

**WAYNE LOCAL SCHOOL DISTRICT**  
**Noncertificated Employees Handbook**  
**2023-2024**



**WAYNE LOCAL SCHOOL DISTRICT**

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## INTRODUCTION

It is a privilege to serve the children, parents, and community members who reside in the Wayne Local School District.

The intention of this employee handbook is to communicate important information to all employees about school district operations.

Employees should know and understand in addition to this employee handbook there are additional important sources of information:

1. Policy Manual of the Wayne Local Board of Education: this policy manual is available in each administrative office as well as the Mary L. Cook Library.
2. Master Agreements with the Waynesville Education Association and the Waynesville Noncertificated Employees Association.
3. Additional employee guidelines specific to each school building and employment area, such as transportation and food service.
4. Coaches' manual provided by the Athletic Director.
5. Student Handbooks in each school.

This handbook has been provided to you as a means of communicating general district information, rules, and regulations. It is not intended to either enlarge or diminish any board policy, administrative regulation or guideline, or negotiated agreement. Material in this handbook may be superseded by such board policy, administrative regulation, collective bargaining agreement, or changes in federal or state laws. Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

Please speak with your building principal or myself should you have any questions about the material in this staff handbook.

Dr. Sam Ison, Superintendent  
Wayne Local Schools



# WAYNE LOCAL

## SCHOOL DISTRICT

Waynesville, Ohio

**The mission of Wayne Local Schools** is to, in partnership with the community, develop the intellectual foundation for beneficial life-long learning, the necessary values for success, and the appropriate skills to be an informed, responsible, productive, and adaptive citizen. **The vision of Wayne Local Schools** is to provide the highest quality education, in a diverse student population, with compassion and excellence in all we do.

### At Wayne Local Schools we value...

**Citizenship** – the character of an individual viewed as a member of society

**Integrity** – adherence to ethical principles; soundness of character

**Service** – contribution to the welfare of others; the function of serving

**Academics** – scholarly endeavors that prepare students for success in a knowledge based economy

**Excellence** – the state or quality of excelling or being exceptionally good

### Spartan Pride is...

**CITIZENSHIP**

**INTEGRITY**

**SERVICE**

**ACADEMICS**

**EXCELLENCE**

We're **SMALL**  
enough to really  
know our students.  
That gives them  
**BIG** opportunities.

### At Wayne Local Schools, we strive to...

- Provide and implement a state of the art learning environment and a positive learning community.
- Provide an educational environment that meets the academic needs of all students.
- Provide an educational environment that supports the development of the whole child.

## Wayne Local Schools Standards of Professional Conduct

This pledge affirms our commitment to the highest standards of professional conduct and offers guidance in acting or making decisions on behalf of Wayne Local Schools.

### **1. Avoiding Conflicts of Interest.....**

A conflict of interest can arise when an employee's personal interests (material, financial, or otherwise) influence, or appear to influence, that employee's ability to act in the best interest of the school district. Every employee should act with integrity and avoid actual or apparent conflicts of interest between personal and professional relationships.

### **2. Preserving Confidentiality.....**

Confidential information acquired as a result of your position or in the course of your employment with the school district must be protected. Care should be taken to properly shred highly confidential information before depositing in recycling bins or waste baskets. Confidential information should not be shared outside the schools except on an as-needed and authorized basis.

### **3. Maintaining the Highest Standard of Professional Conduct.....**

We are all expected to treat each other and our stakeholders with professionalism, integrity and courtesy at all times. We embrace diversity and are respectful of one another's differences. We are firmly committed to provide equal opportunity in all aspects of employment and treatment of others. Additionally each employee has a responsibility for maintaining an environment that is safe and healthy. Finally employees should report to work in condition to perform their duties, free from the influence of alcohol or illegal drugs.

### **4. Providing Accurate Information Reporting.....**

The district requires individuals to act in good faith, responsibly, with due care, competence, and diligence without knowingly or recklessly misrepresenting facts. Business records and communications can become public record and we should avoid exaggeration, derogatory remarks, guesswork, or inappropriate characterizations that can be misunderstood or misinterpreted. Mistakes should never be covered up; instead they should be promptly and fully disclosed.

### **5. Protecting District Resources.....**

Our employees have direct access to district resources, consistent with their responsibilities, and are empowered to utilize those resources. With empowerment comes responsibility; every employee is personally responsible for showing respect for and protecting district's property and resources.

### **6. Individual Responsibility.....**

Each of us is expected to adhere to this pledge and is separately responsible for our own actions. If you are faced with a difficult decision that is not addressed in this pledge, ask yourself the following questions:

- Is it legal?
- Is it honest and fair?
- Is it in the best interest of the school district?
- How does it make me feel about myself and the school district?
- Would I feel comfortable if it was published with my name in the newspaper or on the internet?



# WAYNE LOCAL SCHOOL DISTRICT 2023-24 SCHOOL CALENDAR

Adopted 2/13/2023

August 2023				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### Summary

Q1	August 15 - October 13	43 days
Q2	October 17 - December 19	42 days
Q3	January 4 - March 15	49 days
Q4	March 25 - May 22	42 days

### 2-hour Release each Gr. Period:

Friday, October 13, 2023
Tuesday, December 19, 2023
Friday, March 15, 2024
Wednesday, May 22, 2024

	8/14 - 8/16/23 - Kdg Readiness Assessment
△	8/14/23 - All staff report to work
○	8/15/23 - All day orientation for 2nd, 4th, 6th
○	8/15/23 - First day for 7th - 12th graders
○	8/16/23 - All day orientation for 1st, 3rd, 5th
○	8/17/23 - 1st - 6th graders in session
○	8/18/23 - First day for Kindergarten
○	8/21/23 - First day for Preschool
	Staff In-Service Days
	Teacher Professional Day
	No School - Holiday
	No School; Break/Day Off
	No School - Conference Exchange Day
	5/19/2024 Graduation
◇	5/22/2024 Last Day of School for Students

### CONFERENCE DAYS (K - 6th Grade)

Sept. 14	4:00 pm to 7:00 pm
Nov. 9	4:00 pm to 7:00 pm
Feb. 15	4:00 pm to 7:00 pm
Mar. 28	4:00 pm to 7:00 pm

### CONFERENCE DAYS (7 - 12TH Grade)

Oct. 5	4:00 pm to 7:00 pm
Nov. 9	4:00 pm to 7:00 pm
Feb. 15	4:00 pm to 7:00 pm
Mar. 7	4:00 pm to 7:00 pm

Jr/Sr High School Open House: 8/9/2023 5:00 pm - 7:00 pm

Elem. Open House for PS, Kindergarten, 2nd, 4th & 6th Grade: 8/10/2023 5:00 - 7:00 pm

Elem. Open House for 1st, 3rd, & 5th grade: 8/14/2023 5:00 - 7:00 pm

Orientation for 7th & 9th grade students on 8/14/2023 from 7:30 am - 9:30 am

## SECTION I: GENERAL POLICIES

### ADMINISTERING MEDICINE TO STUDENTS

Designated school employees may administer medications to students according to Board policy. Non-prescription medicines may be administered only with written permission of the parent, and prescription medicines may be administered only with a written prescription from a physician. The school nurse and the building principal are primarily responsible for administering medicines to students. At no time should any school employee provide something like an aspirin or Tylenol to a student who is complaining of not feeling well. Always send these students to the clinic.

### ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. (WLS Board of Education Policy Reference 4362)

The Anti-Harassment Complaint Coordinator is the District Superintendent.

### ASBESTOS NOTIFICATION

Asbestos management plans are located in the school district central office and are available for inspection. The school district contracts for an annual asbestos inspection to keep these records current. Most of the asbestos in the school district has been removed, and the small amount that remains is contained in a manner that presents no safety concerns.

### ATTENDANCE

Regular attendance is an important criterion for satisfactory job performance. All employees have the responsibility to be on the job on time for every scheduled work day. Non-cert employee shall work all days on their work calendar. All contracted hours shall be worked on every contracted day.

#### ***Reporting an Illness:***

Notify the supervisor as early as possible (minimally 90 minutes) when it becomes apparent that you will be absent. Call the night before if you already know that you will be out. The earlier your absence is reported the easier it will be to arrange for a substitute. Failure to obtain a substitute will require your colleagues to cover your classes.

#### ***Reporting absence for personal day:***

The collective bargaining agreement explains the reasons an employee may take a paid personal leave day.

#### ***Personal Leave***

- A. Each non-cert employee shall be authorized up to three (3) personal leave days per school year. Any unused personal days shall be converted to sick leave by September 1 of each school year. In cases of retirement, said conversion shall occur prior to the issuance of severance pay.
- B. Notification for personal leave should be given to the supervisor at least 48 hours in advance unless circumstances make it impossible to do so; in which event, the non-cert member must notify the supervisor at the earliest possible time, but no later than the start of the school day on the day such absence is to occur. With the exception of an emergency, no more than ten percent (10% of the teaching non-cert members in a building may use personal leave on the same day.
- C. Unless such absence results from an emergency, personal leave shall not be granted on the first or last day of school or on school days preceding or following a school holiday, school vacations, or a day that school is closed for a professional conference (exclusive of parent/teacher conference days) or on a calamity make-up day unless otherwise approved by the Superintendent.

## **BLOODBORNE PATHOGENS AND COMMUNICABLE DISEASES**

The district provides reasonable protection against the risk of exposure to communicable disease for all employees while engaged in the performance of their duties. All school district employees are required to receive annual training about safety issues associated with blood born pathogens and other communicable diseases. Students and staff who contract these diseases will have their status safeguarded in accordance with Federal and State statutes regarding confidentiality and their civil rights will be respected.

## **CARE OF SCHOOL DISTRICT PROPERTY AND EQUIPMENT**

School district employees should make sure school district property and equipment are being used properly. Any student abusing the building or equipment should be reprimanded and sent to the office, if necessary. Employees should promote pride in the school facilities and student self-discipline by having high expectations for students to keep the area around them neat and clean. Employees and students are not to remove or exchange any school furniture or equipment unless authorized to do so by the principal.

## **CHILD ABUSE & NEGLECT OF STUDENTS REQUIRED REPORTING**

State law requires any school employee who suspects a child may be neglected or abused to report this concern. Building principals and school guidance counselors may provide assistance to employees with making reports to local law enforcement or children's services agencies. A written copy of such reports must be made to the building principal on the day such a report is made.

Ohioans who suspect child abuse or neglect now have one phone number that can put them in contact with child welfare or law enforcement officers in their county. The Ohio Department of Job and Family Services (ODJFS) launched 855-OHCHILD (855-642-4453), where reports can be anonymous.

## **CLINIC**

When a student becomes ill, he/she is to report to the clinic on a note from a teacher or the office, except in an emergency. If after one period the student is unable to return to class, an attempt will be made to obtain permission for him/her to go home. Permission will be granted from a student's parent, guardian or emergency medical contact through the principal, school nurse or secretary. The student will sign out. Only select school employees may distribute aspirin or medication.

## **COMMUNICATION AND PUBLIC RELATIONS**

Positive public relations are the responsibility of every school employee. All employees must constantly attempt to communicate good news to the public.

## **COMMUNITY INVOLVEMENT**

Employees are encouraged to participate in community activities such as the Ohio Sauerkraut Festival and in the community's many civic groups.

## **COMMUNITY USE OF SCHOOL FACILITIES**

School facilities are available for community use when the facilities are not being used by school groups. The superintendent is solely authorized to approve non-school usage of school facilities. A facility usage request form is available in each school district office.

## **COMPLAINTS**

*Student/Parent Complaints:* In general, the school district requires complaints to go through normal chain of command processes for successful resolution. That is, the student/parent should first confer with the employee to resolve the issue, and then proceed to the supervisor, the superintendent, and the Board of

Education, in that order. This process may not always be possible, given the severity of the complaint, or other special circumstances may require other processes to successfully resolve the issue.

*Staff Complaints:* Employee complaints contending a violation, misinterpretation, or inappropriate application of district policies or administrative guidelines should be directed to the immediate supervisor for informal discussion and resolution. The same concept of using the chain of command to resolve issues applies. The collective bargaining agreement provides a grievance process for issues involving any portion of the collective bargaining agreement.

## **CONFIDENTIALITY OF STUDENT INFORMATION AND RECORDS**

All students have a right to privacy, and staff members are to respect the privacy of information such as grades, discipline issues, IEP's, and data in the student's permanent records. School employees must keep all student information confidential and not share this information with anyone outside school personnel who are authorized to know it.

## **COPIES**

School district employees may use school district copiers for official school district business. Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and is contrary to ethical standards required of school employees. Do not send students to use the equipment.

## **CRIMINAL RECORDS CHECKS**

The state board of education require persons seeking employment or employed in the public schools to submit fingerprints and written permission authorizing criminal records checks in all of the following situations:

1. any person initially applying for any certificate, license or permit; 2. any person applying for renewal of any certificate, license or permit; 3. any person teaching under a professional teaching certificate no later than five years after the original certificate was issued or renewed;. The department of education requires these educators to then complete both the BCI and FBI background checks once every five years unless they apply for a new license or permit of a different type.

The Wayne Local School District must have on file a BCI background check and FBI background check on all staff members, coaches and volunteers. FBI background checks must be resubmitted every five (5) years.

## **CONDUCT UNBECOMING**

As stated in the article "*ODE defines 'conduct unbecoming'*" by Renee L. Fambro, Deputy Director of Labor Relations.

*The question of what constitutes "conduct unbecoming for the teaching profession" was left unanswered by House Bill 79, which requires reporting of conduct unbecoming when it results in a criminal conviction; nonrenewal or termination; resignation under treat of nonrenewal; or termination or resignation stemming from an investigation.*

*In March 2008, the Ohio Department of Education (ODE) released its final rules creating a Licensure Code of Professional Conduct for Ohio educators. The rules define what actions constitute "conduct unbecoming" and other teacher misconduct that must be reported. The new code is divided into eight categories; professional behavior; professional relationships with students; accurate reporting; criminal acts; confidentiality; use, possession or unlawful distribution of alcohol, drugs and tobacco; accepting compensation for self-promotion or personal gain; and commitment to contract. Each category sets forth*



*a statement that defines the expected behavior of educators. Each category then lists a noninclusive list of what constitutes “conduct unbecoming.” Some examples include:*

- *Disparaging a colleague, peer or other school personnel while working in a professional setting (e.g. teaching, coaching, supervising or conferencing) on the basis of race or ethnicity; socioeconomic status; gender; national origin; sexual orientation; political or religious affiliation; physical characteristics; age; disability; or English language proficiency.*
- *Violating local, state or federal procedures related to the security of standardized tests, test supplies or resources.*
- *Using technology to intentionally host or post improper or inappropriate material that could reasonably be accessed by the school community.*
- *Using inappropriate language, gestures or signs at any school-related activity, such as racial slurs, or biased, lewd or lascivious expressions.*
- *Knowingly contributing or failing to intervene in the harassment, intimidation or bullying of a student.*
- *Falsifying, intentionally misrepresenting, willfully omitting or being negligent in reporting reasons for absences or leaves.*
- *Using confidential student, family or school-related information in a non-professional way (e.g. gossip, malicious talk or disparagement).*
- *Soliciting students or parents of students to purchase equipment, supplies or services, or to participate in activities that financially benefit the educator without notifying the superintendent or designee and/or not in accordance with local board policy.*
- *Using school property without the approval of the superintendent or designee and/or not in accordance with local board policy (e.g. technology, copy machines, vehicles).*
- *Willfully refusing to perform services and duties required by the contract, except as outlined in Ohio Revised Code Chapter 4117 (collective bargaining law).*

*The code goes on to discuss the disciplinary process, including due process requirements, as well as potential sanctions for violations. You can find the entire code of conduct at [www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx:DocumentID=46191](http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx:DocumentID=46191).*

**All staff members of Wayne Local Schools are expected to self-report criminal convictions that occur while employed by Wayne Local Schools. Contact the Superintendent as soon as possible.**

## Discipline Documentation Form

### Employee Information

Name of Employee: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

### Incident Information

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses to Incident: \_\_\_\_\_

Was this incident in violation of a company policy? **Yes**      **No**

If yes, specify which policy and how the incident violated it. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Action Taken

What action will be taken against the employee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the impropriety of the employee's actions been explained to the employee? **Yes**    **No**

Did the employee offer any explanation for the conduct? If so, what was it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of person preparing report: \_\_\_\_\_

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

## **DRESS CODE**

Wayne Local Schools retains the right to specify appropriate dress and grooming guidelines for all employees. Any attire for male and female employees must be in compliance with the Student Dress Code for Wayne Local Schools. Tattoos should be hidden and facial piercings should be removed during work hours. The Dress Code applies not only to instructors, but to all personnel including administrative staff, counselors, and aides throughout the district. "Business-Casual Fridays" and "Jean Days" will be at the discretion of the Principal. Only physical education teachers are permitted to wear jogging/wind suits and athletic shorts.

It is the intent of this employee dress code to ensure all employees present themselves to our students, parents and community in a manner which enhances their professional position and provides a model for our students.

All employees are expected to report to work physically clean, neat and well-groomed using the Student Dress Code as the minimum standard of dress for employees.

Wayne Local Schools recognize the need at times for a waiver of this policy. The Principal will have final determination in these cases.

Any attire deemed inappropriate by the Principal is prohibited. The employee may be asked to return to school with the appropriate attire. Repeated violations or refusal to comply could result in disciplinary action.

## **DRUG FREE WORKPLACE**

Wayne Local School District shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any school district employee, while on district property or at any district event.

