

McCurdy Charter School

Activity Bus Transportation Handbook



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McCurdy Charter School student transportation is a privilege, not a right, extended to eligible students. Students who do not obey the rules and regulations may have their transportation privileges revoked by the Principal/designee or the Director/designee.

Since MCS activity buses are considered as being school premises, while riding the MCS buses, all discipline rules apply to the students and the staff.

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I. Eligible/Ineligible Activity Bus Riders

McCurdy Charter School - Grades K-12 (Elementary/Middle School/High School)

A student in good standing will be allowed to ride the MCS Activity Bus to and from the activity for which the teacher/school sponsor has requested and approval has been granted for the bus. Good standing will be determined by the student's teacher, school sponsor or school Principal.

The teacher(s)/coach(es)/sponsor(s) must accompany the students on the bus. Only the bus driver/teacher(s)/coach(es)/sponsor(s) who have been approved by the Director or her/his designee and have met all of the necessary requirements set by the Federal and State regulations such as licensure, training, drug testing, physical qualifications and criminal background checks may ride the bus. No unauthorized persons shall be permitted on the school bus.

The bus driver must sign and date an Authorization to Operate a McCurdy Charter School Activity Bus form every time he/she drives the bus.

II. Bus Regulations Governing MCS Students

For safe riding in the MCS activity bus, the following are students' responsibilities. The teacher/sponsor of the trip will make these responsibilities known to the students.

1. Students shall arrive at the place of departure of the activity bus at the time designated.
2. Students shall wait in a safe place, clear of traffic and away from where the bus will stop.
3. Students shall follow the bus driver's and/or the teacher's/sponsor's instructions promptly. When a principal/designee is on the bus, she/he is authorized to enforce student discipline.
4. Students shall board and de-board the bus carefully, using the handrail.
5. Students shall go directly to an assigned or available seat after entering the bus.
6. Students shall not get off or on the bus while it is in motion.
7. Students shall not board or leave the bus at locations other than the assigned destination.
8. Students shall remain properly seated and keep the aisles and exits clear.

9. Students shall not throw or pass objects on the bus or throw or pass objects through the bus windows.
10. Students are permitted to carry objects and band instruments that can be held in his/lap if there is sufficient room and if it will not jeopardize the safety of other students.
11. Students shall not eat and drink on the bus. This includes chewing gum.
12. Students shall not use, possess or distribute tobacco, alcohol, drugs or any other controlled substance on the bus.
13. Students shall not use profane language or make obscene gestures while on the bus.
14. Students shall not carry any kind of weapons, hazardous materials (such as glass), nuisance items (such as inflated balloons, assembled kites) and animals (with the exception of service animals) onto the bus. Possession of a weapon may result in expulsion (See Student and Family Handbook).
15. Students shall not misuse pencils, pens or other sharp objects. Students shall not write or mark the seats or other bus equipment.
16. Students shall not tamper with any equipment on the bus.
17. Students are not permitted in the driver's compartment while the bus is in motion.
18. Students shall not engage in unnecessary conversation with the bus driver while the bus is in motion.
19. Students shall not extend head, arms, and/or objects out of bus windows.
20. Students shall exhibit respect, act responsibly, be trustworthy, practice fairness, have a caring attitude and display good citizenship while on the activity bus. Students shall respect the rights and safety of others.
21. Students shall refrain from leaving or boarding the bus at locations other than the assigned destination.
22. Students shall refrain from extending head, arms or objects out of the bus windows.
23. A student's parent/guardian shall be held legally and financially responsible for malicious destruction on the bus, such as cut seats or broken windows. If there is any damage done, the student responsible will face disciplinary and restitution action by MCS. The student responsible will not be allowed to ride the bus again until the damage has been paid.
24. Students shall carry balls and any other athletic equipment in a zippered athletic bag (no plastic grocery bags) carried on the lap, between the seats or on a vacant seat. The aisle should not be blocked at any time.
25. Students shall not open or close windows without the permission of the bus driver.
26. Students are not permitted rough or boisterous conduct in the bus.
27. Students shall be absolutely quiet when the bus is approaching a railroad crossing and will remain quiet until the bus has safely crossed the tracks.

28. Students shall cooperate with the bus driver in keeping the bus clean. The students are to be sure the area where they are seated is clean before they leave the bus and that they have collected all of their personal belongings. Students shall not throw any item inside or outside the bus while boarding, riding or leaving the bus. The students shall report any damage to the bus to the bus driver, teacher and/or coach.

At all times during a trip, MCS students are under the jurisdiction of school authorities while using the school activity bus. They shall exhibit appropriate behavior in accordance with MCS code of conduct, disciplinary procedures and regulations of the school. Students who fail to comply will be subject to discipline as set forth in the Student Handbook. Students shall follow the directions of the school bus driver at all times, conduct themselves in an orderly manner when loading and loading the bus, and abide by the reasonable rules established by the bus driver and approved by the Director.

