



Transportation Department

Bus Coordinator Manual

Year: 2022-2023





Bus Coordinator Transportation Responsibilities

Daily:

- Bus Driver Sign-In Sheets (TD-28) can be found on the RSS website under transportation) – drivers must sign time of arrival at school, note how many students from the afternoon prior, number of students for that morning and any problems with the bus. This form is to be sent via e-mail to transportation daily to the dedicated email address td28@rss.k12.nc.us
- Secure substitute bus drivers as needed using either “outside” substitutes or “in house” licensed employees. A list of CDL holders within your school will be made available allowing you to better manage your current employees/resources.

Weekly:

- List of bus stop changes and or additions for the week sent by e-mail to Route Coordinator, even if there is no changes or additions. If no changes/additions write on the form “no changes.”

Beginning of Year/Semester:

- Once back to school driver training is completed, drivers are to sign the Bus Driver Code of Agreement and Radio Usage Agreement. Copies of the signed documents are to be kept on file at your school for the entire school year.
- Bus Evacuations drills must occur in first 5 days of each semester for each bus that serves your school. Completed form needs to be sent to Julia Walter at Transportation.
- Roster packets are sent quarterly for bus drivers to fill out. Please make sure that each driver completes the packet and returns it to the bus coordinator in a timely manner. All roster packets should be returned to Transportation by the designated deadline.
- Drivers must assign seating for each school they serve and have a seating chart on the bus and give a copy to the Bus Coordinator to keep on file at the school.
- Drivers must keep an updated route sheet on the bus for use by the substitute drivers.

Occasionally:

- Collect data as required by DPI on specified dates, such as state-wide student counts, bus mileages, stop arm surveys, etc. (Route Coordinator will notify you of these events.)
- Drug Testing of CDL holders – follow instructions from Marisa Loftin.

**Stop Arm Violations, tree/bush trimming, street maintenance issues, School Bus Stop Ahead signs are to be sent to your school’s assigned Route Coordinator at Transportation.

**Forms available on rsed.org website under Transportation.

Transportation	Cell	Ext	E-mail	Position
Brian Moeller	704-642-4843	7116	Moellerba	Director
Bryan Anderson	704-773-4671	7109	Andersonbv	Assistant Director
Adam Burney		7120	Burneyfa	Parts Manager
Dexter		7124		DMV Bus Trainer
Eric Shepherd		7113	Shepherdeb	Cost Clerk
Jamie Sides	980-330-2032	7123	Sidesjd	Route Coordinator North/Salisbury/RCEC
Julia Walter		7117	Walterjw	Administrative Assistant
Laura Smith	704-213-9735	7128	Smithlk	Route Coordinator East/Southeast
Lisa King	704-213-2138	7130	Kinglw	Route Coordinator West/Southwest
Marisa Loftin		7112	Loftinma	Lead Transportation Services Specialist
Monica Humphries	704-642-2686	7126	Humphriesmn	Special Need Route Supervisor
Nikki Johnson	704-314-5097	7129	Johnsonnm	Route Coordinator Special Needs
Scott Ketchie	704-754-7055	7119	Ketchieks	Local Vehicle Fleet Mechanic
Transportation	704-245-6702			



Rowan-Salisbury Schools Transportation Department

Procedure for Dispute of Bus Stop Locations

This procedure is to be followed whenever a parent (or guardian) disagrees with the school regarding the location of a bus stop.

1. Whenever the location of a bus stop is in dispute, the parent must first contact the Bus Coordinator at the school.
2. If the Bus Coordinator decides that the bus stop should remain as is and the parent disagrees with the Bus Coordinator, the parent should:
 - Request a copy of the Transportation Stop Dispute Form from the school (copy located in the forms section of the Bus Coordinator's Manual.)
 - The parent is to fill out the form completely and return it to the Bus Coordinator of the school.
 - The Bus Coordinator is to add additional comments and email the form to the Route Coordinator at Transportation.
3. The Route Coordinator will evaluate the bus stop and render a decision as to whether the stop will remain as is or to be changed. A letter will be sent from the Route Coordinator to the parent and a copy to the Bus Coordinator notifying them of the decision.
4. If the parent disagrees with the decision of the Route Coordinator, the parent has the option of appealing the decision within 5 business days of receipt of the letter to the Director of Transportation.
5. The Director of Transportation will evaluate the bus stop and render a decision and again a letter will be sent to the parent and a copy to the Bus Coordinator notifying them of the decision.
6. If the parent disagrees with the decision of the Director of Transportation, they may appeal the decision to the Superintendent by letter which should include the following information: parent name, student name, grade, the action being appealed and the action desired as a result of the appeal.
7. The Superintendent (or designee) will evaluate the appeal and render a decision in writing to the parent within 10 working days.
8. If the parent disagrees with the decision of the Superintendent, the parent may appeal in writing to the grievance committee of the Rowan-Salisbury Board of Education within 5 business days of receipt of the Superintendent's (or designee's) reply.
9. The grievance committee of the Rowan-Salisbury Board of Education will schedule a hearing, notifying the parent of the hearing. The committee will render a decision regarding the bus stop within 5 business days after the hearing.



Rowan-Salisbury Schools
Transportation Department

Pregnant Bus Driver Medical Permission to Work

To: Dr: _____

From: Rowan-Salisbury Board of Education

Date: _____

Re: Pregnancy of: _____

BUS Number: _____

The person named above is employed by the Rowan-Salisbury School System as a school bus driver at _____ School. As a driver she may be required to operate a vehicle weighing 26,000 pounds with automatic transmission and power steering. A pregnant driver is required to provide a statement from a physician, on a monthly basis after the fifth month, certifying that her physical condition will present no danger to the bus passengers, the driver or to the unborn fetus.

Your careful consideration of the above will be appreciated.

Statement of Physician:

Signature of Physician: _____