## **DRUG AND ALCOHOL USE AND TESTING REQUIREMENTS**

Requirements for all employees operating a vehicle under a CDL or Van Certification

Federal law prohibits any alcohol misuse that could affect the performance of driving a commercial motor vehicle. This includes:

- A. use on the job;
- B. use during the four hours before driving a commercial motor vehicle;
- C. having prohibited concentrations of alcohol in the system while driving a commercial motor vehicle;
- D. use during eight hours following an accident and
- E. refusal to take a required test.
- F. Federal law prohibits any controlled substance use without a licensed physician's written prescription.
- G. Federal law requires employers to implement certain drug and alcohol testing procedures in accordance with the requirements of 49 C.F.R. Part 382. The law mandates that drivers of commercial motor vehicles (bus drivers and chauffeurs alike), which includes school buses and school vans, be subject to pre-employment testing, reasonable suspicion testing, random testing, post-accident test, return to duty and follow-up testing.

### Test Required

1. Pre-employment. Prior to the first time a driver performs safety sensitive functions for the employer, the driver must undergo testing for alcohol and controlled substances. This requirement pertains to all new hires and existing employees transferred to a commercial drivers' position or school van position. The Board is under no obligation to hire an applicant who fails a drug or alcohol test.

2. Post Accident Testing. As soon as practical after an accident involving a commercial motor vehicle or school van, a driver may be tested for alcohol and controlled substances. An accident is defined as one which involves the loss of human life, known injury or the driver receives a citation under state or local law for a moving traffic violation arising from the accident. A CDL and school van license holder who is subject to post-accident testing shall remain readily available for such testing or shall be deemed by the District to have refused to submit to testing. The required testing shall not delay necessary medical attention for injured people following an accident or prohibit a CDL or school van license holder from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
3. Random testing. The selection of CDL and school van license holders for random alcohol and controlled substances testing shall be made by a scientifically valid method provided by the District's drug-testing facility. Under the selection process used, each CDL and school van license holder shall have an equal chance of being tested each time selections are made.
4. Reasonable suspicion testing. Drivers are required to submit to testing based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver". Reasonable suspicion testing is authorized by the regulations during, just preceding or after a period of the work day the driver is required to be drug or alcohol free. The required observation for reasonable suspicion testing will be made by the Superintendent and/or designee.
5. Return to duty testing. After a driver fails to pass an alcohol or controlled substance test, the driver will be required to undergo and pass another test before the driver is permitted to operate a commercial motor vehicle and/or school van.

## **EMPLOYEE MEETINGS**

Each supervisor may periodically meet with employees for the purpose of training, communicating, and problem-solving. Hourly employees will always be compensated when in attendance at such meetings.

## **ERRANDS**

Students should not be sent on errands outside the school building and off the school grounds by school district employees.

## **ESL STUDENTS**

Students whose primary language is a language other than English are provided appropriate assistance through the district's English as a Second Language (ESL) program. Federal law requires these students to be counted in the school district's accountability measure of Adequate Yearly Progress after they have been enrolled for one year.

## **EVALUATIONS**

All noncertificated employees are minimally evaluated in the year their contract expires, and at least once every three years. The supervisor may decide to evaluate an employee on an annual basis.

## **EXTRA TIME**

It is the intention of the school district to compensate non-teaching employees for extra-time when such time is previously approved and properly worked. No extra time shall be worked without prior approval of the superintendent. Employees who work beyond a 40 hour work week will be compensated at a rate of 1.5 times their hourly wage.

## **FAMILY AND MEDICAL LEAVES OF ABSENCE (FMLA)**

FLMA leave policy is found in 4430.01 for professional staff of the Wayne Local Board of Education's adopted policies. Safeguards for employees include FMLA information posted in a conspicuous location, written notice to the employee when leave is requested and written FMLA policy.

Included in the FMLA policy are the qualifying reasons for FMLA and Military Family Leave. Additionally the policy addresses eligible employees; the district's calculation method of the amount of time for leave; definition of serious health condition; intermittent and reduced schedule leave; substitution or concurrent use of paid leave with FMLA leave; limits on FMLA when both spouses are employed by the Board of Education; certification; recertification; job restoration and maintenance of health benefits; and the requirement of fitness for duty examinations upon request before returning to work. A hard copy of the policy is available.

## **FOOD SERVICE**

The school district participates in the National School Lunch, School Breakfast, and Commodity programs. The goal of the food service department is to provide nutritious meals to students, and to operate a self-supporting program. Students are provided opportunities to complete applications for free and reduced meals.

## **FRAUD REPORTING-SYSTEM**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

### **Auditor of State's fraud contact information:**

**Telephone:** 1-866-FRAUD OH (1-866-372-8364)

**US Mail:** Ohio Auditor of State's office  
Special Investigations Unit  
88 East Broad Street  
P O Box 1140  
Columbus, OH 43215

**Web:** [www.ohioauditor.gov](http://www.ohioauditor.gov)

*Employees who file a complaint with the new fraud-reporting system receive some protections under Section 124.341 of the Revised Code. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review.*

## **FUNDRAISING FOR CHARITY AND DONATIONS TO WORTHY CAUSES**

There are many worthy causes and organizations that solicit assistance from students and school groups each year. In order to control the costs and pressures passed on to parents and students all such fundraising must have pre-approval of the superintendent.

## **GIFTS TO EMPLOYEES**

Ohio ethics rules prohibit public employees from accepting gifts such as dinners or golf outing from any school district vendor that exceeds \$50.00 without filing a written report with the Ohio Ethics Commission. Any employee who may potentially have a conflict of interest with a potential school

vendor is required to report that potential conflict to the superintendent before the expenditure of any school district funds.

## **HAND WASHING POLICY**

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters, and other hard surfaces. Hand washing with soap and warm water for a minimum 20 seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

It is the policy of Wayne Local Schools that students and staff wash their hands with soap and water:

1. After using the restroom;
2. Before and after eating;
3. If their hands are visibly soiled;
4. If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility, or other educational venue that soils hands;
5. If the student or staff member encountered chemicals during cleaning the school environment;
6. After cleaning animal habitats or handling animals;
7. Before and after each task when preparing food in any class such as family science or an integrated class;
8. After athletic practices and games;
9. If the student or staff member has encountered bodily fluids;
10. After recess;
11. After sneezing or coughing.

When soap and water are not available and hands are visibly soiled, CDC guidance adds that alcohol based, waterless disposable hand wipes or gel sanitizers may be use in place of hand washing on most occasions. Not all sanitizers are effective, however. A 60 percent minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

Hand washing signs will be posted at all rest rooms and/or hand sinks.

Soap, warm water, and towels or an air dryer will be located at all hand washing areas.

The school will provide education in hand washing and hand hygiene at least once every school year.

## **HAZARDOUS MATERIALS IN THE WORKPLACE**

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist staff to recognize and respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained and available to any school employee.

All school employees are expected to conduct their work in compliance safe first aide and infection control procedures, and safety is to be observed at all times. It is the employee's responsibility to make full use of safeguards and safety procedures at all times.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The school district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected Health Information” means individually identifiable health information that is 1) transmitted by electronic media; 2) maintained in electronic media; or 3) transmitted or maintained in another form.

The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA.

## **INJURY/ILLNESS PROCEDURES FOR AN EMPLOYEE**

All injuries/illnesses occurring on school property or during the course of district-sponsored activities are to be reported to the building principal and nurse immediately, who will report to the superintendent. In the case of a typical BWC claim the employee should be taken to Waynesville Urgent Care, 4353 East State Route 73, Suite 150, Waynesville OH 45068. Phone # (513) 855-4336.

In the case of immediate assistance from rescue squad personnel; all employees are authorized to dial 911. Take immediate first aid actions to promote the safety and wellness of the employee. The squad will take the person to the most appropriate emergency facility.

A completed accident report form must be submitted to the principal’s office within 24 hours. Employees seeking treatment for an on-the-job injury are required to complete the necessary paperwork needed for Workman’s Compensation and give it to the school district treasurer within 24 hours.

## **INJURY/ILLNESS PROCEDURES FOR A STUDENT**

Take immediate first aid actions to promote the safety and wellness of the student. Notify the nurse and the principal’s office. Dial 911 immediately if there is a need for assistance from rescue squad personnel. All accidents must be reported to the office immediately following proper care of the patient. An accident report form must be completed by the witnessing employee and submitted to the principal’s office. Office personnel will make needed contacts with parents or legal guardians.

Pupils who become ill in class must be sent to the nurse’s office. In case of accident or illness where a pupil cannot be moved, notify the nurse immediately.

## **INTEGRATED PEST MANAGEMENT POLICY**

The Wayne Local School District recognizes that the maintenance of a safe, clean, and healthy environment for students and staff is essential to learning. It is the goal of the district to provide the safest and lowest risk approach to control pest problems, while protecting students, staff, the environment, and district property.

The district supports a least-toxic integrated pest management approach. This focuses on long-term pest prevention and gives non-chemical methods first consideration when selecting appropriate control techniques. The full range of alternatives, including taking no action, will be considered first, with chemical controls used as a last resort. Preference will be given to chemicals and methods of application that pose the least hazards to people and the environment. The district’s long-term goal is the elimination of all chemical pest control methods.

## **JOB DESCRIPTIONS**

Each employee is required to have a signed job description, and job descriptions are subject to change per rights reserved to management except those expressly limited by the collective bargaining contract.

## **JOB RELATED EXPENSES**

School employees are not permitted to purchase anything without a pre-approved purchase order. In the event an employee anticipates a job related expense, such as mileage reimbursement, the employee should immediately discuss the need for a purchase order with the supervisor.

## **LICENSURE REQUIREMENTS**

As stated on the job description, all bus drivers must possess a valid CDL issued by the State of Ohio. Bus/Van drivers are responsible for all costs related to their licensure. To assist the drivers the WLS District will cover the initial payment. Payroll deductions of \$10 a pay period will occur until the cost has been recovered.

## **MAIL SERVICES**

The school district uses an interschool mail service to transmit documents between offices and schools. USPS delivers mail to the central office daily.

## **MATERNITY LEAVE GUIDELINES**

In Article 14 of the master contract Wayne Local School District establishes the use of paid sick leave only for “justifiable” reasons. Pregnancy and a post-partum period is a “justifiable” use of sick leave. The established standard of maternity leave in public school districts in the State of Ohio is six weeks with pay if the employee has accrued enough sick leave. Maternity leave starts the ninth month or sooner related to the birth or adoption of a child. The six weeks is a recovery period that will apply to all employees, despite the fact that some mothers may physically be able to return to work much earlier than 6 weeks. If the delivery is a Caesarian procedure the employee is eligible for 8 weeks of paid recovery time.

1. If the child is born or adopted during the summer months when the school district is not in-session; the typical employee does not need to use paid sick leave. Starting from the date of birth/adoption if the 6 (8) weeks have expired by the time the staff work year begins the employee would not be able to use any paid sick leave. Alternatively, if 5 weeks have expired by the time the work year begins then the employee would be able to use one week of paid sick leave and so on. The employee cannot delay maternity leave to start paid leave at the beginning of the school year. Summer maternity leave releases the employee from having to attend any potential work functions during the 6(8) weeks of maternity leave.
2. Six (6) weeks of maternity leave releases the employee from the requirement to meet the five (5) or more consecutive work days of absence requirement or providing a physician’s statement indicating an anticipated date of return. Secondly the employee does not need to complete and submit a “return to work” certificate.
3. If the delivery is a Caesarian procedure the employee is eligible for 8 weeks of paid recovery time. The employee does not need to submit a physician’s statement after five days or submit a “return to work” certificate.
4. The employee may receive more than 6-weeks of recovery time if there are related complications and a physician’s note indicates the need to be on leave beyond 6-weeks. In this case the employee must submit a “return to work” certificate.
5. The 12-week FMLA standard is the over-arching federal requirement that allows an eligible employee to take a leave of absence without pay due to personal ill health or disability which prevents the teaching staff member from normal teaching duties due to sickness, illness, accident, or personal maternity (including the status of being pregnant, miscarriage, complications related to pregnancy, childbirth, and the recovery there from). FMLA leave is not counted when a staff member is on vacation because school is not in-session. In other words, school is not scheduled for periods of time during summer, winter or spring breaks and that time is not deducted toward 12 weeks.



6. In cases 2, 3, and 4 the employee may “substitute” (run concurrently) any of earned or accrued paid leave /sick leave and personal leave/ for unpaid leave, when school is in session.
7. While on FMLA leave the Board shall maintain the staff member’s current coverage under the Board’s group health insurance program.
8. The Superintendent will notify the employee when it has been determined that an FMLA qualifying event has started the 12 week maximum period for a 12 month period of time.
9. Article 14.12 establishes a teaching staff member may request a leave of absence without pay for child care reasons to begin with the birth. The leave of absence without pay for child care reasons shall terminate one (1) year after the one-year anniversary date. The staff member may be asked to stay out until the conclusion of a grading period.
10. Additional leave may be granted by the Board at its discretion.

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Wayne Local School District does not discriminate on the basis of religion, race, color, national origin, gender, disability, or age in its programs, activities, or employment.

The compliance officer for Wayne Local Schools is the Superintendent of the Warren County Educational Service Center.

## **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Wayne Local School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs and activities, including employment opportunities.

The compliance officer for Wayne Local Schools is the Superintendent of the Warren County Educational Service Center.

## **OUTSIDE ACTIVITIES OF STAFF**

No employee shall be obligated or involved with any outside activity that interferes with the normal contractual obligations of a school district employee. School employees shall not give school time to outside activities for which they are paid or there is not a satisfactory reason to be excused from assigned school duties; use school property or time to solicit or accept customers for private enterprises; campaign on school property on behalf of any political candidate.

## **PAYROLL SYSTEM**

School district employees are paid every two weeks for 26 weeks of the calendar year. Paychecks are issued every other Friday by an electronic funds transfer directly into the employee’s personal banking account. Employees receive an electronic statement from the school district treasurer’s office that provides and account of the pay period and a cumulative record of the employee’s earnings, deductions, and sick leave balances. A number of payroll deductions are required by law, such as federal and state income taxes, Medicare, and SERS. Employees also receive deductions for health insurance. Employees may also elect to have some voluntary deductions, such as for the school district employee scholarship fund and private annuity accounts. All questions regarding payroll should be directed to the treasurer’s office.

Medical, Dental, and Life insurance benefits are offered to employees per the established approved contracts. Benefits continue while the employee is on active pay status. The following clarifies benefit status for special situations:

### **Retirees**

Benefit payments must cease the month the employee is eligible for SERS or STRS retirement pay. If an employee retires during the school year, benefits will cease at the end of the month of retirement. For instance if an employee retires in May of the year so that the employee is eligible for a June SERS or STRS payment, then the payment of benefits by the district stop on May 31<sup>st</sup>. This is the date that the employee stops being an active employee.

### **Resignations**

For non –certified twelve month employees Benefit coverage and payments will cease the month the employee resigns. For other non-certified employees that have completed a full year of service benefits would cease at the date of resignation but no later than July of the year of resignation. For part year employees that resign benefits would cease at the date of resignation but no later than June 30<sup>th</sup> of the year of resignation. Benefit coverage has to be requested by the employee. For any payout requests benefits cease at that time but again not later than the June 30<sup>th</sup> or July discussion above. Life Insurance if any will cease May 31<sup>st</sup>. See note on health savings repayment below.

For Teachers: If a teacher completes the full year of teaching, they will be eligible for benefits thru July of the year of resignation if such benefits are requested by the employee.

Medical Insurance if any will cease July 31<sup>st</sup>.

Dental Insurance if any will cease July 31<sup>st</sup>.

Life Insurance if any will cease May 31<sup>st</sup>.

Any union dues that are due will be withheld from your payout.

Your final payout typically would occur with our last payroll in July.

See note on health savings repayment below.

### **For Retirees Resignations Reduction in Force: Health Savings Account Contribution Re-Payment**

If the district made a contribution to your Health Savings Account then you will owe a pro-rata amount back to the district. This amount is calculated from January 1 of the current year to your last work day of the school year. The amount can be paid via a check to the district or be withheld from any contract amounts due to you. **Warning: “Do not write a check from your Health Savings Account” to pay back the district’s HSA pay in, this would create an adverse tax condition for you.**

### **Reduction in Force /Layoffs or Suspended Contracts**

Benefit payments must cease the month the employee’s contract is suspended. However Teachers completing the school year will have benefits paid through August of the given calendar year if such benefit continuation is requested by the employee. The employee would also be eligible for COBRA and could pay the total cost of premium and service fee.

## **PERSONNEL RECORDS**

A public personnel file is maintained for every school district employee in the central office. The content and public availability of personnel files are governed by Board policy and collective bargaining agreements.

## **PHYSICAL EXAMINATION**

The school district reserves the right to require any candidate for employment to determine the candidate’s physical and/or mental capacity to the job without accommodations.

## **REIMBURSEMENT FOR PROFESSIONAL COSTS OF MEETINGS, MEALS, TRAVEL EXPENSES**

The school district pays the costs for pre-approved professional meetings, meals, and travel expenses of employees. Such reimbursements require pre-approved purchase orders. The school district does not pay for meals, lodging, or travel expenses of non-school district employees, and at no time is alcohol to be purchased with school district funds.

## **RIGHTS OF DISABLED STAFF**

No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of a disabling condition. Reasonable modifications shall be made for employees with disabling conditions. The school district will provide barrier-free facilities to the extent that disabled employees shall have the same opportunities as non-disabled employees. The superintendent is the school district's compliance officer.

## **SCHOOL CLOSING FOR EMERGENCIES**

Throughout the school year it may be necessary to close school due to inclement weather, utilities problems, or for other emergency issues. Employees will be notified via an instant communications tool through The Education Connection (TEC). This allows employees to receive telephone messages, text messages, and email messages about their school and school district. It is the employee's responsibility to update their contact information with TEC. Emergency closings are also posted on the school district's webpage and in the media.