Students must remember that misconduct and/or carelessness endangers not only their own safety but also the safety of all persons riding the bus.

III. MCS Activity Bus Disciplinary Plan

The following is a basic plan and does not limit the discipline each principal may choose to include in addition to the following. The Principal has the authority to suspend a student from the bus and determine the length of the suspension.

When a Principal/designee receives a MCS Disciplinary Report, the administrator will follow the Discipline Matrix.

The bus driver/teacher(s)/coach(es)/sponsor(s) have the authority to recommend disciplinary action of a student for inappropriate and dangerous behavior. The discipline will be determined by the Principal/designee. A report to the parent/guardian will be made.

Severe Disruption and Dangerous Behavior will result in immediate suspension of transportation privileges or expulsion. This may include, but is not limited to the following:

- Physical harm to any student.
- Physical harm to the bus driver or any chaperone.
- Physical harm to the bus.

- Possession of a weapon.
- Possession of drugs including alcoholic beverages and tobacco products.

In addition to the suspension of transportation privileges, legal action against the student may be taken.

In the event that a student is suspended from riding the MCS Activity Bus, the parent/guardian must be notified before the suspension begins.

If a student or parent/guardian of a student does not agree that the disciplinary consequences of bus riding behavior are fair or reasonable, a conference with the Principal/designee may be held. If a resolution is not reached, a conference may be held with the Principal/designee and the Director. The decision of the Director is final.

Students who are suspended from the bus are not necessarily suspended from school. However, if a student is required to be at a school sponsored activity such as an athletic event and the student is suspended from the MCS activity bus, pending approval of the Principal, it will be the responsibility of the parents to provide transportation to said student so he/she does attend the event.

The MCS Activity Bus Driver has been supplied with MCS Disciplinary Report Forms that reflect the rules of student conduct. These will be submitted to the Principal. Students may be disciplined for the following actions including actions outlined in the MCS Student and Family Handbook and the MCS Discipline Matrix:

1. Improper Boarding/Departing Procedures
2. Bringing articles aboard the bus of injurious or objectionable nature
3. Throwing objects in/out of or at bus.
4. Failure to remain seated properly.
5. Fighting/Pushing/Tripping
6. Refusing to obey the driver
7. Lighting matches/smoking on the bus
8. Spitting/littering
9. Unnecessary loud noise
10. Tampering with bus equipment
11. Rude, discourteous and annoying conduct
12. Destruction of property or vandalism
12. Other behavior relating to safety, well-being and respect to others
13. Eating and/or drinking on the bus. This includes gum.
14. Using profane language
15. Extending head, arms, objects out of bus windows
16. Leaving the bus without the permission of the driver, teacher or chaperone
17. Any other rules that the Director approves to maintain safety on the bus.

In addition to the suspension of transportation privileges, criminal action may be taken and result in an arrest. Parents/Guardians will be held responsible for malicious

destruction of the bus or anything on the bus. The student responsible will not be allowed to ride the bus again until the damage has been paid.

IV. School Bus Rosters

The teacher(s)/coach(es)/sponsor(s) will carry with them and furnish to the bus driver a roster of the students and adults riding the Activity Bus. The rosters will contain the following information:

1. First and last name of each person on the bus.
2. Each person's address and phone number.
3. Two emergency contact names and phone numbers.

Information contained on the roster sheets will remain confidential and in a secure place on the bus. The rosters will be made available to school officials and law enforcement officers upon request. Upon returning from the trip, the bus driver will return the sheets to the sponsor and the sheets will be stored in a secure place by the teacher/sponsor/coach.

V. Evacuation Drills

On a yearly basis, a certified bus driver will practice the bus evacuation procedure with all students prior to their first activity trip. An evacuation map will be on display on the bus.

VI. Transportation of Large Articles

1. The driver will not permit the transportation of any item that will block the aisle or exits of the bus.
2. No item will be placed in the driver's compartment
3. All items carried by a student will be under his/her control at all times.
4. The item should be carried on a student's lap or on the floor of the bus. It will not extend beyond or above the height of the bus seats.
5. Some students may require the use of oxygen or mechanical ventilation devices during their bus ride. All equipment used by students who are technologically dependent must be secured so that it does not become detached from the individual dispensing unit not become a projectile in the event of an impact. Health plans for students who are technologically dependent will be attached to their modified transportation plan.
6. All activity bus riders are encouraged to find other means of transporting large articles for the safety of all the bus riders.

