

**North Mac Community Unit School  
District No. 34  
Transportation Department**

**School Bus Driver's Manual/Policies**

## **Introduction**

Student safety is the primary goal in the operation of school buses for the North Mac CUSD #34 (District). The School Bus Driver's Manual (Manual) outlines the safety requirements and procedures for all bus drivers. Please study it carefully.

Professional school bus drivers must always drive defensively and ensure student safety by:

- Anticipating potential accident situations and expecting the unexpected
- Cooperating on the highways by never assuming the right-of-way
- Avoiding all driving errors
- Adjusting for existing weather and road conditions
- Making allowances for the lack of skill or for the improper attitude of the other driver, and
- Abiding by all rules and regulations of safe-driver techniques.

In addition to being able to operate the bus safely, the professional school bus driver must gain and maintain control of his/her passengers. The driver shall manage student behavior in order that any conduct by students will not distract attention from safe bus operation.

Rules and regulations to govern practices and conduct of school bus drivers and students are issued in the *Rules of the Road* published by the Secretary of State; the *Illinois School Bus Driver Training Curriculum* published by the Illinois State Board of Education; in policies adopted by the District's Board of Education; and, in the directives issued by the local Transportation Supervisor. All drivers are expected to have knowledge of the content of these materials and to act in accordance with that knowledge.

To violate any safety rules, to engage in acts of careless or unsafe discharge of driving responsibilities, or to fail to abide by all posted legal speed limits could subject the bus driver to disciplinary action.

## **EMPLOYMENT CONDITIONS**

### **Pre-employment Conditions**

After the interview, an applicant must successfully:

1. Complete the school bus driver permit application
2. Pass a physical examination including drug and alcohol screening tests
3. Be fingerprinted as prescribed by the Secretary of State and clear an Illinois background check with prints forwarded to the FBI for a national check, and
4. Successfully complete the required training.

### **Annual Medical Examination**

All applicants for a school bus driver permit annually must demonstrate physical fitness to operate a school bus by undergoing a medical examination, including drug and alcohol screening tests, conducted by a licensed physician within 90 days prior to the date of application for such a permit. In addition, (1) applicants shall consent in writing to provide a urine sample, and (2) applicants will also be tested to determine whether they have a clinical diagnosis of alcoholism. (Applicants with a current diagnosis of alcoholism shall be ineligible for a school bus permit.)

## **Chain of Command**

Drivers are expected to always follow the chain of command.

1. Transportation Supervisor
2. Transportation Coordinator
3. Superintendent

## **Drug and Alcohol Testing**

Testing is conducted by Mid-West Truckers Association. Additional information concerning drug and alcohol testing is available in Board Administrative Procedure 5:285-AP "Drug and Alcohol Testing for School Bus Drivers." In the case that random testing is completed within 90 days of bus permit expiration, a new drug test will not be required at the time of the physical.

## **Personal Conduct of Drivers**

The District expects high levels of professionalism from its staff. Bus drivers are should display the following personal conduct:

- Exhibit pride in personal appearance by dressing appropriately for work tasks.
- Report to work in a timely manner (both route and extra trip drivers). Plan to arrive at the pick-up destination no later than 15 minutes before the scheduled departure time in order to properly pre-trip the assigned bus and make needed adjustments.
- Immediately notify the Transportation Supervisor when complications or questions arise (e.g. route changes, damage to the bus, traffic violations, student misconduct, construction issues, etc.).
- Inform the Transportation Supervisor if under a doctor's care for a disabling condition or on medication (prescription or over the counter) which might cause you to have trouble driving.
- Notify the Transportation Supervisor immediately when sick, in person or by phone. **(Do not leave a message or a text for any reason)** for any emergency that arises, or for any reason you cannot fulfill the scheduled driving assignment or route.
- An advanced notice of absence form must be filled out and given to the transportation supervisor and approved before any days off may be taken. If it is an emergence or call in sick, the form must be filled out as soon as you return to work and left with the transportation supervisor.

Bus driver are expected to refrain from the following conduct:

- Wearing high-heeled shoes, flip flops or shoes that are not fitted with a securely-fitted ankle strap.
- Wearing inappropriate clothing, including clothing with messages of beer, liquor, tobacco or inappropriate language; low cut blouses; shorts, dresses or skirts more than 3" above the knee, or spandex shorts or pants.
- Carrying tobacco on person or on the bus (use of tobacco of any kind is not allowed on the bus).
- Giving candy or food of any kind, for any reason, to a child on your bus to guard against choking or adverse physical reactions.