## **SEXUAL AND OTHER FORMS OF HARRASSMENT**

All employees have a right to work in an environment untainted by sexual or other forms of harassment or discrimination. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis of an employment decision. Other prohibited behavior includes conduct that has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic.

## **SOCIAL MEDIA USE**

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

## **SOCIAL WORK SERVICES**

The Warren County Educational Service Center has employed a social worker for Wayne Local Schools, primarily to connect economically eligible families with appropriate social services. Staff members are encouraged to contact the social worker about providing assistance to children and their families for health services, food, clothing, and shelter. The social worker may also provide assistance to students whose families do not meet federal economic guidelines.

## **SOLICITATION**

No person or organization may solicit funds in any school building without the permission of the superintendent. School facilities may not be used for private sales or fundraising.

## **SPECIAL EDUCATION AND SCHOOL PSYCHOLOGICAL SERVICES**

Employees must be extremely sensitive to the legal rights of students who are suspected of having any types of disabilities and those students who have been identified with disabilities. The educational rights of these students have strong federal protections and extreme caution is required when working with these children and their parents.

Wayne Local Schools provides special education identification and educational services for all children ages 3 to 22.

The school district is obligated to identify children with disabilities, and to provide appropriate services to these children. School Psychological services are contracted with the Warren County Educational Services Center, including a special education coordinator, psychological services, and a variety of support services such as speech and OT/PT. The school district provides a broad range of services in supporting families, schools, and communities in meeting the academic and mental health needs of students. Some of the most common services provided by school psychologists are 1) evaluation of academic and social-emotional needs of students; 2) collaboration in the development of special prevention and intervention programs for students; and 3) teaching effective coping and problem-solving skills through individual and small group counseling. Through consultation with and training of parents, teachers, and other professionals, school psychologists advocate sound educational practices for all students.

## **STAFF MEETINGS**

Supervisors may schedule staff meetings from time to time for training and communication. Employees are required to attend staff meetings unless excused by their supervisor.

## **STUDENT CONDUCT**

All employees are expected to uphold the school district's code of student conduct. The school district does not tolerate violent, disruptive, or inappropriate student behavior. Students who violate school district rules and policies, or who violate any law, must be reported to the building principal.

## **STUDENT HARRASSMENT**

Sexual and other forms of harassment from school employees to students will not be tolerated. Any student who alleges harassment from a school employee or another student must be encouraged to report this to the principal or superintendent.

## **STUDENT HAZING**

No school employee shall encourage, plan, or engage in any activity which may be defined as hazing, which is defined as any act or coercing another, including the victim, to do any act of initiation into any

organization that may cause physical, emotional, or mental harm. All acts of potential hazing must be reported to the Superintendent. All acts of hazing, harassment, intimidation, bullying, or menacing by students, staff, or third parties is strictly prohibited.

### **STUDENT NOT ACCOUNTED FOR**

1. Initially students should not be referred to as “lost” or “missing” – They are “not accounted” for; in most cases they are not lost or missing. Superintendent and the board office shall be notified immediately. Building office staff will also notify building administration immediately.
2. Office staff will determine if the child attended school and contact the child’s teacher(s) and other pertinent support staff for information. The parents will be contacted in a calm manner to gather more information if needed.
3. The school secretary will use the building intercom system for an “all-call” over the entire school.
4. If the student is a bus rider determine the route the student uses. Call the transportation department immediately to report the situation. Either the transportation department or the building office will contact the driver over the radio to determine if the child is currently on the bus and/or if the driver saw them get on or off the bus.
5. In route the bus driver will pull the bus over at the next safe location. Use the intercom system if available to communicate with students on the bus. When requested to walk the bus by the transportation office or building office; turn the bus off and take keys. The driver will walk the bus aisle checking each seat. The driver will report findings in a timely and accurate manner.
6. If buses have not left the school grounds; all buses are to stay parked until dismissed by administration. The transportation office or building office will hold buses either physically or by radio.
7. If requested by the transportation office or building office; all bus drivers out on their route will pull their bus over at the next safe location to check for the child on their buses. This includes potentially walking the bus. A check off/roll call sheet should be used by office personnel to indicate whether all buses have reported “clear” or not.
8. The administration and available school staff will check restrooms, classrooms, conference rooms, and the outside school grounds. Contact crosswalk and outside supervision staff to determine if the child has been seen walking.
9. Contact parent (custodial and non-custodial) or guardian, and other emergency contacts to determine the last time the child was seen and if they mentioned anything unusual about their plans.
10. Search the building(s) and grounds and continue contacting known siblings and friends of the student (including neighbors, classmates, other students on the bus) to determine the last time the student was seen and if they mentioned anything about where they were going.
11. Have student information profile sheet with picture available. (DASL)
12. After a maximum of **10 minutes** from the time the office becomes aware of the child not being “accounted for” – the building administrator or designee shall call #911 to notify local law enforcement of a potential “**missing child.**” The building administrator or designee will log the time called and name of person to whom they spoke. The building administrator will call the board office to update the situation. The building administrator or designee will provide student information profile sheet with picture for law enforcement upon request.

### **Transportation Responsibilities**

- Bus drivers must know who is on their bus. Drivers are to count the number of students who enter and leave their bus and check that number with the route sheet.
- Route sheets must be up to date and include details regarding each student and stop.
- Transportation office personnel are to stay at radio until situation is resolved.
- Three radio locations – elementary office, Superintendent’s office, and transportation office.

### **SUBSTANCE ABUSE**

Wayne Local School District recognizes alcoholism and drug abuse as treatable illnesses. Employees with such illnesses will receive the same offer of assistance extended to employees with other illnesses. Substance abuse will not, however, be appropriate excuses for unacceptable job performance or

attendance. An employee who sustains a workplace injury while under the influence of alcohol or a controlled substance may be ineligible for Workers Compensation.

## **SUPERVISION OF STUDENTS**

Each noncertified employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities.

- Report an accident, safety hazard, or potentially harmful situation to your supervisor or the superintendent.
- Report any knowledge of threats of violence immediately to your supervisor or the superintendent.
- Do not send any students on personal errands.
- Do not associate with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, any situation or activity which could be considered abusive, sexually suggestive, or involves drugs, alcohol, or tobacco.
- Do not transport any student in a private vehicle without written permission of the superintendent.
- Do not require any student to do anything that may be harmful to their health.
- Never attempt to counsel, assess, diagnose, or treat a student's problem or behavior, but rather report any personal problem of a student to the appropriate building principal.

## **SURVEYS**

The No Child Left Behind Act (NCLB) establishes strict guidelines for administering student surveys. Most student surveys require parent permission. Staff are encouraged to check with the building principal before administering any student survey.

## **TALENTED AND GIFTED PROGRAMS**

Wayne Local School District complies with State requirements for the identification of gifted students. Various programs, including differentiated instruction, subject acceleration, grade acceleration, and honors, advanced placement and college credit plus classes are available to meet the needs of gifted students.

## **TELEPHONES**

Staff should not use school district or personal cell phones for personal uses during the work day.

## **TIME SHEETS**

All noncertificated employees are required to maintain a time sheet for each pay period that must be signed by their supervisor and turned in to the treasurer's office. The time sheet must be an accurate reflection of hours worked, comp time, vacation, personal, and sick leave. Falsification of time sheets will be grounds for termination.

## **TOBACCO**

### **TOBACCO USE PROHIBITED**

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on Wayne Local School District property, including:

- In any building, facility, or vehicle owned, leased, rented or chartered by the school district; and

- On school grounds, athletic grounds or parking lots; and
- At any school-sponsored or school-related event, whether such event occurs on-campus or off-campus.

The term "tobacco product" means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product, including nicotine. This includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, and smokeless tobacco, vaping.

## **TRANSPORTATION**

The school district provides transportation to and from school for all students and for extra-curricular activities. Busing is a privilege that may be denied to students whose behavior threatens the safety of others or damages school district property.

No student is permitted to perform district business with a private vehicle without written permission of the superintendent and parents.

Students are expected to use school transportation to extra-curricular events unless otherwise approved by the athletic director and/or principal.

School employees are required to supervise student conduct in school district vehicles. It is not the responsibility of bus drivers to supervise student behavior on field trips and extra-curricular activities.

## **USE OF PHYSICAL FORCE**

The school district does not permit corporal punishment, thus school district employees are not to physically restrain or discipline students except in a manner to protect their safety or the safety of others. At no time may a school district employee physically hit, shove, or use physical force as a means of discipline.

## **VISITORS**

All visitors, including salespersons, must report to the office and wear a visitor's badge. No visitors will be admitted to any class without first obtaining a pass from the office. Noncertified employees should generally not have visitors at work.

## **VOLUNTEERS**

All school district volunteers must have satisfactory background checks at their own expense, which involves finger-printing. At no time is a volunteer to be alone with students or in a supervisory role with students until the background checks are completed.

## **WEAPONS**

All weapons are expressly forbidden on school district property and at all school sponsored activities, with the exception of law enforcement personnel.

## **SECTION II: SCHOOL SAFETY GUIDELINES**

### **EMERGENCY PROCEDURES**

The complete Emergency Procedures Guideline is available for staff to read in the administrative offices.

#### **❖ FIRE DRILL REGULATIONS**

1. Regardless of what is being done, **STOP AT ONCE**. Have all pupils stand immediately and form a single line. Permit no one to carry out books or other personal belongings. The teacher in charge of each group should follow the last one out.
2. **DO NOT PERMIT PUPILS TO RUSH.** Have them exit the building only on the direction of the teacher in charge of the group. Everyone should move far enough away from the building to assure the safety of all pupils in case there is a fire. Clear all entrances and driveway areas.
3. When the bell rings, the students are to go back to their classes.
4. In case of a blocked corridor or passageway, use the most convenient exit.
5. Exits to be used have been assigned by room numbers.
6. An evacuating plan must be posted in each classroom at all times.
7. The teacher will control the orderly movement from the building and the movement back into the building. This activity must be done orderly and quietly.
8. Teachers must always have a class roster for the purpose of taking student attendance. Report all student absences immediately to the principal.

#### **❖ TORNADO DRILL**

In case of a **TORNADO WARNING** staff and students must follow the procedures for the classroom/area where they are located.

#### **❖ OTHER SCHOOL EMERGENCIES**

Policies and procedures exist for the possibility of a dangerous person who may be in the school, or some other similar circumstance. This is called "ALICE."

### **EMERGENCY EVACUATION PROCEDURES**

These will be provided by the building principal and posted in every classroom. During an emergency, remember that every student's location must be known at all times, and students may be dismissed only through the office. The superintendent only is authorized to communicate with the media during any type of emergency.

## **SECTION IX: NETWORK PRIVACY AND ACCEPTABLE USE POLICY**

It is the intention of the Wayne Local Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.



## **Acceptable and Unacceptable Uses**

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses, which are unacceptable under any circumstances:

- District employees should not use the All District (All WLS) intradistrict email without approval of their immediate supervisor or building principal.
- the transmission of any language or images which are of a graphic sexual nature;
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation;
- the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening;
- uses that constitute defamation (libel or slander);
- uses that violate copyright laws;
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment);
- any commercial or profit-making activities;
- any fundraising activities, unless specifically authorized by an administrator;

## **Security and Integrity**

Staff members shall not take any action, which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions, which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the System Administrator or a School District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

## **Right of Access**

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all

times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages, which may be contained therein. All such data, information, and messages are the property of the School District and staff members should have no expectation that any messages sent or received on the School District's systems will always remain private.

## **SAFETY POLICY STATEMENT**

The safety of all our students, employees, and visitors is of the utmost importance to the School Administration. Every effort will be made to ensure that our students are provided a safe and healthful place to learn.

Each of our employees plays a big role in ensuring that we provide the best educational environment for the student body. Therefore, the safety of our employees is a primary concern to the School Administration.

We are committed to providing a safe and healthful learning and working environment for all of our employees. With that in mind the following commitment is being made to protect our employees from unnecessary accidents and injuries:

- \* The school administration recognizes that safety is an integral part of their job duties and are responsible for preventing unnecessary injuries.
- \* Safe working conditions are an essential part of providing for the welfare of our students and employees.
- \* All employees are to be properly and thoroughly trained in safe work practices and are to understand the importance placed on working safely each day.
- \* The School Administration is open to any suggestions which will help improve the safety of our students and employees.
- \* Safety is simply good business. Good for our students, employees and good for the school system.

The prevention of student and employee injuries is of the utmost importance and a key ingredient to the continued success of our school system. We urge each of our employees to join with us in committing to make our school system the safest possible place to work.

## **EMPLOYEE SAFETY AWARENESS & RESPONSIBILITIES**

It is our sincere wish to provide the safest learning and working conditions possible for all of our employees. Safety, however, is a joint responsibility of management and employees and each must do their part to ensure the success of the program. Employees need to understand the importance of safety and their role in reducing injuries. A good safety program does not happen by accident, it happens because we all work together each day to make it happen.

As outlined in the Safety Policy Statement, the prevention of employee injuries is of the utmost importance to the school system and a key ingredient to the continued success. Each member of the school administration urges you to join wholeheartedly in this effort. With your help the majority of injuries can be prevented:

- Please read the Safety Policy Guidelines carefully

- Ask questions if you are not sure of the proper procedure
- Don't take short cuts or unnecessary chances
- Be alert to the unexpected and the actions of other employees
- Report unsafe conditions immediately and lead by example

It may take a little extra time at first to think of the safe way to do a job, but this effort will pay off for everyone in reducing accidents and injuries.

The success of the safety program depends on the degree to which each of us fulfills our safety responsibilities. Each of us individually has an impact on the success of the program. The safety program will only be successful if we all adhere to the safety policies and guidelines. Remember, we make decisions all the time that affect our individual safety. Please, when making those decisions, choose the safe, right way instead of the easy, most convenient way. The school system is committed to this effort, please join in with that commitment and make our school system the safest place possible.

### **SAFE WORK RULES AND PRACTICES**

Safety is the responsibility of all employees. The school administrator and all employees are responsible for making the school system a safe place to work. Protective steps to avoid unnecessary accidents and needless health hazards by following proper safety rules and safety practices need to be taken at all times.

1. It is the responsibility of all employees to conduct themselves in the safest possible manner at all times abiding by the safety rules of the school system. It is the responsibility of the school administration to make sure that employees are constantly aware of proper safety procedures and are following these procedures.
2. All accidents are to be reported immediately. Neglect of minor cuts and bruises may result in serious infections and other problems. First aid treatment is to be provided as necessary. Employees with more serious injuries are to be sent to the nearest emergency treatment facility for proper care.
3. Drugs or alcoholic beverages are strictly forbidden on the premises. No employee will be permitted to work while under the influence of alcoholic beverages, drugs, or any other substance which inhibits full mental or physical activity.
4. Unsafe behavior such as running, fighting, horse-play, removing safety guards, using unsafe equipment, interfering with the safety of other employees, or failure to follow company safety procedures is strictly forbidden.
5. Employees who are not trained or authorized are not permitted to work around or on any equipment requiring such training and authorization.
6. All employees are expected to practice good housekeeping at all times. Work areas and aisle ways are to be kept clear and cleaned up at all times.
7. Where required by the job, employees are to wear the appropriate Personal Protective Equipment.
8. Unsafe conditions, equipment or tools are to be reported immediately.
9. Employees are to be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly.
10. Employees are not to handle or tamper with any electrical equipment, machinery, air or water lines, unless they have received specific instructions from their supervisor.

11. If possible, employees involved in lifting activities, are to follow proper lifting procedures.
12. Appropriate work shoes for the work environment and weather conditions are to be worn.
13. Employees operating any mechanized equipment such as fork lifts are to follow all school traffic and safety rules at all times. Pedestrians have the right-of-way at all times.
14. Employees are not to mix or use chemicals in such a fashion that has not been approved. Adherence to the district's Hazard Communication Program is mandatory at all times.
15. Employees are never to remove or tamper with another employee's lock or tag.
16. Equipment brought to work from home is to be checked by management.

## **GENERAL OFFICE AND CLASSROOM SAFETY GUIDELINES**

Office safety is often times overlooked when implementing a Safety Program. Yet there are numerous hazards that exist everyday including:

- \* Slips, Trips and Falls
- \* Electrical Hazards
- \* Storage Falling Hazards
- \* Ergonomics/Back Injuries
- \* Fire Hazards
- \* Health Hazards
- \* Chemical Exposures

Employees need to be trained in these hazards and the steps they need to protect themselves. Also, a regular Inspection Program needs to be implemented to identify hazards and eliminate them.

The following guidelines have been developed to help reduce each of the above safety hazards.

### **General Housekeeping**

1. Keep all hallways, passageways and storerooms clear of debris, clutter and tripping hazards.
2. Keep stairways clear at all times. Never store boxes, files or other objects on stairs or landings.
3. Wipe up spills immediately. Contact building maintenance if a spill is too big to clean up.
4. Keep objects from protruding into walkways.
5. Report loose carpeting or damaged floors.
6. Keep electrical cords out of the aisle way.
7. Keep desk drawers and cabinet drawers closed when not in use.
8. Keep emergency EXITS clear at all times.
9. Pick up dropped material.
10. Keep waste baskets emptied on a regular basis.
11. Store heavy material on the bottom shelves.
12. Never leave the upper file cabinet drawers open.
13. Use the handle of the file cabinet or desk drawer when closing either.
14. Do not open a file drawer when someone is working underneath it.
15. Keep items on shelving stacked safely.
16. Never use a chair for a ladder.
17. Never carry anything that blocks your vision.
18. Never tilt a chair back beyond its safe angle or tilt a chair backward on a tile floor.
19. Keep sharp objects out of drawers.
20. Carry pens and pencils in a pocket with the point down.
21. When climbing or descending stairs always hold onto the handrail.