VII. Parents'/Guardians' Responsibilities

For the safe riding on an activity bus by their child, parents'/guardians' responsibilities include the following:

1. Encouraging their children to learn and to obey the school bus safety rules and to exhibit appropriate student conduct when riding the bus.
2. Instructing their children to leave the bus only at the direction of the teacher/sponsor/coach/bus driver .
3. Being responsible for seeing that their children are at the designated location to board the bus if the activity is other than during school hours.
4. Being responsible for acts of vandalism to private property by their children while on a field trip, athletic event or any other educational trip. Restitution may be pursued by law enforcement agencies.
5. Being responsible for acts of vandalism to the activity bus.
6. Arranging for their student to have physician-prescribed medication appropriately labeled and verified and authorized by the school nurse in the possession of the trip sponsor.
7. Being responsible for filling out and being sure that required permission slips and medical forms are submitted to the school.
8. Transporting their student in the event that the student is suspended from riding the activity bus contingent upon approval by the Principal.
9. Being prompt in picking up their student in the case that the bus returns to the school from an activity after regular school hours.

VIII. Student Responsibilities

For safe riding in the MCS activity bus, the following are students' responsibilities. The teacher/coach/sponsor of the trip will make these responsibilities known to the students.

1. Students will not get off or on the bus while it is in motion. Students must remain seated and keep the aisle and exits clear.
2. Students will occupy the assigned to them by the driver/teacher/sponsor.
3. Students will not be permitted in the driver's compartment while the bus is in motion,
4. Students will not tamper with any equipment on the bus.
5. Students are not engage in unnecessary conversation with the driver while the bus is in motion.
6. Students will exhibit respect, act responsibly, be trustworthy, practice fairness, have a caring attitude and display good citizenship while on the activity bus.
7. Students will not use profane language or make obscene gestures while on the bus.
8. Students will cooperate with the bus driver in keeping the bus clean.
9. Students are not permitted rough or boisterous conduct in the bus.
10. Students must be absolutely quiet when the bus is approaching a railroad crossing and will remain quiet until the bus has safely crossed the tracks.
11. Students will not eat any food or drink any beverage while being transported in the activity bus unless it is approved by the bus driver.
12. Students will not extend their hands, arms, heads or any objects out of the bus windows.

13. Weapons, explosives, breakable glass or any other dangerous objects are not permitted on the bus.
14. Animals, except for service animals, are not permitted on the bus.
15. No item that will block the aisle or exits or is unsecured will be carried in the bus.
16. Students will not open or close windows without the permission of the bus driver. Students will not throw any item insider or outside the bus while boarding, riding or leaving the bus.
17. The use, possession or distribution of tobacco, drugs, alcohol or any other controlled substance is not permitted while on the bus.
18. Students will not ride on the outside of the school bus at any time nor attach any item to the bus.
19. Students and parents/guardians will be responsible for malicious destruction to the bus or to any private property.
20. Damage to the bus from any cause will be reported by the passengers to the driver and the driver will report it to the proper school official.

At all times during a trip, MCS students are under the jurisdiction of school authorities while using the school activity bus. They shall exhibit appropriate behavior in accordance with MCS code of conduct, disciplinary procedures and regulations of the school. Students who fail to comply will be subject to discipline as set forth in the Student Handbook. Students shall follow the directions of the school bus driver at all times, conduct themselves in an orderly manner when loading and loading the bus, and abide by the reasonable rules established by the bus driver and approved by the Director.

Students must remember that misconduct and/or carelessness endangers not only their own safety but also the safety of all persons riding the bus.

IX. Teacher/Coach/Sponsor Responsibilities

The adult persons accompanying students on a MCS activity bus have the responsibility for the safety and well-being of the students in their care. They have the following responsibilities.

1. The adults accompanying the students must have met the criteria set by MCS for accompanying students on an off-campus trip.
2. The teacher/coach/sponsor or bus driver will not allow an unauthorized person to board or ride the bus.
3. The teacher/coach/sponsor shall have in their possession and provide the bus driver a copy of a roster with students', sponsors/coaches/chaperones) first and last name, address, phone number(s) and two emergency contact names and phone number(s). The teacher/coach/sponsor and the bus driver will keep their list in a secure place. Upon returning to MCS, the teacher/coach/sponsor will retrieve this list from the bus driver and store in a secure place.