### **Timesheets**

Timesheets must be completed, signed, and turned in by the first day of the next month, to the Transportation Supervisor or his designee for review and approval prior to submission to Payroll.

## **MAINTENANCE AND CARE OF BUSES**

### **Care of Buses**

It is the responsibility of each driver to pre-trip, fuel and clean the interior and dump trash, of his/her bus before and after each bus route, field trip or athletic trip. This is especially important when using a bus different from the one you usually drive. You are paid for getting the bus ready and taking care of it on your return.

On trips with transported equipment it is the duty of each driver to see that the equipment is handled and packed in such a way that the seats, paint and windows will not be damaged. Do not block aisles or exits. The buses are very expensive and must be treated well to withstand our difficult scheduling. The understanding and cooperation of everyone will make our jobs easier.

Remember: No athletic cleats or spikes are to be worn on the bus. No food or drinks are to be eaten or drank on the busses at any time.

### **Cleanliness of Buses**

All drivers are expected to keep the interior and exterior of their buses clean, swept out and free of paper and debris. Trash cans should be emptied DAILY. Can liners are available at the bus garage. If you keep the bus clean, the students are more willing to help keep it clean.

### **Maintenance and Repair of School Buses**

The main purposes of a comprehensive maintenance program for school buses is to prevent costly breakdowns. The individual school bus driver is the key person in making a program of this nature a successful endeavor.

To assist with his program, each driver should:

1. List bus/van defects on the pre-trip inspection form and/or the daily trip ticket or a note left on Supervisor or coordinators desk
2. Avoid careless operation of the vehicle
3. Avoid sudden starts and stops for safety purpose and to reduce wear on brakes and tires
4. Check instruments frequently for signs of low oil pressure changes in engine temperatures etc.
5. Note unusual odors which may indicate a problem
6. Be constantly aware of signs of mechanical malfunctions
7. Avoid prolonged engine idling (no more than 10 minutes). Diesel engines will warm up faster by driving them.
8. Turn off all electrical items (especially heater) about 2 miles before arriving at the bus garage. This will allow the battery to recharge.

9. Let engine idle to cool down (approx. 2 minutes) after returning to the bus garage. This can be done while doing final paper work and walking your bus for students.

### **Regular Route Buses**

A driver using a regular bus has the responsibility of returning the bus in the state of cleanliness or better than the bus was in prior to the trip or route. The regular driver should make every effort to sweep the bus prior to an extra trip and/or before taking time off. The substitute driver should, in turn, sweep the bus on the completion of an extra trip or route.

### **Spare Buses**

Spare buses are used when a regular route bus breaks down and on extra trips when a regular route bus cannot be used. If a spare bus is used, it will be inspected after each use.

### **Activity Bus / Vans**

Activity Buses are used when less than fourteen students and vans less than eight students that are needed to be transported to activity trips and or field trips. These vehicles can be driven by Coaches and or any Staff member that is employed by the district. These vehicles also need to be swept out, trash dumped and fueled up after each trip.

### **Periodic Maintenance**

Service is scheduled for all vehicles on a mileage basis and needs to be reported to Supervisor or coordinator before the mileage is up.

### **Mechanical Failure on the Route**

The Transportation Supervisor should be notified immediately in order to dispatch a spare bus or the first available bus to take care of the students.

### **Procedures for Obtaining Repair of Defective Items**

All repair and maintenance work on buses will be by assignment from the Transportation Supervisor. Critical items will be taken care of as soon as possible, all other repairs will be made on a priority basis or when the bus comes in for its regularly scheduled maintenance check.

### **Addition of Fuel to the Buses**

Each bus driver will be responsible for fueling his/her own bus or the bus he/she is assigned to drive. The amounts of fuel added to a bus should be recorded on the daily trip sheet next to the mileage at the time of fueling, and later to the clip-boards posted in the garages. If fuel is spilled down the side of the bus, wipe off or wash it off with a power washer. Spilled fuel can cause the paint to peel if not cleaned off promptly.

If a regular driver knows in advance that he/she will be taking time off, he/she should make sure that his/her bus is full of fuel.