## Desk Ergonomics

22. Avoid excessive bending, twisting and reaching. Set up your work space so objects can be reached easily.
23. Avoid sudden jerky movements.
24. Do not twist your whole body when you turn.
25. When sitting at the desk do not reach off to the side to pick up objects.
26. Maintain good posture when sitting.
27. Adjust your chair so it fits your back.
28. Use a lumbar roll to support your lower back.
29. Adjust your chair so that your arms are at the proper work level with the desk or keyboard of your computer.
30. Do not lean your arms against the edge of the desk. This interferes with the circulation to your wrists.
31. Do not maintain one position for a long time. Move around or adjust your work so different activities are being done.
32. Stand up and stretch as needed.
33. Keep your chair as close to your work as possible to prevent bending forward.
34. Keep forearms and hands as straight as possible. This will reduce the stress on the tendons and nerves.
35. Exercise your hands each day to strengthen the wrist and hand muscles and to relieve built up strain caused by repetitive motions.
36. Make sure the lighting in your office is adequate. Poor lighting puts stress on the eyes and can cause muscle strain and headaches.
37. Design your computer work station to maximize your comfort and to reduce the risk of repetitive strain injuries, eye strains, back pain and other problems.
38. Keep your computer monitor at a distance that reduces eye strain and glare. Use an anti-glare filter on the screen if necessary.
39. Keep frequently used items such as reference material, pens, pencils and the telephone within easy reach.
40. Keep mentally alert at all times, look out for other employees and expect the unexpected.

## Lifting and Preventing Back Strain

41. Practice proper lifting techniques. Lift with your legs not your back.
42. Do not try to lift more weight than you can handle safely.
43. If necessary ask for help or use mechanical means to reduce the weight.
44. Remove all unnecessary clutter from your work area.
45. Make sure there is adequate ventilation. Have air filters checked and changed as needed.
46. Keep all fire extinguishers clear.
47. Never run, always walk.
48. Wear appropriate shoes that provide maximum comfort and safety.
49. Always use a step ladder for overhead reaching.
50. Do not stack material any closer than 18" to a sprinkler head.

## Electrical Hazards

51. Do not overload electrical outlets.
52. Keep electrical heaters out from under desks. Always make sure they are turned off before leaving.
53. Extension cords should only be used with the approval of building maintenance. **Only** use heavy duty cords to reduce fire hazards.
54. Inspect cords on a regular basis to ensure they are safe.
55. Do not staple or nail cords to the wall.
56. Do not wrap cords around metal objects.
57. Before removing paper jams from copy machine or printer, always make sure the power is off.
58. Do not try to perform any maintenance on equipment unless you have been trained to do so.

## **TRANSITIONAL DUTY PROGRAM**

Every effort will be made by our district to provide a safe and healthful work environment for all our employees. However, from time to time there may be the possibility of one of our employees being injured. If that happens, the employee will be transported to the nearest emergency medical facility for proper treatment. The employee will be returned to work if possible.

In the event an employee is injured but can not return to work immediately to regular duty, a Transitional Duty Program has been established. This program is designed to get valuable employees back to productive work as soon as possible, following an injury. Work requirements will be kept within any physical work limitations placed on the employee by his/her treating physician.

The district will work closely with our injured employee and their treating physician. The treating physician will be notified of our Transitional Duty Program and our desire to work with the physician to return our injured employee to productive employment in an expeditious manner. We will request a list from the physician of work restrictions. These will then be reviewed, and work activities within these restrictions will be identified and the physician will be advised so the employee can be returned to work. Once the employee returns to work, every effort will be made to ensure the work activities are kept within the employee's medical limitations.

The Transitional Duty Program will be reviewed on an employee by employee basis. It may not be possible in every case to match up the physical restrictions with available work activities. In those cases the employee will be advised. Close follow up with the physician will be maintained and, as soon as the employee is physically capable, he/she will be returned to active employment. Once the physical limitations have been removed, the employee will be returned to full duty.

The length of time transitional duty is made available will be at the company's discretion. Every effort will be made to accommodate the needs of our injured employees, but transitional duty is not a substitute for normal work duties. If it is felt that the Transitional Duty Program is not achieving the desired goal for a particular employee, the program for the employee may be terminated at the district's request. The district will continue to work closely with the injured employee and his/her treating physician to ensure the employee returns to normal productive employment if possible.

## **GENERAL FIRST AID PROCEDURES FOR MINOR INJURIES**

### **1. Superficial Abrasions and Lacerations**

- A. Cleanse the area with antiseptic soap and water. Rinse thoroughly with water.
- B. Apply antiseptic.
- C. Cover with dry non-adherent type of bandage of appropriate size.
- D. Caution employee to keep bandage clean and dry if possible. Bandage should be changed whenever it becomes wet or dirty.

### **2. Puncture Wounds**

- A. Encourage bleeding to help cleanse wound.
- B. Cleanse with antiseptic soap and water. Rinse thoroughly with water.
- C. Apply antiseptic.
- D. Apply bandage.

### **3. Splinters or Slivers**

- A. Cleanse area with antiseptic soap and water. Rinse thoroughly with water.
- B. Inspect carefully to evaluate depth embedded and size of splinters.
- C. Attempt to remove with splinter forceps.

D. If splinter appears to be other than superficially lodged under the skin, or if unable to remove with simple procedures, transfer to local medical facility.

4. Heat Exhaustion--Symptoms--Pale, clammy skin, rapid weak pulse, weakness, headache, nausea, dizziness.

- A. Move to cool place, protect from chilling.
- B. Loosen clothing.
- C. Keep individual lying down.
- D. Give fluids such as water.
- E. Arrange for further medical care.

5. Heat Stroke--Symptoms--Flushed hot skin, elevated temperature, rapid pulse, disorientation, unconsciousness.

- A. Move to cool place.
- B. Loosen clothing.
- C. Keep individual lying down.
- D. Apply cold applications to head.
- E. Sponge body with cool water.
- F. Arrange for further medical care.

6. Burns--Minor

- A. Apply cold water to area immediately to cool burn area.
- B. Wash gently with soap and water.
- C. Leave burn area open to air if burn is only first degree (redness of skin).
- D. If burn is second degree (redness plus blistering) cover with sterile or clean gauze pad and refer to physician for further examination and treatment.

7. Burns--Major

- A. Cover burned area with sterile or clean cloth.
- B. Do not remove clothing or substance adherent to the burn area. (Refer immediately to physician for further examination and treatment.)

8. Head Injury--Minor

- A. Keep employee at absolute rest with head slightly elevated (4 - 6 inches).
- B. Maintain adequate airway.
- C. Call Emergency Squad immediately.

9. Chemical Burn of the Eye

- A. Try to determine the nature of the chemical if possible.
- B. Start irrigation of the eye with copious amounts of water immediately and continue for at least 15 minutes.
- C. Do not apply an eye patch.
- D. Transport employee to local medical facility or Hospital or call the Emergency Squad if needed.

10. Eye Injury--Foreign Body

- A. Check for foreign material on lids or around the eye. Cleanse gently with warm water.
- B. Attempt to locate the foreign body by inspecting the eye. Do not exert pressure on the eyelid.
- C. If the foreign body appears loose or superficially lodged, attempt to remove by either one or both of the following methods:
  - 1. Irrigate the eye with water and try to direct the foreign body to the corner of the eye.

2. If irrigation is not successful, use a small sterile applicator moistened with water. Wipe the applicator gently over the foreign body -- away from the center of the pupil.

D. If the foreign body does not float out easily by either of the above methods, do not attempt any other method of removal. Transport to local hospital or medical facility.

11. Do not try to treat any serious or apparently serious injury. Comfort the injured employee and call the emergency squad.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In accordance with the OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

### **I. EXPOSURE DETERMINATION**

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classification in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility all job classifications are in this category.

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications for these categories are as follows:

#### Job Classification:

1. Nurse
2. Janitor
3. Supervisors
4. Teachers
5. Bus Drivers
6. Coaches
7. First Aid Responders

### **II. IMPLEMENTATION SCHEDULE AND METHODOLOGY**

OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

#### **Compliance Methods**

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective



equipment shall also be utilized. At this facility the following engineering controls and work practices will be utilized:

1. An EPA registered disinfectant for hands/skin.
2. Latex disposable gloves.

### **III. CLEAN UP PROCEDURES**

If employees incur exposure through an open wound or sore to their skin or mucous membranes then those areas shall be washed or flushed with water or an EPA registered disinfectant as appropriate as soon as feasible following contact.

#### **Personal Protective Equipment**

All personal protective equipment used at this facility will be provided without cost to the employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Latex disposable gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Latex disposable gloves will be available in the clinic and custodial supply closets.

Latex disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require that such protective clothing be utilized:

Decontamination will be accomplished by utilizing the following materials:

1. EPA registered disinfectant

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis at least once a month and will be done by a Janitor.

Any broken glassware which may be contaminated will not be picked up directly with the hands. The following procedures will be used:

1. Individual doing clean-up will wear latex disposable gloves. Additional protective equipment will be utilized dependent on size of spill. A dustpan will be used to pick up the broken glass and will be put in a disposal container.
2. Blood spills will be cleaned up in the following manner:

\* The individual in clean-up will wear latex disposable gloves. A gown and mask may be utilized in addition, if the spill is a large one (covering more than a square foot area). If a large spill, a EPA registered granular disinfectant will be utilized to contain the blood spill. When absorption completed, it will be scraped up and put in a regulated disposal container. The area will then be disinfected with a liquid disinfectant approved by the EPA and allowed to dry.

## **BUS/VAN DRIVERS**

**For 2023-24 SCHOOL YEAR, THE FOLLOWING PROCEDURES WILL BE FOLLOWED.**

A face mask is required on all school transportation by drivers, students and staff.

Waiting for school transportation outdoors and unable to maintain a distance of at least six feet from individuals who are not members of their household is required to wear a face mask.

Wayne Local will place two students per seat as needed when transporting. The District will attempt to seat siblings together. **Seating charts are required** on each bus to assist with safety, behavior and contact tracing. Face masks are required for Wayne Local drivers/aides, and are required for students riding Wayne Local Schools buses/vans. Accommodations will be made for special needs students. Hand sanitizer will be available on each bus. Parents will be required to identify a single pick up and drop off address this school year. In the event state policies require school districts to use alternative schedules, Wayne Local may adopt minimum requirements for transportation.

Buses will be cleaned and disinfected after each route.

### **BULLYING TRAINING**

Drivers are required to have Bullying Training annually.

### **CARE OF THE SCHOOL BUS**

Please treat each school bus and vehicle with pride and respect. School vehicles must not be modified in any way, including the posting of pictures, decals, and magnets.

Check the bus for vandalism or articles left on the bus at the end of each trip.

Drivers are paid 15 minutes for pre-trip and clean-up. The bus must be kept clean at all times, which includes sweeping and emptying the trash can every day.

For 2020/21, Buses will be cleaned and disinfected after each route

### **JOB REQUIREMENTS**

- All bus drivers must maintain a professional attitude at all times. School bus drivers will maintain a professional attitude when dealing with students, parents, district employees,

community members, and law enforcement personnel. Profane and/or vulgar language is never appropriate in the work place.

- All bus drivers must dress in a manner that projects a favorable image toward the employees of the school district. Clothing must be neat, clean, and modest. Inappropriate logos, pictures, and advertising will not be permitted. Wear a smile! Spandex, tank tops, half shirts, sandals, and open toed shoes are inappropriate.

## **LICENSURE REQUIREMENTS**

As stated on the job description, all bus drivers must possess a valid CDL issued by the State of Ohio. Bus/Van drivers are responsible for all costs related to their licensure. To assist the drivers the WLS District will cover the initial payment. Payroll deductions of \$10 a pay period will occur until the cost has been recovered.

## **PHYSICAL EXAMINATIONS**

All school bus drivers are required annually to have a physical that includes blood pressure. The results of the physical must be recorded on an Ohio Department of Education T-8 form. Physicals are provided as a part of services provided by the Warren County ESC.

## **PRE-SERVICE TRAINING PROGRAM**

All school bus drivers must complete the pre-service Training Program given by the State Department of Education.

## **PRE-TRIP INSPECTIONS**

State law requires a pre-trip inspection prior to a route or extra-curricular trip. Completed driver inspection reports are to be completed, signed, dated and filed in the transportation office. You are also required to complete a post-trip inspection.

If there is any type of safety concern always check with the mechanic or his designee before leaving on a trip.

## **RADIO GUIDELINES**

School district radio units are strategically located in the transportation office, elementary office, high school, middle school, and central office. Drivers are also provided with district personnel cell phone numbers as a means to communicate.

- Radios must be kept on at all times.
- School business only should be spoken on the radio.
- When speaking on the radio, identify the bus number, speak in a normal voice, and keep the message brief. Do not interrupt others who are speaking on the radio, do not ask for time checks, do not report minor repairs that do not need immediate attention, do not discuss students by name

unless there is a specific valid reason, do not discuss anything about students, employee, or the school district.

- Evaluate the severity of a discipline issue or concern; when possible request to speak with building personnel after the route is completed to preserve confidentiality.

## **REPORTING TRAFFIC VIOLATIONS**

School bus drivers must report all traffic violations to their supervisor within 24 hours. Drivers who accumulate more than four points on their state issued license may be disciplined.

## **REQUESTING AND REPORTING A LEAVE OF ABSENCE (Sick/Personal)**

In the event of illness:

1. It is the driver's responsibility to directly notify the Superintendent by phone in order to proceed with the substitute driver process.
2. The driver must complete in advance a staff absence form in order to request a personal leave of absence.

The transportation secretary will notify the central office once the form is completed. The Superintendent will approve the request depending on the availability of substitute drivers. The Superintendent/designee will go through the rotation list in order to secure a substitute.

## **ROUTE SHEETS**

Drivers of a regular route are responsible for keeping their bus route up to date at all times. Changes to the route sheet shall be made in a timely fashion by communicating with the transportation secretary.

Changes need to be approved by the Superintendent. Drivers are to make only approved stops. Temporary changes can be made if communicated before, during, or after a route.

Current route sheets are in an electronic format in the transportation office. Additionally a hard copy form is to be kept in the official folder provided to each driver. Folders are kept in each driver's respective mailbox.

Route sheets must include:

- Directions to designated school bus stops;
- Time schedule – departure and arrival;
- Designated stops with safety zones identified;
- List of all road hazards;
- An updated seating chart using the recommended format of the Ohio Highway Patrol.

## **STUDENT ACCIDENTS**

In the event of student accidents school employees have responsibilities to provide first aide, summon medical assistance, notify administrative personnel, notify parents, and file accident reports. Employees should administer first aide within the limits of their knowledge of such practices.

## **STUDENT INFORMATION**

Student and parent/guardian information provided to drivers is to be held and shared in a confidential manner. Personal use of any information except for official school business is prohibited.

## **STUDENT TRANSPORTATION SAFETY AND WELFARE**

Student safety and welfare are of the utmost importance when transporting students in school vehicles. The school bus driver is responsible for student conduct while the students are being transported. Students who violate school rules, federal or state law, or who endanger the safety of other must be reported in writing to the building principal.

# **SCHOOL BUS OPERATING PROCEDURES**

## **STARTING PROCEDURES- WINTER OPERATION**

Drivers are required to plug in the engine block heaters daily during cold-weather operations. Prior to starting the bus be certain the engine stop cable is pushed all the way in and the gearshift is in neutral.

- Unplug the engine heater prior to starting the bus.
- Roll up the extension cord when not in use.
- If engine fails to start within thirty seconds, release ignition switch and wait 2-3 minutes to allow the starter motor to cool. Repeat. Call the transportation supervisor if the bus fails to start after three attempts.

## **SCHOOL BUS IDLING POLICY**

### **Applicability:**

This policy applies to the operation of every district-owned and/or contracted school bus.

### **Rationale**

Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.

### **Purpose**

Eliminate all unnecessary idling by Wayne Local school buses such that idling time is minimized in all aspects of school bus operation.

### **Guidance**

- When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:
  1. Extreme weather conditions
  2. Idling in traffic
- At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
- Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
- In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
- In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
- All service delivery vehicles shall turn off the engines while making deliveries to school buildings.
- Transportation Operations staff are directed to revise bus schedules so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.
- All drivers shall receive a copy of this bulletin at the beginning of every school year.

## **GENERAL RULES**

- The use of tobacco, alcohol, and non-prescribed medicines is prohibited on the school bus.
- The driver shall use the established route and make stops only at designated stops.
- The driver shall operate the bus on the approved time schedule and shall wait for pupils if ahead of schedule.
- Firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for assistance of disabled students.
- All buses must be kept clean on the inside and outside. Front and rear windows, lights, and mirrors should be clean at all times. This is a part of the driver's contract day.
- The school bus driver must use the seat belt when the bus is in motion.
- The use of cell phones while driving a school bus/van is prohibited. When needed for official use, the bus/van must be stopped.
- Equipment such as music instruments, athletic uniforms, etc must be held by the passenger and cannot be in the center aisle. A clear aisle to the exit door must be maintained at all times.
- School bus drivers may not operate a school bus for more than ten hours in any twenty-four hour period. Layover time does not count.
- Buses must be shut off when fueling, and students may not be on board.
- Medical oxygen may be transported only when it is properly secured.
- Layover must take place at a site approved by the transportation supervisor.

- Radio stations must be turned to an approved station.
- All doors must be closed when the bus is in motion.
- No eating or drinking on the bus.
- Keys must be removed from the ignition when the driver leaves the bus.
- Bus drivers must be on the bus when students are loading or unloading.
- Only the driver may operate the door or radio.
- Warning lights are not used when loading or unloading on school property.
- Passengers are to be evenly distributed on the bus and in assigned seats on a regular route.
- Students are not permitted to sit in the driver's seat.
- No use of personal cell phones, earbuds or Bluetooth devices while working.