4. The designated staff assigned to supervise students on a MCS activity bus shall comply with the regulations in the Transportation Handbook.
5. The teacher/coach/sponsor shall be on site at the bus loading area 15 minutes prior to the arrival of students or accompany the students to the area.
6. The teacher/coach/sponsor together with the bus driver shall supervise the loading of students.
7. The teacher/coach/sponsor must always ride the activity bus with the students and supervise their behavior during the trip and at the destination.
8. Before the students leave the bus, the teacher/coach/sponsor will ask the students to pick up anything they dropped on the floor or the seats and throw refuse in the trash container the bus driver will provide. The bus riders are to be certain they have removed all of their belongings from the bus.
9. The teacher/coach/sponsor together with the bus driver will supervise the unloading of the students at their destinations. Before the bus leaves to return to MCS from the trip, the teacher/coach/sponsor will be responsible to see (using the trip roster) that all students under her/his care are boarded on the bus. When the students have de-boarded at MCS, and before leaving the area/campus, the teacher/coach/sponsor will ascertain that every student has been picked up by their parent/guardian. If the students returned before school dismissal time, they will proceed to their classroom as instructed by the teacher/coach/sponsor.
10. The teacher/coach/sponsor shall not release a student to any person except to the student's parent/guardian prior to the conclusion of the trip upon the permission of the Principal. The parent/guardian must personally contact the Principal for such permission.
11. The teacher/coach/sponsor may not release a student to any person (other than the student's parent or guardian with permission of the Principal) unless the parent/guardian of that student has submitted written and signed authorization to the Principal that the student may be released to another identified individual and the teacher/coach/sponsor has received written permission from the Principal prior to leaving on the trip. The written permission should be in the custody of the teacher/coach/sponsor when the student is released and the teacher/coach/sponsor may ask for valid ID to confirm that this person is the one named on the permission form. Students will be released only to adults. Students will not be released to other students.
12. The teacher/sponsor/bus driver must report any serious misbehavior incidents to the Principal.

X. McCurdy Charter School/Bus Driver Responsibilities

The Director/designee shall ensure that the transportation policy adopted by the MCS Governance Board and federal and state laws are implemented and enforced by MCS employees and administrators. For the safe transportation of students for academic field trips,

extracurricular activities and interscholastic sports for eligible students the following are MCS responsibilities.

1. The Director/designee will confirm that there is an Application for Authorization to Operate a MCS Vehicle on file for the activity bus driver.
2. The Director/designee will confirm that the bus driver operating the activity bus has a valid New Mexico driver's license and meets the eligibility requirements to operate a McCurdy Charter School activity bus in accordance with the laws of New Mexico.
3. A MCS employee shall be designated the responsible driver for all activity or field trips. School-owned buses shall be used and preferred over the use of privately-owned vehicles, whenever possible.
4. All school bus drivers who transport students to and from school sponsored activities for MCS are prohibited from using cell phones as follows:
 - a. The use of cell phones or other portable devices – even those equipped with hands-free devices – are prohibited while driving the school bus with or without student passengers;
 - b. The use of cell phones are prohibited while loading and unloading students.

The only exception to the use of cell phones by school bus drivers would be in the case of an extreme emergency. A cell phone may be used by school bus drivers in the case of an extreme emergency only if the school bus is stopped and secured in a safe location.

5. The driver of any school-owned vehicle used on such a field trip shall have in his/her possession during the trip a valid and current driver's license and proof of minimum liability insurance for the vehicle.
6. Prior to departure, the driver shall be instructed as follows:
 - (a.) Follow the most direct route.
 - (b.) Avoid unnecessary stops.
 - (c.) The capacity of the bus is limited to carry only the rated seated capacity. Every student must have a seat and students are to remain seated while the bus is in motion.
 - (d.) Only activity participants are permitted in the bus. **Do not** carry non-MCS personnel, non-students or other "guest(s)" as passengers.
7. The driver operating the bus to/from a school sponsored trip shall not have more than 10 hours total driving time, or more than 8 hours continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24-hour period. "on-duty" time is defined as that time related to the servicing or operation of the vehicle, or those duties assigned or necessary that are related to a specific trip, such as staying with the bus for security purposes or assisting with the supervision of students.
8. The Director/designee will have a process in place for reporting bus accidents promptly.
9. In case of an emergency during the trip/activity, the bus driver and/or sponsor shall inform the Principal or Director of any significant injury to a student, chaperone or school employee, or any emergency as soon as practically possible. The sponsor,

Principal or Director shall notify the parents/guardians of the students and the spouses or families of the involved chaperones or employees.