Under normal driving your fuel tank should NEVER be below the 3/4 mark on the fuel gauge.

Under the hood checks are made by the driver on a regular basis. If the under hood inspection is not signed, then the driver is responsible for under hood checks as per the daily pre-trip inspection form. This check must be done every time a pre-trip is performed.

# Reports, Forms and Procedures

## **Daily Reports**

### *Pre-trip Inspection Form*

This form must be completed each day prior to the initial operation of the bus. The driver is required to list all items (at the bottom of the form) and a note left on Supervisor or coordinators desk that are not functioning properly on the bus. This form must be signed by the driver performing the pre-trip inspection.

Should a bus break down and a spare bus is needed, the driver finishing the route is responsible for a pre-trip on the bus used to finish the route.

The original copy (white) should be filled out and left at the bus garage before leaving on the morning route or before leaving on an assigned trip. Illinois Department of Transportation regulations require that the pre-trip forms (yellow copy, left in the book) remain in the bus for 30 days.

### *Monthly Trip Log*

The monthly log serves as a record of all the activities of a single bus on any given day. This information serves the purpose of obtaining and maintaining information to compile records on the bus. It is important that each driver accurately complete all requested information for daily routes and extra trips.

The monthly trip log should be documented daily. This will help reduce problems at the end of the month when tallying sheets and finalizing documentation before turning it into the office. All sheets must start with the ending mileage from last month's sheet and the mileage from the last time fueled. All drivers are responsible for making sure that their Monthly Trip Logs are correct and without errors before turning them into the Supervisor. All drivers are to check the FUEL LOG in the garage to make sure that fueling has been recorded on the proper sheets. At this time, Monthly Trip Logs can be put in the proper file and are due by the first day of the next month, for Supervisor approval before being sent to the office.

### *Post-trip Inspection*

The school bus driver will shut off the ignition, activate the interior lights, and walk to the rear of the bus to check for children that may still be on board at the end of each trip.

## **Periodic Reports**

### *Regular Route and Extra Trip Transportation Forms*

These forms provide an assurance of compliance with transportation requests, a source of information for computing payroll, and an accurate record of extra-curricular trips. Drivers need to make sure to put the name of the activity on the activity mileage sheet and their name next to it when taking an extra trip.

### *Pupil Transportation Lists*

Drivers will be given a list of all students eligible to ride their bus. They will be asked at the first of each month during the school year to update the lists by checking proper order and times of pick-up and drop-off. An accurate list of all students riding the bus or those

eligible to ride a given bus is essential in order to file correct and accurate claims for State Reimbursements.

The names of all students to be added to a bus list or deleted from a bus list should be reported to the Transportation Supervisor within 24 hours.

Before the beginning of the school year each driver must take his/her assigned bus out and drive his/her route to make route changes and have accurate times available to parents and school offices. Drivers must call parents with accurate pick-up times and the location the child will need to be picked up and dropped off. When making calls to parents make sure to remind the parents not to call your personal cell phone, if a message needs to be given during the route the parent needs to call the bus garage or one of the school offices and then the messages will be relayed to drivers by two way radio. **(Personal cell phones for drivers and or bus monitors on the busses are to be used only for emergence use when the bus is stopped.)** Remember all pick-up and drop-off times are due at the end of the first week of school and must be turned into the Transportation Supervisor.

#### State of Illinois Licensing Requirements

Drivers will be given new forms as issued by the State of Illinois in regards to licensing and reporting requirements as they are issued. Drivers must complete and turn in all forms as directed by the Transportation Supervisor.

#### Special Needs Students

The Transportation Supervisor is to be notified of all medical conditions and behavior concerns of individual students. This should be handled by the school nurse and school principals. The information will be kept in the highest confidentiality and only given to appropriate drivers at the direction of the Transportation Supervisor.

## **Accident Procedures**

### **Driver Post-accident Procedures (Administrative Procedure 4:110: AP1)**

1. Immediately notify the pre-designated emergency and police services (911) and administer first aid. As soon as possible, notify Transportation Supervisor or District Office.
2. When notifying the Transportation Supervisor or District Office, give the following information:
  - Seriousness of accident
  - Location and time of incident
  - Bus number name and route
  - Number of students on board
  - Extent of any injuries
  - Weather/road conditions
  - Any other pertinent information
3. Never leave your vehicle, either to check traffic or set out reflectors, when children are on board. Evacuate the bus according to the bus safety procedures. Stay with children until help arrives. Do not release any student, even to parents, unless instructed to do so by the District or Transportation Office.