### **BUS STOP PROCEDURES FOR STUDENTS & DRIVERS**

- Students are to arrive at their bus stop five minutes before bus is scheduled to arrive.
- Students should form a line away from the edge of the street before the bus stops in their safe zone.
- Check mirrors for traffic conditions and apply brakes well in advance to warn traffic from the rear.
- Actuate warning lights approximately 300 feet prior to stop.
- Stop only at the designated bus stop. The bus shall be stopped near the right side of the paved or traveled portion of the roadway. The bus should be stopped along the driveway entrance or along the curb when picking up or discharging passengers with special needs that require the use of special equipment. The parking brake shall be set for all student pick up and drop offs and at railroad crossings.
- The gearshift lever shall be placed in the neutral gear for all pick-ups and drop-offs.
- Open the service door to actuate the warning lights and place hand over horn to warn students of any potential hazards.
- Students who cross the street must not do so until the driver motions them to do so. Be certain to look both ways.
- Students are to cross approximately ten feet in front of the bus.

#### **Left side crossover pickup:**

- ✓ Bring the bus to a stop ten feet or more from the designated stop.

- ✓ Check mirrors and roadways for safe crossing and count the number of children waiting to board the bus.
- ✓ The driver must raise hand palm up and out toward the windshield. When safe to cross make eye contact with the students and signal the students by slowly dropping hand straight down and place other hand over horn.
- ✓ The students should check for traffic before crossing the roadway and must cross straight across the roadway, approximately ten feet in front of the bus.
- ✓ The driver shall check the overhead mirror to be sure all passengers are seated before moving the bus.

### **Left side crossover discharge:**

- ✓ Bring the bus to a stop approximately ten feet from students' designated stop location. Once the bus is stopped students may begin to leave their seats.
- ✓ Check mirrors and roadways for safe conditions to cross students.
- ✓ As the students safely and quickly exit the bus, the driver must raise palm up and out toward the windshield, have the other hand covering the horn, and count the number of students exiting the bus. Students are to walk ten steps along the side of the roadway away from the front of the bus where the driver can see the students and the students can see the driver's hand. Students must wait for eye contact and signal from the driver before crossing.
- ✓ When safe to cross the driver will signal students by dropping hand slowly and straight down, after making eye contact with the students.
- ✓ Students are to cross directly toward other side of roadway, stopping halfway to check for traffic in both directions. When safe the students may continue to cross to the other side.
- ✓ Once on the other side the students are to remain at a designated place of safety where they must remain until the bus leaves the stop. The driver may leave only after counting the students to verify safety of all students.

### **Right side Pickup**

- ✓ Check mirrors and roadway for safe conditions to board students.
- ✓ Students are to remain clear of the danger zone by waiting at their designated place of safety at least ten feet from the bus.
- ✓ Driver is to make eye contact with students and signal them to board the bus.
- ✓ When the students board the bus the driver is to count the students as they board and remind them to board quickly and safely.
- ✓ The driver shall check the overhead mirror to be certain all passengers are seated prior to moving the bus.
- ✓ Never back up if you miss a student's stop.



### **Right side Discharge**

- ✓ Check mirror and roadway for safe conditions to discharge passengers.
- ✓ Once the bus comes to a complete stop the students may leave their assigned seat to discharge the bus.
- ✓ Students are to exit the bus quickly and safely and walk ten steps clear of the danger zone and wait at the designated place of safety at the bus stop.
- ✓ The driver must count the students as they exit the bus and see them to their designated place of safety where they must remain until the bus leaves the stop.
- ✓ Shift the gear lever to the driving gear only after students are in a safe place.
- ✓ Before closing the door and canceling the warning lights look to identify students and potential hazards in the danger zone, counting all mirrors: right side mirror; right blind spot mirror; right crossover mirror; left crossover mirror; left blind spot mirror; left side mirror; inside overhead mirror; right crossover mirror; left crossover mirror..
- ✓ Close the door when all areas are clear. Door must be closed before bus moves.
- ✓ The driver must recheck the right and left side mirrors prior to pulling away.
- ✓ Never back up if you miss a student's stop.

### **Student Pick-up Procedures**

- ✓ Activate amber warning light about 300 feet before the stop.
- ✓ Stop at the right side of the paved or traveled portion of the roadway, at least ten feet from the student.
- ✓ Secure the bus, parking brake set, gearshift set to neutral, foot on service brake.
- ✓ Check traffic in all directions; when clear, open service door and place hand over horn to warn students of any potential hazards.
- ✓ For students who cross the road the driver must raise palm up and out toward the windshield. When safe to cross, make eye contact with students and signal students by slowly dropping hand straight down and place other hand over horn.
- ✓ Check overhead mirror to see that all students are seated in their assigned seat.
- ✓ Get ready for departure, place gearshift in drive, check for late students, look in each mirror for one full second, starting with the right outside mirrors, then the crossover mirrors, then the left outside mirrors, the inside rearview mirror, then recheck the right outside and the right and left crossover mirrors.
- ✓ Recheck traffic in all directions and proceed with caution.
- ✓ Never back-up if you went past a student pick-up!

## **Student Drop-off Procedures**

- ✓ Activate amber warning light about 300 feet before the stop.
- ✓ Stop at the right side of the paved or traveled portion of the roadway, far enough back that you will see the student's feet as they cross the street in the crosswalk area (at least ten feet.)
- ✓ Secure the bus, parking brake set, gearshift set to neutral, foot on service brake.
- ✓ Check traffic in all directions; when clear, open service door and let students off, remind student to stay seated until called for by the driver.
- ✓ Remind students who are crossing the street to walk up to the crosswalk, about ten feet, and wait for your signal to cross.
- ✓ Count the students as they get off.
- ✓ When the students are safely away from the side of the bus, place your right hand up to the window, hand flat, and palm towards students.
- ✓ Re-check traffic in all directions; when clear, drop your hand. Left hand should be covering the horn.
- ✓ Students must stop at the edge of the bus and check traffic, look left, then right, then left again. When clear the students may cross the street.
- ✓ When all students are at a safe place, usually on the sidewalk or driveway, prepare to drive again.
- ✓ Get ready for departure, place gearshift in drive, check for late students, look in each mirror for one full second, starting with the right outside mirrors, then the crossover mirrors, then the left outside mirrors, the inside rearview mirror, then recheck the right outside and the right and left crossover mirrors.
- ✓ Recheck traffic in all directions and proceed with caution.
- ✓ Never back up if you went past the student's drop off!

## **Turn-Around Procedures**

School buses only use pre-approved turn around locations. The bus must be visible to motorists in 500 feet in both directions.

- ✓ Activate hazard lights when the bus begins to slow down for the turn-around.
- ✓ Check all mirrors before backing.
- ✓ Make sure the aisle is clear so you can use your rear view mirror.
- ✓ Honk your horn twice before backing.

- ✓ Load students at the turn around before it is executed.
- ✓ Unload students at a turn around after it is executed.

### **Railroad Crossing Procedures**

School buses are required to stop at all railroad crossings. This applies to buses with or without students on board.

If the railroad lights are not flashing the driver must follow these procedures:

- ✓ Notify the students for silence by turning on interior lights 300 feet from the railroad crossing.
- ✓ Activate hazard lights at least 100 feet from the railroad crossing.
- ✓ Turn off any equipment that causes noise.
- ✓ Open driver window just prior to stopping.
- ✓ Stop the school bus 15 to 50 feet before the railroad crossing.
- ✓ Set the parking brake; shift the gearlever into neutral; open the service door.
- ✓ Look and listen both ways twice.
- ✓ Shift the bus into drive, close the service door, and release the parking brake.
- ✓ Process across the railroad crossing without shifting.
- ✓ After crossing, close the window, turn off the hazard lights, and turn any needed equipment back on.

If the railroad signals are flashing and there is no train, the following procedures must be followed:

- ✓ The driver should notify base for assistance;
- ✓ If the crossing is equipped with gates the driver should not cross when the gates are down. It may be necessary to find an alternative route.
- ✓ If the driver must cross the tracks they must wait for assistance from a representative from the railroad or a law enforcement officer.
- ✓ Never cross tracks with flashing lights without permission.

If the railroad signals are flashing and there is a train the following procedures must be followed:

- ✓ Stop the bus 15 to 50 feet from the crossing;
- ✓ Set the parking brake, select the neutral gear;

- ✓ Wait until the train has passed and the signal light has gone off;
- ✓ Proceed across the tracks with normal operating procedures.

## **VIOLENCE TARGETING BUSES AND STUDENTS**

1. Always be on the lookout for Suspicious:
  - People
  - Activities
  - Vehicles
  - Packages
  - Devices
  - Substances
    - i. Your duty is to observe and report
    - ii. Trust gut reactions; if something seems wrong
  
2. Managing students and the scene – when communicating with students in an emergency, always remain calm, work at communicating clearly, continuously update them on the situation, keep them under control in a safe location and be mindful of their age.
  
3. “Pre-trip” to become “Pre-trip/security check”
  
4. Pre-Incident Indicators
  - A. Surveillance of a potential target to determine:
    - i. Its strengths and weaknesses
    - ii. How well it is protected
    - iii. Emergency/law enforcement response patterns and times
    - iv. Recording or monitoring activities
    - v. Drawing diagrams, making notes or taking photographs
    - vi. Showing interest in security and access points to facilities
  
  - B. Elicitation to gain information about operations and security from people or organizations:
    - i. By mail, email, phone and/or in person
  
  - C. Tests of security procedures and response times:
    - i. Possible use of bomb threats or false alarms to test response and timing
    - ii. Trespassing into restricted areas to test security
    - iii. Leaving unattended bags or suspicious items in potential target areas to test how long it takes for people/law enforcement to respond
  
  - D. Impersonation of law enforcement, mail carriers, utility workers to gain information.
 Others to look for:
    - i. Individuals who do not belong or who look out of place
    - ii. Suspicious actions
    - iii. Suspicious conversations
  
5. Targets – Terrorists are opportunistic. They exploit vulnerabilities, choosing the time, place and method of attack according to the weaknesses they observe or perceive.
  
6. Cloned vehicles – “Cloned” vehicles remains a popular way for criminals and terrorists to gain access. Older school buses are a recognized threat. Possible indicators of a cloned vehicle:

- i. Missing or improperly displayed vehicle identification
- ii. Attached equipment
- iii. Excessive number of decals
- iv. Misspelled words

## 7. Hijacking

### A. Prevention

- i. Utilize best practices to secure the school bus when left unattended.
- ii. Adopt a “no-stop” policy for drivers when possible.
- iii. School bus drivers must maintain awareness of unfamiliar or unauthorized people attempting to board the bus.
- iv. Deny boarding to nonstudents/unauthorized riders
- v. Report all boarding attempts by unauthorized personnel
- vi. Note and report people unaffiliated with boarding students who loiter near pickup/drop off points.

### B. Strict security measures to prevent hijacking:

- i. Know and learn route, especially if it is a new one or has a pickup or drop off location never visited before
- ii. Keep fixed driving routes and know alternatives
- iii. Designate predetermined checkpoints
- iv. Park in secure areas with ample lighting
- v. Carry 24-hour emergency telephone numbers at all times
- vi. Always inform dispatch of your route, follow it, and inform immediately if the route changes
- vii. There is safety and security in motion. The most dangerous time for hijacking is when a bus is stopped
- viii. Stop only in designated areas where other vehicles are parked
- ix. Do not stop to help motorists in trouble; call for assistance. Never pickup hitchhikers.
- x. Watch for suspicious vehicles at the pickup /drop off point, cars or vans that follow the school bus on the highway or anything that seems out of line.
- xi. Do not make unauthorized stops at any time.
- xii. Maintain positive control of all doors and follow procedures at all times
- xiii. Report any life-threatening or imminent danger to proper authorities by calling 911

## 8. Security Inspection Checklist:

### A. Hot Spots: engine compartment, bumpers, tires, seats, under carriage, floor (inside) walls, rear door, ceiling, roof

### B. Inspection of school bus:

- i. Vehicle markings; recently applied or alterations
- ii. Altered interior lighting
- iii. Odor – unable to locate the source/inconsistent with surroundings
- iv. Lumps or bulges in seats
- v. Missing screws or rivets on exterior surfaces
- vi. Inconsistent sounds when tapping on walls
- vii. Unusually thick ceiling or roof
- viii. Emergency door and hood feels heavy during opening and closing
- ix. Floor surface material appears to be modified or repaired
- x. Floor appears unusually thick or higher than normal
- xi. Damaged upholstery
- xii. Anything unusual in baggage/storage areas.

9. Active Shooter – An active shooter is an individual who is engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims:
- Victims are selected at random
  - The event is unpredicted and evolves quickly
  - Knowing what to do can save lives
- A. Active Shooter Events – When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. The following are instructions from the Department of Home Security (DHS):
- Call 911 to notify authorities:
    - i. Your location
    - ii. Location of the active shooter
    - iii. Number of shooters
    - iv. Physical description of the shooter(s)
    - v. Number and type of weapons each shooter has
    - vi. Number of potential victims at the location
  - In danger you have four options:
    - Shelter in Place
      - i. Shelter in place by staying in vehicle
      - ii. Shut all vehicle windows and shut doors; prevent entry
      - iii. Get down and stay out of clear view
      - iv. If vehicle can be safely moved, drive as far away as possible
      - v. Report location and events
    - Run
      - i. Have an escape route and a plan in mind
      - ii. Leave your belongings behind
      - iii. Evacuate and help others to escape if possible
      - iv. Do not attempt to move any wounded
      - v. Prevent others from entering an area where the active shooter may be
      - vi. Keep your hands visible
      - vii. Call 911 when you are safe
    - Hide
      - i. Hide in an area out of the shooter view
      - ii. Lock the door/block entry to your hiding place
      - iii. Silence your cell phone and remain quiet
    - Fight
      - i. Fight as a last resort and only when your life is in imminent danger
      - ii. Attempt to incapacitate the shooter
      - iii. Act with as much physical aggression as possible
      - iv. Improvise weapons or throw items at the shooter
      - v. Commit to your actions – your life depends on it
- B. When Law Enforcement arrives – The first officers to arrive on the scene will not stop to help the injured. Expect rescue teams to follow the initial officers. These rescue teams will treat and removed the injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control. Do not leave the area until law enforcement authorities have instructed to do so. Do not release students to parents without permission.
- i. Remain calm and follow instructions
  - ii. Drop any items in your hands
  - iii. Raise your hands and spread your fingers

- iv. Keep hands visible at all times
- v. Avoid quick movements towards the officers, such as holding on to them for safety.
- vi. Avoid pointing, screaming or yelling
- vii. Do not ask questions when evacuating, just follow instructions

### **Procedures on School Property**

- ✓ Remain on the school bus while students are loading and unloading.
- ✓ Buses should park about three feet apart.
- ✓ Students must remain seated until the bus is not moving.
- ✓ Unloading: unload seat by seat, beginning with seat #1. Student should remain seated until it is their turn to unload. Do not move the school bus until students have reached appoint of safety.
- ✓ Loading: Do not move the bus until all students are seated.
- ✓ Never back-up on school property unless an emergency exists, and only with assistance from another school employee.
- ✓ Do not pass another school bus on school property.
- ✓ Observe a 10 mph speed limit on school property at all times.

<b>ACCIDENT PROCEDURES</b>
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An accident is considered to have happened whenever property damage occurs with or to a school bus owned by Wayne Local Schools. If a school bus is involved in an accident of any kind the school bus driver must follow these procedures:

1. Radio the school district immediately, stating your exact location, whether or not there are injuries, and if medical assistance is needed. Cell phone communication is your back up mode of communication.
  - a. make a decision to evacuate or not
2. Do not move the bus until instructed to do so by a law enforcement officer or the Superintendent.
3. Use any emergency equipment necessary. Flares should be placed in front, behind, and on the traffic side of the bus. If the bus is positioned on an incline, place a flare at the top of the incline.
4. Reassure the passengers and apply first aide as needed.
5. Collect all necessary data, including:
  - Names, addresses, telephone numbers of all passengers;
  - Birthdates and ages of all passengers;

- Seat number of all passengers; The official seating chart is a vital part of this process.
  - Exchange driver information with other vehicle operator;
  - Complete a motor vehicle accident report immediately when you return to the bus compound.
6. Submit all reports to the Superintendent on the day of the accident.
  7. If details suggest further investigation is needed, a hearing will be scheduled with the driver involved with the accident.
  8. After the hearing the Superintendent will evaluate the findings and will classify the accident as either "No fault" or "At fault."
  9. Once classified, handle as follows:
    - A. No Fault:
      - a. inform driver of finding and process "accident report" as needed
    - B. At Fault:
      - a. determine the degree of negligence and damage minimal damage and/or negligence will result in a "letter of direction"
      - b. More than minimal damage and/or negligence will result in a more severe consequence.
      - c. The driver will receive re-training as needed.

The Superintendent will report the accident to the school district insurance company and to ODE.

Knowingly leaving the scene of an accident or failure to report an accident will result in disciplinary actions against the driver.

### **Injury Procedures (student)**

If a student is injured on the school bus the bus driver must follow these procedures:

1. Call school district on the radio/cell phone and request assistance. The driver is expected to use good judgment and when appropriate call 911 directly.
2. The school district will notify parents and appropriate school district personnel and rescue if necessary.
3. Report the injury on a Student Incident form and submit it to the transportation supervisor.

### **Injury Procedures (school employee)**

If a school bus driver is injured while on the job the following procedures must be followed:

1. Report the injury to the Superintendent and complete the employee incident report. Your supervisor will give you additional instructions as needed.
2. Follow the process elsewhere in this employee manual for Workman's Compensation.

### **Adverse Weather Conditions**

The central office uses a weather radio and television to monitor weather conditions and alerts.