10. MCS shall determine student ridership eligibility based on the recommendation of teacher/coach/sponsor.
11. MCS shall have a disciplinary process in place with regard to student behavior on the bus including an option for an appeal. Students in violation of transportation rules may have their privilege of activity bus transportation suspended and/or revoked. If damage was done by a student to the bus or to anyone's private property, MCS shall hold the student's parent/guardian responsible for any damage. This may include turning over the matter to the proper law enforcement agencies.
12. No unauthorized persons shall be permitted on school buses. The Principal/designee shall determine whether a person is authorized or not.
13. The Principal/designee shall be responsible for the discipline of students that are reported by the bus driver for misbehavior on the bus. These misbehaviors are listed on the Incident Report Form but are not limited to the behaviors listed.
14. MCS shall be responsible for having authorized adult supervision of the students from the time the bus is boarded until every student leaves the campus. No student is to be left alone on the campus after returning from a school sponsored trip.
15. MCS will not approve activity and/or field trips that will/might expose students or others to unnecessary risk of harm; any activity or field trip that violates any state or federal law; or any field trip the educational value of which is insufficient in the discretion of the Principal or Director, or as part of which students may be exposed to circumstances, environments, information or situations inappropriate to their age level and maturity.
16. If school is cancelled due to hazardous road conditions, all school-sponsored student field trips will also be canceled.
17. The MCS Director/designee is authorized to cancel student field trips due to hazardous road conditions or for other substantial reasons in the interest of the MCS.
18. MCS shall make every effort possible to provide a safe and secure experience to everyone riding the activity bus during a school sanctioned activity.
19. In compliance with New Mexico State Standards (6.41.4.12 Item I) the MCS activity bus driver shall be responsible for the vehicle bus at all times, including its care and operation and has the following additional responsibilities:
 - A. Compliance with all federal, state and local regulations;
 - B. Completion of trip ticket approved by the MCS administration when one is required;
 - C. Assumption of safety responsibility of all passengers when they are in the bus;
 - D. Obtaining prior approval from MCS administrator/designee for any changes in route or itinerary while the activity trip is in progress;
 - E. Notification to MCS administrator/designee of all emergencies that arise;
 - F. Maintenance of all records pertinent to the trip, including trip tickets;
 - G. Insuring that prior to departure and the return journey the bus is clean, completely serviced and inspected, noting the condition in writing on the appropriate form and signed by the driver;

- H. Only under exceptional circumstances when it is impractical to unload passengers, shall bus be fueled while students are on board;
- I. The activity bus driver shall, upon request, show a properly signed trip ticket to any state police officer, department of transportation officer, or staff member of the state department of education.

The MCS school activity bus driver shall meet all qualification and licensing requirements.

MCCURDY CHARTER SCHOOL

Application for Authorization to Operate a MCS Activity Bus

I hereby certify that I have a valid New Mexico driver's license and meet the eligibility requirements to operate a MCS activity bus as specified in the New Mexico Public Education Department Regulations.

- A. My New Mexico driver's license is valid and is not currently suspended, revoked or otherwise disqualified;
- B. I have not pled or been found guilty (including pleas of nolo contendere) or any of the following:
 - Any DUI/DWI conviction thin the past 3 years;
 - Any conviction for reckless or careless driving within the past 3 years;
 - Any conviction for homicide resulting from the operating of a motor vehicle;
 - Causing a fatal accident as the result of operating a motor vehicle;
- C. There has not been a judicial finding or decree of juvenile delinquency in the past 3 years as a result of any of the conduct described in paragraph B above; or
- D. I have not received more than 3 tickets for moving violations in the last 2 years.

I understand I must report to my supervisor any suspension or revocation of my driver's license and any change in my eligibility to drive a MCS activity bus as described in A-D above.

I understand all vehicle accidents I am involved in must be immediately reported to my supervisor.

If I am involved in an accident while in a MCS activity bus or if there is damage to a MCS activity bus I am responsible to report it immediately to my supervisor and have the supervisor take me for a drug screen immediately.

I understand I must report to my supervisor any citations or tickets received while in a MCS activity bus. I also understand that I am responsible to pay any fines associated with citation(s) or ticket(s) while in a MCS activity bus. MCS funds are not to be used to pay fines.

I understand that my failure to comply with the requirement outlined above may result in the loss of my eligibility to drive a MCS activity bus and could result in disciplinary action.

MCS Employee Signature	Date
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Authorized or Not Authorized (circle one) to operate MCS Activity Bus

MCS Director/Designee	Date
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McCurdy Charter School Transportation Trip Ticket

Please submit at least two weeks in advance of trip date.

Sponsor's Name _____ Phone # _____ Dept. _____

Departure Date _____ Departure Time _____ Depart. Location _____

Return Date _____ Expected Return Time _____

Trip Purpose:

Destination _____

Number of Students _____ Number of Adults _____ Funding Source _____

Please check all that apply:

Meal Stop (at) _____ Sack Lunch _____

Overnight (at) _____

Special Instructions or Remarks

Trips will begin and end at the MCS **with the sponsor in attendance.**

Sponsor signature: _____ Date: _____

Principal Approval: _____ Date: _____

Director Approval: _____ Date: _____

One copy to bus driver and one copy for MCS Business Office

MCS Appendix B

MCCURDY CHARTER SCHOOL

Vehicle/Equipment Accident Report Form – 2 pages

MCS Activity Bus Information		Damage Over \$750.00
Date of Accident:	Time of Accident:	Unit #
Year:	License Plate #:	Model:
Make:	Location of Vehicle/Equipment:	
Employee's Name: (First)	(Last)	
Employee's SS#:	DOB:	License #:
Activity Bus Damage:		
Driver's Comments:		
Location of Accident:		
MCS Passenger(s) (Attach another page if needed)		
Citations:		
Other Vehicle Information:		
Other Driver:	Drivers License #:	
Phone #:	Work Phone #:	:
Date of Birth:	Address:	
Other Vehicle Damage:		
Year/Make/Model:	License Plate #	
Passenger(s) (Attach another page if needed)	Phone #	
Insurance Company:	Policy #:	
Investigating Agency: Espanola Police Dept:	Officer:	
Rio Arriba Sherriffs Dept:	Officer:	
State Police:	Officer:	
Case #		