4. Set out reflectors, flares, etc. only when the safety of all children is secure.
5. Stay vigilant for the continued safety of everyone at the scene and:
  - Never attempt to direct traffic.
  - Never move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard.
  - Never discuss liability or fault, or say anything until someone from the District or Transportation office arrives.
  - Never move an injured person unless the person's life is in jeopardy.
6. If your vehicle strikes an animal (pet), continue until it is safe to stop, keeping in mind that the sight of an injured pet could upset the children on the bus. Park the vehicle and radio the District or Transportation office with the information. The office will notify the proper authorities.
7. The District or Transportation office, when notifying the school, may suggest that personnel follow-up with students to minimize trauma or emotional after-effects.

### **Information Gathering**

While at the accident scene the driver and/or Transportation Supervisor shall:

1. Obtain the name and age of every passenger on the bus.
2. Obtain the name and address of all witnesses.
3. Regarding other vehicles involved in the accident, obtain the:
  - Other drivers' names
  - Other drivers' license numbers
  - Other drivers' addresses and phone numbers
  - Make, model, year, and license plate numbers of other involved vehicles
  - Other drivers' insurance carrier information
  - Name, address, and phone numbers of passengers in other involved vehicles.

### **Post-Accident Test**

An alcohol and controlled substance test shall be conducted as soon after accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life,
2. Who receives a citation under State or local law for a moving traffic violation arising from the accident,
3. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved a serious medical injury, or
4. Whose performance cannot be excluded as a contributing factor based on information available at the time of the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.



No such driver shall use alcohol for eight hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first. If an alcohol test is not administered within two hours of the accident or if a drug test is not administered within 32 hours, the District shall prepare and maintain records explaining why the test was not conducted.

## **EMERGENCIES, ROAD CONDITIONS AND GENERAL INFORMATION**

### **Emergency Evacuation Drills**

At least one time a year, each student transported in a school bus shall be instructed in safe riding practices and participate in an emergency evacuation drill. The bus driver is to direct the emergency drill, since he/she is responsible for the safety of the students.

### **Guidelines for Conducting Drills**

1. All drills will be supervised by the Transportation Supervisor or by the persons assigned by him to act as a supervisor.
2. Drills must be held on school property and not on a bus route.
3. Illinois law requires drills to be handled one time a year.
4. Choose two or three older responsible students to assist with the drill. (These students must have parental or guardian permission.)
5. Documentation of drill is required
6. Study evacuation procedures

### **Inclement Weather**

During the course of the school year, drivers must exhibit alert driving attention and skillful driving actions in a variety of conditions including ice, snow, mud and fog. The most basic rule is to reduce speed and use a lower gear.

When facing poor road conditions, keep the bus moving slowly and steadily forward. If the wheels spin, let up on the accelerator. If the bus stops, do NOT spin the wheels, it will only dig in deeper.

Due to some road conditions, not all buses will be able to travel all areas of their routes. As a professional driver, you are expected to make common sense judgments and not use roads that would be hazardous to the safety of all involved.

On foggy or poor visibility days use your strobe light.

Accidents that are blamed on skidding or bad weather conditions are classified as preventable. To drive safely on slippery surfaces:

1. Reduce your speed
2. Drive on the right edge road
3. Watch side roads for traffic
4. Never look directly at on coming vehicles
5. Avoid sudden stops

### **Railroad Crossings**

Rules to remember:

1. Always use 4 way warning lights (not 8 way lights) when stopping at rail crossings. Activate 100 feet in urban areas and 200 feet in rural areas.
2. Stop the bus within 50 ft., but not closer than 15 ft., from the nearest rail.
3. Open driver's window and service door to LOOK AND LISTEN.
4. Make sure that students are absolutely quiet, and turn off all heaters and am/fm radio.
5. NEVER drive around a crossing arm that is in the down position.
6. Remember you MUST stop at all railroad crossings with or without passengers.
7. Never drive onto a railroad track until you are sure your entire bus can clear the tracks. Know the length of your bus. Never stop or back up your bus while crossing the tracks.
8. Should your bus stall on the tracks, EVACUATE IMMEDIATELY!