In all adverse weather conditions a bus driver must remain calm and must use good judgment. School bus drivers are required to travel all roads on the route unless otherwise instructed by the Superintendent. If it



is not possible to make a stop due to road conditions the driver must contact the school district for instructions.

When operating a school bus in ice, snow, fog, heavy rain, flooding, or if a road blockage exists, the driver should follow these procedures:

1. Park the bus as soon as possible in a safe location.
2. Utilize any needed equipment for safety, such as hazard lights, flares, etc.
3. Notify district personnel of your location on the radio/cell phone.
4. All passengers must remain on the bus.
5. Resume the route as soon as weather conditions permit.

### **Strong Winds**

Strong winds can push the school bus sideways much like a sail on a sail boat.

- Keep a strong grip on the steering wheel with 2 hands
- Reduce speed and correct your steering, especially when moving from a protected area to an unprotected area, or when meeting large vehicles. Be aware of vehicles around you.
- Wind is often accompanied by heavy rain; stay alert for slippery areas.
- Contact the school district if weather appears rough to get more information on how to proceed.

### **Tornado Sightings**

When a driver transporting students sights a tornado but the path of the tornado does not appear in the path of the bus, the driver must follow these procedures:

1. The driver should call the school district on the radio/cell phone to report the location and direction of the tornado.

When a driver transporting students and sights a tornado that appears to be in the path of the bus the driver must follow these procedures:

1. Contact the school district on the radio/cell phone to report the location of the tornado and the driver's intended plan of action.
2. Evacuate the bus and take the first aid kit with you.
3. Direct students to a low area, such as a depression, ravine, or embankment away from electrical lines.
4. When the danger is passed check students for injuries and administer first aid.
5. Contact school district by radio/cell phone for instructions.

### **Calamity (snow) Day Procedures**

When a calamity day has been declared by the school district the driver should follow these procedures:

1. Monitor C-Notify messages available via phone, email and text. Drivers need to have accurate up to date information in C-Notify. Additionally information is disseminated on the district website, and media outlets...
2. If drivers need assistance with C-Notify communicate with the transportation secretary.
3. Drivers will be notified if they are needed to report on calamity days.

When threatening weather may cause schools to be dismissed early:

1. Drivers need to be available by cell phone.
2. Drivers need to report to work when called in by the transportation department personnel. For a regular driver, Wayne Local Schools is your primary job.

### **Emergency Evacuation Procedures**

All school bus drivers are required to perform an emergency evacuation drill each school year with each load of students on their regular route. The three ways to evacuate a bus are:

1. All passengers through the front service door.
2. All passengers through the rear emergency door.
3. Passengers seated in the front half of the school bus exit through the front service door and passengers seated in the rear half of the bus exit through the rear emergency exit door.

Each school bus driver is to work with the Superintendent to schedule the emergency evacuation drills. The drills are to be held on school property, and a written record of the date, time, and place of the drill is to be maintained. The following procedures will be followed for emergency exit drills:

1. Evacuations will be conducted with the parking brake set, the ignition turned off, and the gear selector in neutral.
2. The school bus driver will stay in the bus during the evacuation.
3. Students shall not take book bags, lunch boxes, or any other personal items with them in the evacuation.
4. Students shall assemble a safe distance (100 feet) from the bus until the driver gives further directions.

NOTE: Evacuation procedures for disabled students may be modified.

### **MECHANICAL BREAKDOWN PROCEDURES**

If a school bus driver encounters a mechanical breakdown that prohibits travel the bus driver should follow these procedures:

1. Contact the school district by radio/cell phone. Give the location and a description of the problem.
2. Keep all students on the bus unless the bus is at a student's designated drop-off. Determine if students need to evacuate.
3. Utilize any needed emergency equipment, such as flasher and flares.

### **FIELD TRIPS**

The transportation office assigns drivers to field trips according to procedures in the collective bargaining agreement. Drivers are not permitted to trade trips.

An unexcused absence from a field trip may result in losing the privilege of taking any other field trips in that school year. The only excused absence from a field trip is for illness or dire emergency.

Rotation Lists: All regular drivers who wish to be considered for field trips must sign-up at the annual pre-service meeting that is held the day before school begins. Field trips will be posted every week on Tuesday and chosen by seniority. If trips have not been filled by Wednesday at 4:30, substitute drivers will be offered any open trips.

Trips that come in with less than 48 hours notice will be considered late trips and will be assigned by the Superintendent in the most convenient manner. It is not always possible to communicate late trips through the regular rotation method.

### **Preparing for a Field Trip:**

1. Pre-trip the bus, including fueling.
2. Arrive at the school 15 minutes prior to the scheduled departure time.
3. The Transportation office will provide printed directions.
4. All drivers must communicate emergency procedures to everyone being transported. The driver is required to sign that emergency procedures were reviewed.

Passengers on the field trip will include a school employee who is the trip chaperone and students on the trip. The only authorized passenger will be WLS employees and approved volunteers.

The chaperones are responsible for student behavior and should sit throughout the bus, not in the front seat near the driver.

### **After Arrival at the Destination**

The bus driver shall remain on site unless permission is granted by the Superintendent. Drivers must have good communications with the chaperones about the needs of the group. Drivers may wish to give their telephone number to the field trip organizer to efficiently communicate.

### **Upon Returning to the Bus Garage**

1. Clean, sweep, and fuel bus.
2. Calculate mileage, trip time and record on bus request form. Forms must be submitted to transportation secretary before the end of the pay period.

## **PUPIL MANAGEMENT POLICIES**

The school bus driver is responsible to control student behavior on the bus. The driver has an important role in helping the students come to school with a positive attitude and going home with the same.

### **Pupil Safety Instructions**

Safety instructions must be given to all regularly transported pupils, grades K-3, within two weeks of the beginning of the school year:

1. Safe walking practices to and from the school bus stop;

2. Wearing of light colored or reflective clothing when going to and from the bus stop in the dark;
3. How and where to wait safely for the bus, including how to avoid personal risks from strangers;
4. What to do if the school bus is late or does not arrive;
5. How to enter and leave the school bus safely;
6. Safe riding practices;
7. Safety while crossing a road for loading or unloading the school bus;
8. Respect for the rights and privileges of others.

A general orientation for regular bus riders in grades four through twelve shall be given by the school bus driver. The driver will:

1. Read and post the discipline plan in the bus.
2. Instruct students on safe loading and unloading procedures at student stops and the schools.
3. Instruct students on railroad crossing safety procedures.
4. Instruct students on any other rules or procedures that may be needed or appropriate, such as riding a different bus home, assigned bus stops, etc.
5. Conduct emergency evacuation drills for each load of students.

### **Bus Discipline**

Please go over these rules with all bus riders the first week of school!

1. Students are to go to assigned seats and sit with book bag on lap.
2. No eating, drinking, or chewing gum.
3. Students are to show respect to peers, friends, and not bully anyone.
4. I will ride quietly and follow the bus driver's directions.

### ***Consequences:***

First violation: verbal warning, possible change of assigned seat, possible parent notification

Second violation: written report sent to principal for discipline

Third violation: written report sent to principal and increased consequences.

**Severe Clause:** A student may lose the privilege of riding the bus and may receive the most serious of school discipline for a serious offense committed on a school bus.

### **School Bus Fights**

If there is a fight on your school bus what can you do? The first thing that comes to mind is to intervene using physical force; however calling dispatch for help, stopping and securing the bus and giving orders to students are the key steps in responding to a school bus fight.

It is important to understand that no law can require citizens to put themselves or others in harm's way in order to rescue someone else. This is the main issue to focus on when there is a fight on the bus/van.

As a driver if you do use force to separate two kids fighting on a bus, you are opening the door for not only consideration for criminal charges if the force used is excessive, but also for civil liability if the force used is considered to be excessive, negligent or grossly negligent. That means the child's parents can sue you and the school district for your actions. Your personal assets could also be attached by the plaintiff if you lose the court action filed against you, which is something most drivers would never even think about.

On the other hand – “Can I also be sued if I do nothing to break up the fight?” The answer is, “Yes.”

The following protocol protects drivers from both legal possibilities.

1. Immediately notify the district that there is a fight on your bus.
2. Provide your bus location and request assistance.
3. Pull off to a safe area if possible.
4. Stop and secure the bus.
5. Provide directives to the students near combatants to distance themselves from the combatants.
6. Order the combatants to stop fighting, but do not leave your driver's seat area nor go back to the location of the fight.

No driver has to physically intervene, but you are required to provide some type of intervention. Fred Anness provided all county Superintendents with information that defines intervention as – calling the district to advise that a fight is occurring on your bus/van and you are requesting assistance; bringing the bus to a safe stop; securing the bus; provide directions to other riders; and order the combatants to stop fighting. These steps support your mission as a driver; drive safely, stay aware and always protect yourself and your students as best you can.

## **UNAUTHORIZED PASSENGERS**

Only authorized passengers are permitted to ride the school bus. Unauthorized passengers include: 1) Family members of the bus driver who are not enrolled in any of the approved programs, unless acting as approved chaperones; 2) Non-supervisory school employees, on routine bus routes; 3) Adults not enrolled in any of the approved programs, unless assigned by school officials as bus monitors; 4) Students who are not WLS students, or students transported to approved non-public schools.

All non-school employees riding a bus with students must first have a satisfactory background check.

## **PASSENGER CAPACITY**

Seating will be provided that will permit every passenger to sit in a seat. The number of passengers on a school bus will not exceed the bus manufacturers rated capacity. Seating should be adjusted according to the physical size of students. No person shall stand while the bus is moving, with the exception of school employees in the official performance of their duties.

## **TRANSPORTATION OF CHILDREN WITH DISABILITIES**

The school bus driver must:

1. Be physically capable of lifting and managing handicapped pupils if necessary in an emergency situation.

2. Keep up to date with any needed training.
3. Be able to cope with the stress and extra demands that may come with transporting handicapped students.

Procedures at Student Stops:

1. Handicapped students must be picked up at their residence side of the street or in driveway.
2. A school employee must be the sole operator of the service door and wheelchair lift.
3. Bus routes for handicapped children may vary from day to day due to possible frequent absenteeism. Drivers must give handicapped children extra time at the bus stop.
4. Be certain the children are secured (wheelchairs locked and seat belts fastened) before moving the school bus.

Procedures on School Property

Every handicapped bus transports students with different special needs. Therefore, procedures may vary. The driver must always use safety and must always explain procedures to the students.

# *Wayne Local Schools*

## REPORT OF VIOLATION OF SCHOOL BUS RED LIGHTS

TO:  WC Lebanon Highway Patrol: Phone 513 932-4444 FAX 513 932-9585  
 WC Sheriff's Office: Phone 513 695-1280 FAX 513 695-1286  
 Waynesville Police Dept.: Phone 513 897-8010 FAX 513 897-2015

FROM: Wayne Local Schools Transportation Department  
 659 Dayton Rd., Waynesville, OH 45068  
 513-897-6971  
 Pat Dubbs, Superintendent

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

A school bus operator driving for above named school district has reported that a motorist has passed their school bus while the bus was stopped to receive or discharge passengers. (Ref ORC4511.75(A))

In accordance with ORC 4511.751 (A), we are reporting the license number and general description to the law enforcement agency of jurisdiction.

Bus Driver's Name \_\_\_\_\_ Bus # \_\_\_\_\_

### VIOLATOR INFORMATION

**VEHICLE:**  
 Vehicle License Number : \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Unusual characteristics: \_\_\_\_\_

### DRIVER INFORMATION

(circle one) Male / Female      Young / Middle aged / Old      White / Black / Other

Other driver characteristics: \_\_\_\_\_

### LOCATION OF VIOLATION:

Street or Highway: \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

**Pre-Trip:** Pre-trip must be done before leaving the lot. You are also required to do a post-trip. Check for damage before leaving an event. The pre-trip is the responsibility of the driver. Vans may use the buddy system. Your pre-trip sheet must be available if you are in an accident or are pulled over for any reason. Seat belts and emergency equipment must also be inspected.

**Seat Belts** must be worn- IT IS THE LAW!

**Railroad Tracks:** See Attached form concerning railroad tracks. There is a sign on the back of the van “THIS VEHICLE STOPS AT ALL RAILROAD CROSSINGS”.

**Flooded Roadways:** **NEVER** go through high water even if you can see the road and the lines. Turn around and find an alternate route.

Things to Remember:

- Remember that you are not alone in dealing with parents and caregivers.
- If a parent makes a request you need to check with the transportation supervisor. Some requests may make it easier to transport the student.
- Be sensitive in dealing with parents and caregivers. Be firm but kind. Explain why something is done a certain way, for safety reasons. Remember that parents and caregivers are advocating for the student needs. However, they are not in a position to tell you what your job is and how to do it.
- Remember it is not your job to be a go-between with parents and teachers.
- Know and respect the cognitive capacity of the student
- At the level the student can understand, explain what you are going to do and why before you do it and explain again while you are doing it (if appropriate). It is helpful to explain things in terms of safety reasons. For example, you need to stay seated because if we stop fast or hit a bump you will not be protected and you might get hurt.
- Keep bus rules simple and repeat them often to help students understand. For example, bus rules should simply be:
  - Remain seated.
  - Do not touch any bus parts such as lift controls.
  - If you have a lap belt, keep it on, low and snug. Palm always facing outward when buckling.
  - Be cooperative.
- Reinforce bus rules by praising students who follow them.
- Remember: If a student can't communicate with you, do not assume that the student cannot understand you.
- Put plan in place before issues happen. While transporting look for areas safe to pull over. If Para is on the vehicle use a cell phone to call base. Do not say the name of the student over the radio. Example: Base I have a student who is acting out, I need assistance. You do not want to jeopardize the safety of the student or other students on the bus/ van by transporting inappropriately. In addition, a delay in notifying dispatch may jeopardize student safety in a medical emergency.
- When you contact dispatch, remember to respect confidentiality. Radios and cell phones are not secure. Use discretion when talking over non-secure lines. Avoid using personal identifying information unless you have no other choice.
- Depending on the situation you may need to pull over at a safe place until the situation is resolved and it is safe to continue. The exception might be an emergency situation where the decision is made to continue. In some remote locations, it may be best to drive the school bus/van to the help site or to a meeting point with emergency personnel. Once again looking ahead for areas safe.

**Bus attendant / Para:**

- Sometimes another adult assists the school bus/van driver. These people

- may be called aides, attendants, or monitors.
- The attendant may be assigned to help all students or one particular student.
- While on the bus/van, the attendant is usually under the authority of the school bus/van driver.

## **LOADING AND UNLOADING WITH A WHEELCHAIR LIFT**

1. General guidelines when the student is on the lift platform
  - a. The student always faces away from the school bus.
  - b. The wheelchair brakes are locked.
  - c. The roll stops must be in the completely up position.
1. Loading and unloading process
  - a. Open and secure the lift door.
  - b. Use the hand-held control to activate the unfolding of the platform.
  - c. Lower the platform until it rests entirely on the ground.
  - d. Unfold the outboard roll stop.
  - e. Fasten the wheelchair seat belt around the student, if applicable.
  - f. Back the student onto the lift. Always face the student away from the school bus.

NOTE: To unload a student with a motorized wheelchair

  - The student should NOT drive onto the lift unless cleared to do so by the entire IEP team.
  - Disengage the motor and push the chair onto the platform manually.
  - Consult with a parent/caregiver or a therapist about how to secure the chair on the lift.
  - g. Lock the wheelchair brakes.
  - h. Make sure the roll stops are in the completely up position.
  - i. Turn off the wheelchair power. In some cases, the motor must be disengaged to secure the wheelchair. Ask the parent/caregiver or therapist for guidance.
  - j. Have the student hold onto the handrails if able.
  - k. Tell the student to keep arms and legs within the lift area and clear of moving parts.
  - l. Operate the lift controls. Stand next to the platform at the front corner. Keep one hand on the wheelchair as it is raised and operate the controls with the other hand.
  - m. When the platform reaches floor level, set down or hang up the controls.
  - n. Release the wheelchair brakes and push the wheelchair into the bus.
  - o. Set the wheelchair brakes.
  - p. Fold the lift into the travel position.
  - q. Position the student according to the IEP. Either transfer the student to a regular forward facing school bus seat using proper lifting techniques or secure the wheelchair and the student.

When loading and unloading, remember:  
Tell the student what you are going to do before you do it.

### **Student:**

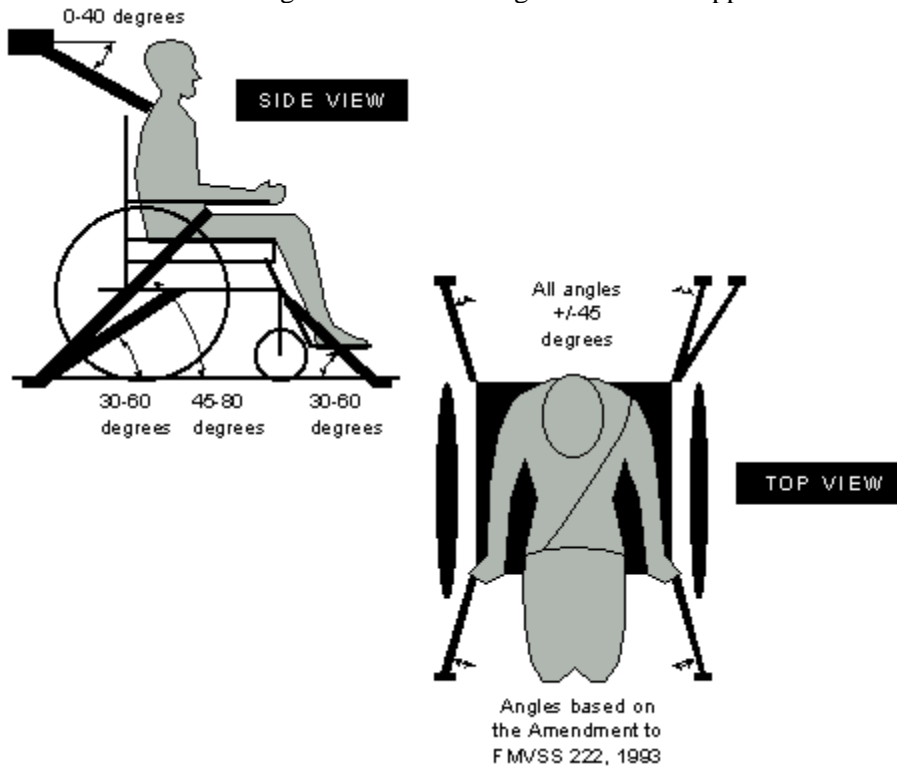
The shoulder belt **MUST** be attached to the vehicle. The lap belt can be attached to the wheelchair 4-point system or to the vehicle.