Turn in report immediately to:
MCS Director/Designee



**Appendix D: McCurdy Charter School
Discipline Notice**

Student:	Grade:	Date:
Reporting Official:	Class:	Time of Day (Not class Period):
Level of Offense: <input type="checkbox"/> Warning <input type="checkbox"/> Minor <input type="checkbox"/> Serious <input type="checkbox"/> Other <input type="checkbox"/> Requires Parent Conference:		

Location/Incident Classroom Playground Court Yard McCracken Gym (Memorial) Library Hallway
 Restroom Locker-room Cafeteria Field Student Parking area Staff Parking Lot On Activity Bus
 Other Location (other school) other _____

Incident Type: (Check as many boxes as needed.)

- Possession of Controlled Substance: _____ Other _____
- Possession of Alcohol Possession of Tobacco Products or ECig Under influence of alcohol
- Ditching/Cutting Class Breaking & Entering Under Influence of Drugs
- Fighting/Battery Vandalism/Graffiti Property Damage Forgery
- Public Display of Affection Rude Discourteous Behavior Horseplay Disrespect to Staff
- Truancy Tardy # _____ Restricted Area Academic Dishonesty
- Disruptive Behavior Language Larceny Arson
- Bullying Harassment: Physical/Sexual No Parking Permit
- Parked in restricted area: Location _____
- Aggravated Assault: Weapon _____ Left campus w/o permission
- Aggravated Battery: Weapon _____
- Simple Battery Prohibited Devices: Cell Phone, iPod, and Other: _____
- Dress Code: _____
- Other: _____

Injuries (if any): None Neck Leg R/L Arm R/L Head F/B Back Other _____

Referrals: NONE

- Referred to Law Enforcement: Officer _____ Agency _____
- Nurse Project Carino Stay in School Coach Info to Coach: _____

Administrative Action: (Check all that apply) – FOR OFFICE USE

- Written Warning Loss of Privilege(s): _____
- Conference w/Student Special Assignment(s): _____
- Communication with Parent/Guardian: _____
- Contract with Student: _____ Matter referred to: _____
- Referral Sent with Student to Parent/Guardian Detention
- Restitution: \$ _____
- Parent Meeting with Staff, Parent/Guardian and Student to Create an Action Plan: (date) _____
- In School Suspension Out of School Suspension _____ (Days) May Return on: _____
- Expulsion/Long-Term Suspension Recommendation Unknown
- Other _____

PED Referral Number: _____

Signatures:

Principal or Designee: _____ Date: _____

Parent/Guardian: _____ Date: _____

Department of Education MEDICAL EXAMINATION for SCHOOL BUS DRIVERS and ATTENDANTS

(EXAMINERS: PLEASE READ THE REVERSE SIDE FOR MEDICAL REQUIREMENTS, DISQUALIFYING CONDITIONS, & OTHER REQUIREMENTS/ INFORMATION)

1. DRIVER/ ATTENDANT'S INFORMATION (Driver or Attendant completes this section) Birthdate (D/M/Y) _____ Age _____ Date of Exam _____
 Driver or Attendant's Name (Last First, Middle) _____ M _____ SS# _____
 _____ F _____
 Address _____ Work _____ Bus Driver _____ Bus Attendant _____
 _____ Home _____ New Certification _____ Recertification _____
 Lic# _____ Follow-up Drivers _____

2. HEALTH HISTORY (Driver or Attendant completes this section, but medical examiner is encouraged to discuss with him/ her)

Yes		No		Yes		No		Yes		No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Surgery/ Hospitalization in last 5 years?				High blood pressure					Sleep disorders, daytime sleepiness or severe snoring
		Serious illness in last 5 years?				Shortness of breath					Stroke of paralysis
		Head/ Brain injuries, disorders, or illnesses				Lung disease, incl. emphysema, asthma, chronic bronchitis, or pleurisy					Mising or impaired hand, foot, finger or toe
		Seizures, epilepsy				Diabetes controlled by: [] diet [] oral medication [] insulin					Spinal injury of disease
		Eye/ vision disorders (not incl. corrective lenses)				Digestive disorders					Chronic, severe low back pain
		Ear disorders, loss of hearing or balance				Nervous/ Psychiatric disorders					Muscular disease
		Heart attaché/ disease/ other heart problems				Fainting, dizziness					Narcotic/ habit forming drug use
		Heart surgery (bypass of any other)				Loss of altered consciousness					Regular or frequent alcohol use

For any YES answer, indicate onset date, diagnosis, medication, treating physician, any current limitations; also, list any other medications used regularly: _____

I certify that the above information is complete and true. I understand that inaccurate, false or misleading information may invalidate the examination and my Medical Examiner's Certificate.