### **Student Conduct on School Buses**

The driver is responsible for developing and maintaining the appropriate level of student conduct on all school buses. All drivers should strive to build an atmosphere of cooperation with the students. This can best occur when students fully understand the rules of acceptable bus behavior and when students view your attitudes and actions as being fair.

The professional bus driver realizes that good discipline is based on a good long-range teaching program on the bus driver's part. Each driver should take time to discuss with students the information in the District's School Bus Guidelines published by the District.

When inappropriate behaviors are exhibited by a student the bus driver should be firm but reasonable in his or her reaction to the violation. Should immediate disciplinary action be necessary, the driver should stop the bus to talk to the student. Never attempt to perform disciplinary actions while the bus in motion. The very act of stopping the bus to reprimand a passenger adds emphasis to the situation. Remember pull off the road at a safe place, turn on your four way flashers, set your parking brake, shut off the engine and pocket the keys before leaving your seat.

A student can never be put off the bus to walk home. A student cannot be refused a ride the next morning. Though the bus driver has the responsibility of maintaining discipline on the bus, the authority for removing students from the bus rests with the District administrators.

If all efforts to enforce the rules of riding a school bus have been exhausted, the next action is to file a Bus Referral Notice. This notice must be filed with the administrators within 24 hours after the incident. To do so, turn the referral into the Transportation Supervisor. These notices must be completed in full with all appropriate information (even exact words by students). This enables responsible parties to understand the severity of the actions and decide the appropriate punishment. Do not recommend action you would like to see taken. When managing student behaviors you should take the following steps:

1. Verbal Warning (write on referral sheet verbal warning)
2. Written Warning (write on referral sheet written warning)
3. Assign seating near the driver (write on referral sheet assigned seating)
4. Bus Referral to administrators (write on referral sheet Official Referral)

This allows all parties involved to understand that steps have been taken by the driver so that they can decide what disciplinary actions need to take place.

All students must follow the District's School Bus Guidelines. The Superintendent, or any designee as permitted in the *School Code*, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

If there is a life threatening situation, the bus driver should first call 911, then the driver should notify an administrator/transportation supervisor.

## **Driver Assignment**

### **Filling Vacancies on Regular Routes**

All drivers will have the opportunity to apply for vacancies occurring on regular routes. Vacancies will be filled by employing the applicant who is best suited for the position. Seniority will be a factor only in those cases of equal qualifications of the applicants.

### **Substitute for Regular Route and Special Education Routes**

Substitute drivers will be asked to sub routes as needed by the Transportation Supervisor.

### **Extra-curricular Trips**

Any driver wanting to be on the extra-curricular trip list may do so as long as he/she does not exceed the 40 hour work week. The seniority list will determine the order of rotation of assigned trips. No driver will be pulled off a regular route for an extra-curricular trip unless it is absolutely necessary. Sub drivers will be used in these instances, and they are also on a rotation list.

### **Meal Reimbursement**

Reimbursement for meals is not allowed for extra-curricular trip drivers.

### **Regular Route Requirements**

Requirements include calling parents, spending time to locate parents, and spending time running the route at the beginning of the year. Drivers will be paid one regular day's pay of three hours for these requirements. These steps are done so that parents can be made aware of pick-up/drop-off times and drivers learn of changes needing to be made to routes to ensure that students get to school on time. These positions are determined on a year to year basis. Transportation employees will be compensated for any meeting that they are required to attend and any driving/training that needs to be completed.

## **Operational Services**

### **Transportation – Bus Stop Scheduling and Procedures**

#### Bus Stop Delivery for Younger Students

For a young child, not being met by a parent/guardian at the bus stop is often very frightening. If a parent or his/her designee is not at the stop to meet the child, the bus driver will radio the office to see if parent can be reached by phone. If parents cannot be reached then you will return a young child (grades PK-Grade2) to the school, at no time is it excitable to bring a child to the bus garage. In addition, drivers will return any student (from any grade) to school if the child does not feel safe exiting the bus. Only persons included on the parents' signed notification form or letter are authorized to meet a child at the bus stop.

#### Responsibility for Students

The bus driver is responsible for students while they are riding on the bus only. Parents or guardians are responsible for children's safety before boarding and after exiting the bus at the bus stop.