### **Wheelchair must be forward-facing**

- The securement system is designed to be used with the wheelchair facing forward and is tested that way. All new school buses manufactured with wheelchair securement systems since January 1994 have forward-facing systems.
- Wheelchair securement positions are inherently safer and wheelchairs and the human body are better capable of surviving a frontal crash when facing forward.
- Sled tests show that side facing wheelchairs are unstable and often collapse.



- Lap and shoulder belt restraint systems are designed to be most effective in the frontal impact position (most common fatal collisions type for school buses) and wheelchairs are believed to be stronger in frontal loading conditions as opposed to side loading positions.



## WHERE TO ANCHOR THE WHEELCHAIR

1. Use the securement system in the school buses in your school district.
2. CAUTION:
  - Do not jerry-rig a securement for a wheelchair.
  - Only use a 4-point tie-down system with a separate restraint for the occupant. At a minimum, the front straps must be the same type and the back straps must be the same type.
  - Do not interchange systems. Use only one manufacturer's tie-down system for each wheelchair.
  - Never place a wheelchair in front of an emergency exit door, even if the wheelchair securement position is provided at such a location.

## SECURING THE WHEELCHAIR

1. First, follow the manufacturer's guidelines for the particular wheelchair and for your system. If you don't have the manufacturer instructions, ask for them.
2. Center the wheelchair with the anchorages on the floor. Leave room for the rear belt to be secured at a 45-degree angle from the floor.
3. Set the wheelchair brakes on both sides.
4. Turn off the wheelchair power.
5. Attach the wheelchair straps to the wheelchair at 4 points.
  - Attach the straps along the wall first.
  - Then attach the straps along the aisle.
6. Attach the straps properly.
  - Do not attach the straps to the wheels or any detachable portion of the wheelchair.
  - Do not let the straps bend around any object. They should have a clear path from the floor to the wheelchair frame and securement mount.
  - Keep the straps away from sharp edges or corners.
  - Do not crisscross or twist the straps.
  - Make sure that the belts are at a 30 to 60-degree angle; a 45-degree angle is best.

- Never use the 4-point system without also using the 3-point lap and shoulder belt.
7. Make sure that the wheelchair doesn't have forward or reverse movement.
  8. If you cannot get the wheelchair attached properly, contact dispatch.

## Wheelchair Securement Checklist

- The wheelchair is forward-facing.
- The wheelchair is centered on the anchorage.
- Brakes are set and power is off.
- The wheelchair is anchored at 4 points using the manufacturer's instructions.
- The straps are attached properly:
  - They are at as close to a 45degree angle as possible.
  - The angle is no less than 30 degrees and no more than 60 degrees.
  - They are not attached to the wheels or any detachable portion of the wheelchair.
  - They do not bend around any object.
  - They are away from sharp edges or corners.
  - They do not crisscross.
  - They are not twisted.
  - There is no forward or reverse movement.

## SECURING THE STUDENT

1. Always use a 3-point system to secure the student. The occupant restraint system is separate from the wheelchair securement. The 3-point system secures the students pelvis and torso.
2. The occupant restraint system can be attached in several ways:
  - To the school bus anchorage points.
  - To the wheelchair securement system.
  - To the wheelchair itself.
3. Always follow the manufacturer's instructions.
4. General guidelines
  - Position the lap belt:
    - Over the pelvic bones, not the abdomen.
    - Inside the arm rests between the side panels and the cushion.
  - Adjust the lap belt so it is snug.
  - Position the shoulder belt so it does not cross the students face or neck. Never position the shoulder belt under the student's arm where it would cross the rib cage.
  - Adjust the shoulder belt to achieve firm but comfortable tension.
  - Never twist the belts. The belts should always lie flat against the body.

## THE SEATING PLAN

1. Things to consider:
  - a. Loading order.
  - b. Medical conditions:
    - Who is medically fragile?
    - Who is prone to seizures?
    - Who is young or in a child safety seat?
    - Who has a respiratory condition?
    - Who needs extra lower extremity support?
  - c. Evacuation:
    - Which students can evacuate themselves?
    - Which students need help?
    - Which students could help others?
    - Who is in a child safety seat?
  - d. Behavior: Which students are compatible and which are not?

- e. Supervision: Who needs to be monitored, either for behavior or for a medical condition? EX: Runners, feed tubes, mobility of students- wheelchair, or need assistance walking.
2. Put the plan in writing.

## THE SAFE STOPPING PLAN

1. Things to consider:
  - a. Where to stop the school bus so the wheelchair lift operates properly.
  - b. Where to stop so that you can be seen by other traffic.
  - c. How and when to use the warning systems.
  - d. Where to stop if the original site is not available.
2. Put the plan in writing.
3. The outboard roll stop is activated by the up and down buttons. When the up button is pushed, the outboard roll stop rotates to the vertical position before the platform raises. When the down button is pushed, the outboard roll stop does not rotate to the horizontal position until the platform is lowered fully to the ground.
4. The inboard roll stop position is also activated by the up and down buttons. When the down button is pushed, the inboard roll stop rotates to a vertical position. It remains in the vertical position while the wheelchair is loaded or unloaded on the ground. When the up button is pushed, the inboard roll stop rotates to the horizontal position when the platform reaches the vehicle floor level.
5. The bridge plate rotates to the horizontal position when the unfold button is pushed. It rotates to the vertical position when the fold button is pushed.
6. Interlock devices prevent operation of the lift or the school bus when it is not safe. Interlock devices can work in a variety of ways:
  - a. They lock the school bus transmission in place when the lift is deployed.
  - b. They do not allow the lift to be deployed until the school bus is in PARK and the emergency brake is set.
  - c. They stall the school bus engine if the lift is deployed and the emergency brake is released or the transmission is shifted from PARK.
7. Discontinue operation immediately if any of these safety features do not work properly.

## WHEELCHAIR LIFT AND SCHOOL BUS POSITION

1. Before using the wheelchair lift, park the vehicle on level ground. Do not park on a slope.
2. The platform must rest completely on the ground. Choose a place to load without obstacles to interfere with the operation of the lift.

## WHO CAN USE A WHEELCHAIR LIFT

1. Wheelchair lifts are designed to be used by:
  - Anyone using a wheelchair or other mobility aid
  - Someone sitting in a folding chair
  - A standee: a person who has difficulty using steps (for example someone using a walker, crutches, braces, a cane). Due to liability, schools should never have someone stand on a lift. In the school bus carry a loaner wheelchair or a stroller for lift use.
2. Lift attendants should not ride on the platform with the passenger.

## EMERGENCY SITUATIONS

1. If you experience a power or equipment failure and you have a child on the lift, you can operate the lift manually. Review the manufacturer's instructions for operating the wheelchair lift on your bus manually.

## THE EVACUATION PLAN

1. Things to consider:
  - a. What are the student's abilities?
    - Which students can come off the school bus by themselves?
    - Which students can be removed from the bus without their wheelchair (or specialized seat or child safety seat)?
    - Which students must not be removed from their wheelchair (or specialized seat or child safety seat)?
  - b. Which students have essential equipment that also must be removed?
  - c. What equipment do you need for an evacuation?
    - At a minimum, you need a belt cutter and a fire blanket.
  - d. What personnel will be available to help you? Which students can help others get off the school bus?
2. Things to include in the written plan:
  - a. A diagram of the seating pattern that identifies where each student sits. Update as seating chart changes.
  - b. Information on how to evacuate each student.
  - c. The location of emergency evacuation equipment and exits.

## GENERAL GUIDELINES FOR HANDLING EMERGENCIES

1. Stay calm.
2. Stop as soon as possible in a safe place: off the traveled roadway, preferably in a parking lot or driveway.
3. Secure the vehicle.
  - Put the transmission in PARK.
  - Set the emergency brake.
  - Turn off the ignition.
4. Take the keys.
5. Contact dispatch. Report the emergency and ask for help (e.g., medical assistance, another vehicle).
6. If appropriate, use warning devices to alert other motorists you are stopped.
7. If you decide to evacuate:
  - Explain what you are doing using simple, concise directions. Use this approach with both the students and outside help if you need to enlist it.
  - Use all exits if possible.
  - Once students are off the school bus, move them to a safe place away from the school bus.

## **SCHOOL SECRETARIES**

### **ADMINISTERING MEDICINES TO STUDENTS**

Designated school employees may administer medications to students according to Board policy. Non-prescription medicines may be administered only with written permission of the parent, and prescription medicines may be administered only with a written prescription from a physician. The school nurse and the building principal are primarily responsible for administering medicines to students, and school secretaries are also permitted to do, provided the employee is not forced to violate protections afforded them in the collective bargaining agreement. At no time should any school employee provide something like an aspirin or Tylenol to a student who is complaining of not feeling well. All student medications must be maintained in a locked storage cabinet or drawer.

### **DISTRIBUTION OF MATERIALS TO STUDENTS**

The school district receives many requests to distribute materials to students from many worthy community organizations. Students and staff are not to be used for advertising or promoting the interests of any non-school agency or organization without the approval of the superintendent.

### **EARLY DISMISSAL/LATE ARRIVAL**

No student will be permitted arrive late or leave school before the end of the school day unless authorized to do so by their parent/legal guardian. Appropriate written documentation must be maintained for each student.

### **IMMUNIZATION**

All students must be immunized according to State laws. Written immunization records must be maintained for all students.

### **MISSING CHILDREN**

Wayne Local Schools makes every effort to identify possible missing children and to notify the parents and the appropriate law enforcement personnel. Parents must be notified anytime a child is absent who has not been verified by a telephone call from the parent. Appropriate written documentation must be maintained for each student.

### **PETTY CASH**

The Treasurer may designate employees to be custodians of petty cash. Each custodian of petty cash shall ensure the funds shall be dispersed only for minor expenditures not readily deferred. Disbursement from petty cash will require documentation (a valid receipt) of their use. Petty cash must be secured and safe.

### **PUBLIC RECORDS**

School district employees responsible for records are required to maintain them appropriately and accurately. Public records are defined as any document, device, or item, created or received by or coming under the jurisdiction of the Board of Education or its employees, which are kept by the Board and serve to document the organization, functions, policies, decisions, procedures, operations, and other activities of

the school district. Any person may inspect the public records of the district at reasonable times during business hours. A person may receive copies of public records at their cost. Requests to view or receive copies of the school district's public records must be directed to the Superintendent, who is authorized to grant or refuse access to the public records of the district according to the law.

## **STUDENT ACCIDENTS**

In the event of student accidents school employees have responsibilities to provide first aide, summon medical assistance, notify administrative personnel, notify parents, and file accident reports. Employees should administer first aide within the limits of their knowledge of such practices.

## **TELEPHONE ETIQUETTE**

It is vital for every telephone interaction to be extremely professional and positive. A suggested way of answering the telephone is, "Thank you for calling Waynesville (HS/MS/ES), this is XX (state name), how may I help you? Let the person know you are transferring their call, and watch to see how long they are kept waiting. This is a great opportunity to defuse an unhappy parent and to provide a great impression of the school district.

# **STUDENT RECORDS AND PRIVACY**

## **INTRODUCTION**

Student records have become the subject of extensive state and federal legislation. Therefore, it is very important to be familiar with the various laws prior to the release of student records. It is also critical that schools provide the required notices and consent forms to parents and students in a timely manner. There are many exceptions to the rules governing student records. General overviews of the rules are summarized below. However, most rules are subject to additional exceptions. This overview includes a summary of relevant laws, as well as an appendix with model language to be used for notification and consent forms.

## **STATE PUBLIC RECORDS LAWS**

Public records law is an extensive topic that is only outlined here as it relates to student privacy.

Open Records Act (ORA), R.C. Chapter 149 Rules of Interpretation

ORA is to be liberally construed in favor of disclosure. Exceptions to ORA are to be narrowly construed and the party raising the exception normally has the burden to demonstrate that the records are in fact excluded.

Definition of "Public Record"

Contains information stored on a fixed medium (e.g. paper, computer film, photographs, videos, e-mails, etc.);

Is created, received, or sent under the jurisdiction of a public office; and

Documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

An "actual use" standard is used to discern what constitutes a public record as opposed to records that are not covered by ORA.

Public Access to Records

1. Public agencies must promptly prepare and make available for inspection all public records at all reasonable times during regular business hours.
  2. Public agencies need only to honor requests for documents that already exist—there is no requirement to create new documents or analysis or to research or seek out all documents containing selected information.
- ii. Exceptions

1. O.R.C. § 149.43(A)(1)(v) states that “public records” does not include records the release of which is prohibited by state or federal law. This carves a significant exception for records related to students including:
  - a. Juvenile records
  - b. Educational records regarding students
2. Exceptions to open records laws are defined by other statutes outlined below.

#### 4. STATE PRIVACY LAWS

##### a. R.C. § 3319.321

##### i. Generally Permissible Records Uses:

1. Schools can *generally* release “directory information” without prior consent from a parent/guardian. Schools designate what information they will treat as directory information from the statutory list that includes student:
  - a. Names
  - b. Addresses
  - c. Telephone numbers
  - d. Dates/places of birth
  - e. Major fields of study
  - f. Dates of attendance
  - g. Dates of graduation
  - h. Awards received
  - i. Sports/activities participation
  - j. Heights/weights (of athletes only)
2. Schools can generally restrict access to business, industry, charitable organizations, and other employers as long as the restrictions are imposed uniformly (Ohio law also includes military and higher education institutions in this listing, but federal law gives them a privileged status).
3. Schools can release the names and addresses of students in 10<sup>th</sup> through 12<sup>th</sup> grade to any branch of the U.S. military for recruitment purposes unless requested not to do so by the student or the student’s parent/guardian.
4. Schools can release any information if given prior written consent by the parent/guardian.
5. Non-custodial parents are entitled to the same access to records pertaining to their children as are custodial parents unless otherwise provided for in a separation agreement, divorce decree, or other court order.
  - a. The burden is on the custodial parent to inform the school of any such restrictions.
  - b. If a student is transferred to a new district and the school is advised that the student is under the care of a shelter for victims of domestic violence than the non-custodial parent may not be informed where the student is currently enrolled.

##### ii. Generally Impermissible Records Uses:

1. Schools cannot release names/personally identifiable information to any person or group for use in a profit-making plan or activity.
2. Schools cannot release directory information to any party without prior consent if a parent/guardian has informed the school that information may only be released with prior consent.
3. Schools cannot release any personally identifiable information other than directory information unless they have the prior consent of the parent/guardian.
4. Once non-directory information is released it cannot be transferred to a subsequent party without prior written parental consent.

- iii. Exceptions
  - 1. People who can act as parents regarding student records
    - a. Students 18 and older
    - b. Legal guardians
    - c. Either parent unless otherwise provided for in a separation agreement, divorce decree, or other court order.
  - 2. Restrictions on access to student records do not apply to:
    - a. Boards of education and their employees acting in their official capacity
    - b. State or political subdivision officials and employees acting in their official capacity
    - c. Courts
    - d. Law enforcement officers who are investigating missing child cases pursuant to the Missing Child Act
- b. R.C. Chapter 1347
  - i. Boards of education are only allowed to collect and maintain information that is necessary for the performance of their official duties.
  - ii. Boards of education are required to adopt regulations to ensure the accuracy and timeliness of information kept in students' personal files.
  - iii. Students and their parents have the right to inspect their personal files and to challenge the contents of them.

## 5. FEDERAL PRIVACY LAWS

- a. Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA)
  - i. Applies to all educational agencies receiving federal funding.
  - ii. Provides a right on the part of eligible pupils (18 year olds or those enrolled in a postsecondary education institution), or their parents, to inspect and review their educational records, to challenge the information contained in the records, and to prohibit the disclosure of records in some circumstances.
  - iii. As under Ohio law, exceptions are made for directory information.
    - 1. Boards must give public notice of the specific types of information designated as "directory information."
    - 2. Parents must be allowed a reasonable amount of time to inform the board as to any and all information which may not be released as to a particular student.
  - iv. Requires boards of education to advise parents or students (if over 18) of their rights under FERPA and to adopt procedures for the inspection of records. Such notice may take the form of a newspaper notice, calendar, student programs guide, rules handbook, or other means reasonably likely to inform parents and eligible students.
  - v. Upon a proper request, the board must afford a hearing to challenge the accuracy of a student's records along with an opportunity for the correction or deletion of inaccurate, misleading, or otherwise inappropriate data and an explanation concerning the content of the records.
    - 1. If an amendment to the records is denied the school must allow the parent/student to place a statement related to the challenged material in the record.
  - vi. Exceptions are generally comparable to those under Ohio law. No consent is required in order to release student records to:
    - 1. Teachers and other school officials with legitimate educational interests.
    - 2. Officials of other schools in which the student intends to enroll, as long as the parents are notified and given an opportunity to challenge the contents of the records.
    - 3. State and federal officials for purpose of audit and law enforcement.
    - 4. Persons requesting records in connection with the student's application for financial aid.