(Driver's Signature) _____ (Date) _____

3. VISION Must be at least 20/40 in each eye with or without correction and at least 70 degrees horizontal meridian in each eye to pass; See the reverse side, section 8, "Certification", for more details.

ACUITY UNCORRECTED CORRECTED HORIZONTAL MERIDIAN Able to recognize/ distinguish ___Yes ___No Depth Perception Normal ___Yes ___No
 Right eye 20/____ 20/____ _____ degrees standard red, green, yellow? ___No ___Yes ___No
 Left eye 20/____ 20/____ _____ degrees

4. HEARING Must hear whispered voice ≥ 5 ft. in either ear, with hearing aid if needed; or average hearing in better ear greater than ≤40db, i.e. the driver only needs one good ear.

If audiometer is used, record in decibels and average at the three #'s.

Record distance from patient at which whispered voice can be heard. Right Ear _____ ft. Left Ear _____ ft.
 Right Ear: 500hz 1000hz 2000hz Average _____ Left Ear: 500hz 1000hz 2000hz Average _____

5. BLOOD PRESSURE/ PULSE RATE GUIDELINES FOR BLOOD PRESSURE EVALUATION:

Systolic/ Diastolic = ____/____ If BP high on initial exam: Within 3 months: Thereafter, certify at this interval:
 Driver qualified for 2 years if ≤ 160/90; take at least 2 readings if initial is high and consider using larger cuff. If 161-180 and/ or 91-104, certify for 3 mos. only. If ≤ 160/90, certify for 1 yr. Certify annually if acceptable blood pressure is maintained.
 Pulse Rate = _____ If > 180 and/ or > 104, don't certify until reduced to <181/105; then certify for 3 mos only. If ≤ 160/90, certify for 6 months. Certify every 6 months if acceptable blood pressure is maintained.
 Regular _____
 Irregular _____

6. LABORATORY AND OTHER TEST FINDINGS Urinalysis: Sp. Gr. _____ Protein _____ Blood _____ Sugar _____ Micro (if indicated) _____

All other lab, xray, EKG are optional, and should be performed if indicated to clarify whether or not the driver/ attendant qualifies. Record findings here: _____

7. PHYSICAL EXAMINATION

Height = ____ ft. ____ inches Weight = _____ lbs.

Check YES or NO to the question, "Is the Driver's ability to safely operate the bus affected?" or "Is the Attendant's ability to safely perform affected?"

BODY SYSTEM		CHECK FOR:		YES*	NO	BODY SYSTEM		CHECK FOR:		YES*	NO
1. General Appearance	Marked overweight, tremor, signs of alcoholism or drug abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Vascular system	Abnormal pulse/amplitude, bruits or vericose veins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Eyes	Pupil equality, reaction to light, accommodation, ocular muscle imbalance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Genito-urinary	Hernias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ears	Middle ear disease, perforated eardrums, occlusion of external canal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Extremities	Loss or impairment of all/portion of extremity, deformities, edema; insufficient grasp/prehension to maintain grip; insufficient mobility strength in lower limb to operate pedals properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth and Throat	Irremediable deformities likely to interfere with breathing or swallowing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Spine and Other	Previous surgery, deformities, limitation of motion, tenderness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Heart	Murmurs, enlarged heart, pacemaker.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Neurological	Impaired equilibrium/coordination; asymmetric DTR's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lungs/chest	Wheeze, rales, dyspnea, cyanosis; abnormal findings may require PFT's and/or CXR for further evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Psychiatric	Depression, anxiety, panic attacks, psychosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Abdomen and Viscera	Organomegaly, masses, bruits, hernia, abdominal wall weakness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*COMMENTS: The presence of a condition may not necessarily be disqualifying, particularly if the condition is controlled, not likely to worsen or is readily amenable to treatment. However, the following conditions are disqualifying for all bus drivers and attendants in New Mexico: **insulin-dependent diabetes; epilepsy; paralysis; or any condition likely to interfere with safe driving or attending.** This may also include limitations of strength or movement, certain medications, substances, cardiac conditions and **poor general health** (see reverse side for more details). Describe any abnormality in detail: _____

8. CERTIFICATION All applicants will be qualified for **Interstate/DOT**. Maximum length of certification will be on a two year cycle. Examinations completed after June 1 of any particular year will expire on July 31, 2 years from that particular year. Examinations completed before June 1 of any particular year will expire July 31, 1 year from that particular year; i.e. a medical examination qualifying a 2 year certificate, completed between June 1, 2000 and May 31 2001 will expire July 31 2002. Therefore, the **best time to get a medical examination for a 2 year certificate is between June 1 and July 31.** The examiner may specify a shorter duration of certification for any reason he/she feels is appropriate; this will be done usually because of the blood pressure protocols or other conditions amenable to treatment (i.e. to see evidence of better control of non-insulin dependent diabetes with adjustment of medications and diet). Certificates for shorter duration will be staggered and will be exceptions to the above 2 year cycle and not required expiring July 31.