#### Bus Stop Changes

North Mac families often request bus changes, particularly for afternoon transportation. The District can accommodate requests only if there is space available on the bus. The District cannot create new bus stops on any route for a temporary change request; therefore, students will be assigned to an existing stop on that bus route that is closest to the requested destination. Changes to normal routing for a student must be made to the school office before noon the day they are needed and a bus pass must be given to the bus driver for any changes in route.

#### Changing Bus Stop Time

Most North Mac buses operate on a comprehensive schedule, completing two routes (regular and town-to-town) in the morning and again in the afternoon. This helps to ensure that the system operates safely and efficiently while working to deliver students to school safely and on time. Because of the number of students needing transportation, and to ensure effective scheduling, the overall bus schedules cannot be adjusted to accommodate an individual request.

#### Student Arrival at Bus Stops

Students should arrive at their assigned bus stop at least 5 to 10 minutes prior to pickup time so that they are ready and waiting for the bus to arrive. This helps to ensure a faster loading time. It also ensures that they are there in case the times on their clocks or watches differ slightly from the time for the driver.

#### Late Bus Arrival at Stop

Every day, situations arise that are beyond the drivers' control. These can include traffic accidents, driver absences, maintenance problems, roadwork, weather delays, or even a late departure from school. If the bus is running behind schedule, there could be uncontrollable factors that are affecting the pickup time. Sometimes children are not ready and waiting at earlier bus stops, which can cause the bus to run behind schedule on all future stops. This is another reason why all children should be ready and waiting at their bus stops to minimize delays.

### Major Delays and Inclement Weather

When the Transportation Office staff learns about occurrences that may cause major delays, they notify the school immediately. Weather almost always slows bus delivery times. Parents should monitor conditions during inclement weather and anticipate that school buses may run behind schedule.

### Student Misses Bus at Bus Stop

A bus cannot return for students who missed the bus. Please be sure your student arrives at the designated bus stop at least 5 to 10 minutes ahead of schedule.

### Student Misses Bus at School

At most schools, the drivers receive a signal from school staff when they can depart after a sufficient time has been allowed for students to exit the school to board the buses. Sometimes students are held up at school for unforeseen reasons and miss their school buses. Once buses depart the school, they are not able to return to pick up any students who have missed their buses.

Students who miss the bus at school will be assigned to the school office while a parent is contacted to make pickup arrangements.

### Emergency Transportation Home

Should a student require emergency transportation home, the school principal or designee must contact the Transportation Supervisor immediately.

If a district vehicle is used, the following guidelines must be followed:

- The Transportation Supervisor or designee must assign the district vehicle.
- The driver must be licensed to drive the type of district vehicle assigned for the emergency trip.
- A pre-trip inspection must be completed and logged prior to students riding the bus.
- An approved booster or safety seat must be used for all children who are under the age of 8 who are transported in a Division I vehicle (car or van).

If a non-district vehicle is used, the following guidelines must be followed:

- The driver must be a North Mac employee or pre-approved volunteer on school district business.
- The driver must have another adult, approved by the building principal, present in the vehicle at all times.
- The vehicle must be a car or van designed to carry fewer than 10 passengers.
- The driver must be over 21 years old and acceptable to the building principal.
- The driver must carry the minimum state mandated limits for personal auto insurance for personal injury protection and property damage liability coverage.
- The driver must use an approved booster or safety seat for all children who are under the age of 8.
- The driver must present proof of current insurance and valid driver's license to be copied and placed on file in the Unit Office.

Reporting Bus Problems

If there is an issue on the bus, please contact the student's school. For concerns about a bus driver, route, or general questions, please call the Transportation Office at 217-627-2180.

DRIVER SEAT		DOOR
1		2
3		4
5		6
7		8
9		10
11		12
13		14
15		16
17		18
19		20
21		22
23		24
25	REAR	26

DRIVER SEAT		DOOR
1		2
3		4
5		6
7		8
9		10
11		12
13		14
15		16
17		18
19		20
21		22
23		24
25	REAR	26

North Mac Community Unit School District No. 34  
Transportation Department

Driver Acknowledgement

I hereby acknowledge that I have received a copy of the School Bus Driver's Manual and agree to read and follow all of its contents.

Driver Name: \_\_\_\_\_  
(Please print)

Driver Signature: \_\_\_\_\_

Date: \_\_\_\_\_