in his/her schedule of schools on early dismissal days, inform the Transportation Director immediately.

➤ **Snow Days and Other Weather Emergencies**

The schools and school districts provide weather-related closing announcements in a variety of mediums. It is the drivers' responsibility to monitor school districts and individual school closings by watching the news, listening to the radio, and/or checking the Internet. In any event, it is their responsibility to contact the Transportation Director or his/her designee to confirm the status of his/her schools.

If there is no cancellation at that point, he/she must come to work. No matter how long it takes to transport that day, please do so safely.

➤ **School Closings**

In the interest of safety, North River Collaborative does not drive students to a school/town that is closed due to inclement weather. Additionally, the Collaborative does not drive students from a town that is closed due to inclement weather.

➤ **Delayed Openings**

Be extra careful regarding delayed openings. **DO NOT** bring a child to school prior to the delayed opening time. If there is a conflict with the schedule because of the later opening, call the Transportation Director immediately.

Be aware with delayed openings, that if a student is already on board the vehicle and then his/her town/school cancels, the driver will need to bring that student home. The procedure will be to first call the Transportation Director to contact the parents to be sure there is someone home to accept the student. Drivers will be advised by the Director regarding how to proceed.

➤ **Early Dismissals**

NRC will provide transportation home from school for early dismissals due to inclement weather. Drivers will be advised by the Director regarding how to proceed.

North River Collaborative Emergency Telephone Numbers

Eileen Millett, Transportation Director	(781) 252-0508 (Cell)
Andrew Briggs, Assistant Transportation Director	(781) 857-8312 (Cell)
Gail Lydon, Assistant Transportation Director	(781) 361-0205 (Cell)
Michael Laliberte, Director of Business Services	(781) 878-6056 ext. 105 (508) 828-8222 (Cell)
Stephen Donovan, Ed.D., Executive Director	(781) 878-6056 ext. 101
Clarice Doliber, Assistant Executive Director	(781) 878-6056 ext. 107
Kelli O'Brien McKinnon, Assistant to the Executive Director	(781) 878-6056 ext. 100
Moira Leon, Community Based Vocational Program Coordinator	(781) 871-1589
Rockland Transportation Office	(781) 878-6056 ext. 160
Stoughton Transportation Office	(781) 344-7003 ext. 7337
Abington Transportation Office	(781) 982-2185 ext. 4376