9. MEDICAL REQUIREMENTS The Driver/Attendant must be in good physical and mental health, be able-bodied, and be free from communicable diseases. In addition to the specifics on vision, hearing, and blood pressure on the reverse side of this form, any abnormalities of laboratory or physical examination must be documented and described, and the condition must be controlled, not likely to worsen, or is amenable to treatment. Conditions must not affect the ability of the Driver to safely operate the bus, or the ability of the Attendant to safely attend.

10. DISQUALIFYING CONDITIONS(The applicant may be required to pay for additional studies/consults, depending on local school district policy).

- **Insulin Dependent Diabetes;** Non-Insulin Dependent Diabetes is OK if reasonably controlled and applicant is having no hypoglycemic episodes.
- **Epilepsy;** Non-epileptic seizure or loss of consciousness with subsequent normal EEG and recommendation by a Neurologist who feels the applicant will drive/attend safely, may allow an applicant, who is not taking anticonvulsant, to qualify if he/she is seizure-free for **3 years.**
- **Loss of foot, leg or hand;** Loss of fingers or toes may possibly be allowed if the applicant demonstrates adequate ability to drive/perform safely, with or without a prosthesis.
- **Paralysis of extremity;** also **Limitation of movement or strength** which interferes significantly with the ability to drive / perform.
- **Cardiac Condition** likely to interfere with safe driving / job performance ; EKG and/or stress test may be required per examiner's request if indicated.
- **Use of Medication or Substance** likely to interfere with safe driving/attending; includes addiction by medical determination to use of narcotics, habit-forming drugs, or the excessive use of alcohol.
- **Poor General Health** as determined by the medical examiner.
- **Any other Mental/Physical Condition** likely to interfere with safe driving/attending.

11. OTHER REQUIREMENTS / INFORMATION

- Medical Examination shall be conducted by a licensed Medical Doctor, Doctor of Osteopathy, Doctors of Chiropractic, Certified Nurse Practitioner, or a Physician Assistant.
- A Medical Examination is required for Drivers and Attendants at least every 2 years. Certifications for 2 years will expire July 31 (See section 8, Certification). Additional medical examinations may be required at any time at the request of the employer, local school district and / or the State Transportation Director.
- The original Medical Examination form must be completed, signed and dated and be on file at the place of employment **before** students are transported by the Driver or attended by the Attendant. A notarized copy will be forwarded to the local school district upon request.
- These forms must be retained for a minimum of 5 years after employment ends.
- A tuberculosis test is required only on new or current school bus drivers or attendants who do not have a tuberculosis test on file in the school district office. If a test is positive, State Health Department procedures are to be followed.
- The employer, local school district and/or the State Transportation Director has the right to require re-examination or verification by a licensed physician in a specialized field as a condition of employment.
- A Medical Examiner's Certificate will be issued to each certified Driver/Attendant. It shall be kept with the Driver / Attendant when on duty.

COMPLETE THIS SECTION IF THE DRIVER OR ATTENDANT DOES NOT QUALIFY

___ Does not meet standards; disqualified because _____

___ Temporarily disqualified due to _____

Return to medical examiner's office for follow up on _____ (If approved on follow-up exam, the section below will be completed at that time).

CERTIFICATION: COMPLETE THIS SECTION IF THE DRIVER OR ATTENDANT QUALIFIES

I certify that I have examined _____ in accordance with state and Federal regulations, and with knowledge of the bus driver's/attendant's duties, I find this person is qualified under the regulations as: ___BUS DRIVER or ___BUS ATTENDANT; on INTERSTATE/DOT bus/activities for a period of: ___2 YEARS, or because of _____ only for a period of ___1 YEAR ___6 MOS. ___3MOS. and, if applicable, only when:

___wearing CORRECTIVE or CONTACT LENSES OR ___wearing HEARING AID

The information I have provided regarding this medical examination is true and complete.

SIGNATURE OF MEDICAL EXAMINER _____

MED. EXAMINER'S TELEPHONE _____

DATE OF EXAM _____

PRINTED NAME OF EXAMINER _____

_____ MD ___ DO ___ CNP ___ PA-C ___

MEDICAL EXAMINER'S ADDRESS _____

MEDICAL EXAMINERS LICENSE NUMBER / ISSUING STATE _____

SIGNATURE OF DRIVER _____

DRIVER'S LICENSE NO. / ISSUING STATE _____

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MCS Appendix F