- b. Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h
  - i. No student may be required to submit to a survey, analysis, or evaluation relating to the following topics and funded in any part by the U.S. Department of Education without the prior written consent of the parent or adult student:
    - 1. Political affiliations of the student/student's parent
    - 2. Mental or psychological problems of the student or the student's family
    - 3. Sex behavior or attitudes
    - 4. Illegal, anti-social, self-incriminating, or demeaning behavior
    - 5. Critical appraisals of other individuals with whom respondents have close family relationships
    - 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
    - 7. Religious practices, affiliations, or beliefs of the student or student's parent
    - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
  - ii. Boards are required to develop, with input from parents, policies for protecting student privacy in relation to surveys and other screenings.
    - 1. Exempted from these policies is the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
      - a. College or other postsecondary education recruitment, or military recruitment
      - b. Book clubs, magazines, and programs providing access to low-cost literary products
      - c. Curriculum and instructional materials
      - d. Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students and subsequent analysis and public release of aggregate data
      - e. The sale by students of products or services to raise funds for school-related or education-related activities
      - f. Student recognition programs
  - iii. Notices to Parents
    - 1. Notice must be given at least once a year of changes in these policies and of the process for opting a student out of participation in surveys or screenings that are not funded by the U.S. Department of Education.
    - 2. Notice must be given at least once a year of the approximate schedule of planned surveys or screenings that are not funded by the U.S. Department of Education.
    - 3. All surveys and screenings require some form of notice.
- c. Health Insurance Portability and Accountability Act (HIPAA)
  - i. HIPAA puts in place a number of protections regarding medical information.
  - ii. Because of FERPA's requirements, HIPAA rules generally do not apply to students in public schools.
  - iii. However, there are two exceptions where HIPAA does apply
    - 1. If a district has contracted with an outside organization to provide health care services for students, the records created by that organization in rendering such services are subject to HIPAA. However, school nurses employed by the district are not affected by HIPAA.
    - 2. A school's student health center, therapy room, nurses' office, and/or other department that transmits information by electronic medium (e.g. computer, fax, or telephone) with respect to any of the following covered transactions may need to comply with HIPAA

- a. Health-care claims
  - b. Health-care payment and remittance advice
  - c. Coordination of benefits
  - d. Health-care claim status (inquiry and response)
  - e. Enrollment/disenrollment in a health plan
  - f. Eligibility for a health plan
  - g. Health plan premium payments
  - h. Referral certification and authorization
- d. No Child Left Behind (NCLB)
- i. NCLB amended PPRA to require the U.S. Department of Education to provide an annual notice to every school district of their obligations under PPRA and FERPA.
  - ii. 20 U.S.C. § 7908
    - 1. Unless a parent or eligible student has opted out, Boards must provide secondary student names, addresses, and telephone numbers to the military or institutions of higher education upon request.
    - 2. Boards are required to notify parents or eligible students of their right to opt out of such a release of information.
    - 3. Military recruiters must be allowed the “same access” to secondary students for recruitment purposes as is given to postsecondary institutions and prospective employers.

<b>FINANCIAL GUIDELINES</b>
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There are specific requirements for all purchases, collecting money, fundraisers, compensation for job-related expenses, and anything dealing with money.

1. All fundraisers must have prior written approval of the principal and/or athletic director, superintendent, and treasurer. At the conclusion of every fundraiser a written report must be filed with the treasurer that summarizes the activity.
2. At no time may ANY school district money be deposited to a private account.
3. Numbered receipts must be issued for all funds collected.
4. All funds collected must be deposited to a school district account within 24 hours.
5. All purchases must be made ONLY with a pre-approved purchase order:

### **PURCHASE ORDER PROCEDURE**

1. **PRIOR TO MAKING A PURCHASE -** a purchase order must be completed by the person making the request and **approved and signed** by the appropriate building Principal, Superintendent and Treasurer **BEFORE** any purchase can be made (attachment 1). **This means purchase orders must be dated and signed prior to the purchase being made.** The vendor name, address and phone/fax numbers must be completed. All orders will be mailed unless otherwise stated on the purchase order. If you want the order to be faxed, please indicate so by writing “Please Fax” across the top of the purchase order. Please note: if you are phoning or faxing an order to a vendor, the purchase order has to be approved and signed by the above parties **before** the order can be placed. The treasurer’s office will not phone in orders or order on-line.
2. When the purchase order has been signed by the building Principal it will be sent to the Central Office for approval of the Treasurer and Superintendent. Upon approval the purchase order will be assigned a number, only then can the purchase be made.
3. If there is not enough money in your account when the purchase order is initiated, you will be required to include a statement explaining how the funds will be obtained. Should a purchase order be denied, it will be sent back to the building secretary and you will be notified.

4. Upon verification of receipt of goods or services rendered, **invoices and original receipts** must be turned into the building secretary, who will match to the original purchase order and send it for approval from the person who generated the purchase order for payment to be made. When approved the purchase order with invoices/original receipts will be sent to the Treasurer's office for payment. If you receive the original invoice with the merchandise or if it is hand delivered, please be sure the original is sent over for payment. It must be an itemized invoice. We cannot pay from statements.

**These steps must be followed before you make a purchase with school funds or your own money for which you wish to be reimbursed. If you have any questions concerning making a purchase please see your building secretary.**

## **FINANCIAL DUTIES OF COACHES AND ADVISORS**

1. To prepare annual budgets and purpose statements for the activity/class.
2. To supervise the activities of the group.
3. To maintain accurate financial records.
4. To balance the financial records monthly with financial information provided by the Treasurer.
5. To account for all collected moneys. (Receipts must be given to anyone who turns money in to you for whatever reason.)
6. To be held liable for purchases made by the group/class unless the Treasurer of the Board of Education approves the purchase before the order is placed by signing a purchase order.

## **PROCESS FOR A FUNDRAISER**

1. Complete the top section of a SALES PROJECT REQUISITION FORM (attachment 5). Items for the sale may not be purchased/ordered for the sale until the requisition and purchase order have been approved and signed by the building principal, superintendent and treasurer.
2. When the sale has been approved you will receive a copy of the original Sales Project Requisition form for your record. After you receive an approved Sales Project Requisition complete a purchase order for your sale items.
3. Deposits must be made **DAILY**. You must keep accurate records as to the number of items sold, monies turned in, and total amounts received daily.
4. Receipts must be given to anyone who turns money into you. (see Receipts)
5. After the sale is complete you must complete the bottom portion of the Sales Project Requisition within one week of the close of the sale. **DO NOT PAY ANY EXPENSES WITH CASH RECEIVED FROM THE SALE.** A purchase order should have been completed prior to your sale for expenses. **ALL MONEY** must be deposited with a pay-in (attachment 6) to your building secretary within 24 hours of receipt.
6. A check will be written by the treasurer for any and all expenses when the approved purchase order and original vendor invoice(s) for the items purchased are sent to the office.

## **RECEIPTS**

7. A receipt must be given for any money received for any reason. See your building secretary for a receipt book.
8. All money must be **deposited within 24** hours of receipt.
9. A pay-in order (attachment 6) must be completed for all activity deposits and turned into the building secretary.

10. The secretary will deposit the money on a daily basis. The pay-in order with account numbers and the **original deposit ticket must be sent to the treasurer's office within 24 hours.**

### **CONCESSION SALES:**

1. Complete the SALES PROJECT REQUISITION before the first day of sales.
2. Submit a purchase order for sale items.
3. The CONCESSION SALES form must be completed daily and given to the sponsor for verification. The sponsor should submit the form and the money to the building secretary after each day's sales for deposit.
4. At the completion of the sale (end of season, end of school year, etc.) complete the bottom half of the SALES PROJECT REQUISITION.

## **FOOD SERVICE**

The primary goal of the Waynesville Food Service Department is to provide nutritious meals to the students and staff of Wayne Local School District in an economical and self-funding manner.

### **FOOD SAFETY**

All food service employees are required to follow all procedures to maintain food safety. Any concerns about food safety must be immediately reported to the supervisor.

1. Proper hand washing procedures must be followed before handling food.
2. Nails must be trimmed and neat, no artificial nails or nail polish unless gloved, and no hand or arm jewelry, except plain wedding bands.
3. All employees must notify their supervisor if they have been diagnosed with any of the following illnesses: salmonella; shigella; e coli; vibrio cholerae; yersinia; hepatitis; entamoeba histolytica; campylobacter; cryptosporidium; giardia
4. Employee must wear hair restraints in the kitchen and food serving areas.
5. Employees may not handle animals while working in the food service areas.
6. Employees must notify their supervisor of any of the following: symptoms of gastrointestinal illness; lesions of infected wounds that are draining.
7. Employees must notify their supervisor if they have ever been suspected of causing, or exposed to a confirmed food borne outbreak; prepared food implicated in an outbreak; consumed food implicated in an outbreak; consumed food prepared by a suspected infectious person; lives with a person diagnosed with an infectious disease.
8. Food handlers with diarrhea, fever, vomiting, jaundice, or sore throat will be excluded from working in the food service department until released by a physician.
9. Food service employees must report any illness, cut, abrasion, or injury to the supervisor BEFORE beginning work. This includes symptoms such as coughing, sneezing, runny nose, and infected eye.
10. Food service employees are required to follow proper procedures for thawing, cooking, and reheating all foods.

11. Food service employees are required to be certain there is no consumption of raw or undercooked meat, poultry, fish, or eggs.
12. Food service employees must follow proper procedures for sanitizing food contact services. Employees must follow established procedures for cleaning food preparation and serving surfaces, utensils, dishes, and containers.
13. Wet wiping cloths must be sanitized when not in use.
14. All cleaning products must be stored in their original containers with the original label on the container.
15. Unnecessary person are excluded from the food service area except for authorized brief visits.
16. All raw produce must be washed, stored, and handled according to approved procedures.
17. A hat and/or hairnet must be worn.

## **RESPONSIBILITIES OF FOOD SERVICE EMPLOYEES DURING EMERGENCIES**

1. All equipment must be turned off, including ovens, warmers, steamers, radios, lights, cash registers, etc.
2. All windows and doors must be locked.
3. If students are present assist them into a safe area. Remain calm!
4. Follow Code Red procedures.

## **FOOD SERVICE SAFETY RULES**

Employees should:

1. Employees are to wear clean and neat clothes. Employees shall wear Wayne Local Food Service polo shirts Monday through Thursday. At least one new polo shirt will be provided at the beginning of each school year. Employees are responsible to purchase additional polo shirts as needed for dress code requirement. Full length tan pants are required to be worn Monday through Thursday. Café T-shirts/Wayne Local Spartan Wear and full length jeans are acceptable attire for Fridays ONLY. NO shorts or capri pants are allowed at any time. Always wear comfortable shoes with non-slip soles. No opened toed/or open backed shoes or sandals are allowed.
2. Be alert to other employees at all times.
3. Always look behind first and warn unsuspecting employees when removing products from the oven.
4. Keep mats in proper locations at all times.
5. Clean up any spills immediately.
6. Keep supplies out of the aisles and stored properly.
7. Never run and always avoid hurrying as much as possible.
8. Must be able to lift at least 50 lbs. Proper Lifting Procedures are to be used at all times.
9. Use extreme caution when handling hot pans.
10. Warn other employees of any related hazards.
11. Never throw sharp objects or knives into the sink.
12. Follow all safe handling procedures when using chemicals.
13. Watch when taking dishes to dishwashing station. Be alert for possible wet or slippery floors.
14. When picking up pans or dishes be sure to get a good grip and lift carefully. Keep pans and dishes balanced at all times.
15. When picking up knives or silverware, watch to make sure sharp or pointed edges are away from you.
16. Keep area around the service counter cleaned up at all times.
17. Watch for students at all times.
18. Never compress the trash with your hand.
19. Never pick up broken glass with your bare hand. Always sweep up and put into separate container. Never put glass in the regular trash.
20. No use of personal cell phones, earbuds or Bluetooth devices while working.

## **FOOD SERVICE SAFETY RULES IN EVENT OF POTENTIAL FOOD HAZARD**

Employees should:

1. **Immediately quarantine any suspect food or milk. Student and Staff safety is the top concern and focus.**
2. **If students have been served the suspect products, please contact our School Nurse and provide a listing of names served and products in question.**
3. **Remove all impacted foods/ milks from use and keep for analysis and vendor feedback**
4. **Notify Charge Cooks of both buildings and CFO immediately**

## **OVEN/STOVE/STEAMER SAFETY**

1. Make sure all employees have been well trained and are experienced.
2. Know where the fire extinguishers are located and how to use them.
3. Keep combustible materials cleaned up around the ovens/stoves/steamer.
4. Make sure oven mitts are available and in good shape.
5. Keep grease and oil cleaned up around the ovens/stoves/steamer.
6. Make sure the automatic suppression system is kept clean and working properly.
7. Do not wear long sleeves around ovens/stoves/steamers.
8. Use extreme caution when working around hot oil.
9. Pay close attention when removing the lids on the steamers when emptying.
10. Do not reach into the oven with your bare hand--use the proper utensils at all times or wear protective heat resistant glove.
11. Never become involved in horseplay around the ovens/stoves/ steamers.
12. Check the filters to ensure the exhaust air is being evacuated properly from the oven.
13. At night, always double check the ovens/stoves/steamers to ensure they have been turned completely off.
14. Report gas pilot light problems immediately.

## **KNIFE SAFETY**

1. Keep knives sharp at all times.
2. When not in use, keep knives out of the way or in knife holder.
3. Keep fingers out of the way while cutting. Fingers should be curled under while cutting.
4. Meat cutters need to wear safety gloves on cutting hand along with protector arm sleeve.
5. Use right knife for the job.
6. Pay close attention at all times while using a knife.
7. Never talk to anyone while using a knife.
8. Take your time and cut in smooth strokes.
9. Keep counter area clean while using knife.
10. Never put knives in a sink with other dishes. Always wash knives separately.
11. Carry knife with the blade down.
12. Never hand a knife to someone else with the blade pointing towards them.

## **HAND WASHING**

1. **WASH** hands frequently....**it is the most important action you can take to prevent the spread of disease.**
2. **WEARING** gloves does not excuse you from washing your hands. Even if you wear gloves, you must wash your hands thoroughly before putting on gloves.
3. **USE** warm running water.
4. **WET** hands and arms up to the elbow.
5. **APPLY** soap.
6. **RUB** hands and forearms for at least 15-20 seconds. Scrub between fingers and clean nails.

7. **RINSE** thoroughly under running water.
8. **DRY** hands and arms using a single service towel or hot air dryer.
9. **WASH** hands thoroughly after handling raw meat or poultry.
10. **DO NOT** wipe hands on apron to clean them.
11. **REMEMBER** to wash your hands and change gloves after any action that might cause contamination, for example, after coughing or sneezing, after handling raw poultry or meat, picking up objects off the floor, etc.
12. **KEEP** hands away from your face and hair.
13. **DO NOT** wear jewelry when handling and preparing food.

## **CLEANING EQUIPMENT AND UTENSILS**

1. **USE** only approved cleaning chemicals according to the instructions.
2. **SCRAPE** or soak equipment and utensils to remove large food particles.
3. **USE** hot water with approved cleaning chemicals to wash equipment and utensils.
4. **WASH** utensils in clean, hot water (at least 170 degrees F) for 30 seconds. Make sure utensils are thoroughly clean.
5. **RINSE** utensils in clean, hot water.
6. **DRY** equipment and utensils by letting them air-dry.
7. **WASH, RINSE** and **SANITIZE** all surfaces which come in contact with food preparation utensils.

## **STORING AND PREPARING FOOD**

1. **STORE** food in refrigerator at 40 F or below.
2. **DON'T** store food for more than one week.
3. **WASH** raw fruit and vegetables thoroughly before serving.
4. **PREPARE** and serve food wearing food service grade gloves.
5. **CAREFULLY** cook all foods completely. Keep in mind the following guidelines:
  - \* Poultry, poultry stuffing, stuffed meats are to be heated so all parts are at least 165 F.
  - \* Pork and food containing pork are to be heated so all parts are at least 150 F.
6. **USE** an accurate food thermometer to monitor the internal temperature of a product to be sure the food has been heated thoroughly.
7. **THAW** food in refrigerated facilities at a temperature not to exceed 40 F. Food can be thawed in a microwave oven only when the food will be immediately cooked.
8. **SERVE** food immediately after preparing it and place any leftovers in the refrigerator.

## **SLICER SAFETY**

The slicer can be an extremely dangerous piece of equipment if not handled in a safe manner. The following guidelines have been developed to provide a safe method to operate and clean the slicer. Even with these guidelines, extreme caution is required at all times.

### **How to operate the slicer**

1. Select the meat or cheese to be sliced and place on the slicer (trim back casing if needed before placing on the slicer). Never use a razor blade.
2. Place meat weight guard in position to hold loaf of meat or cheese, (use the hooks on long loaves, round loaves, odd shaped loaves, or small items such as pepperoni and meat ends).

- a. Round loaves--position to hold loaf of meat or cheese, (use the hooks on long loaves, round loaf, odd shaped loaves, or small items such as pepperoni and meat ends).
  - b. Odd shaped loaves--position meat weight guard on top of loaf and push hooks into the loaf.
  - c. Small loaves--place larger loaf behind them and place the meat weight guard half-way down the larger loaf and insert hooks.
3. Select the proper thickness by adjusting the thickness control knob.
  4. Cover the product receiving area with a piece of deli wrap to catch the meat or cheese. Be careful if catching slices.
  5. Turn on slicer. **Caution**--do not turn the slicer on unless all safety guards are in place (red light indicates slicer is "on").
  6. Grasp black slicing table knob in right hand, and move slicing table back and forth in a smooth motion. Do not jerk slicing table back and forth. Use only the slicing table knob, never use the knob located on the meat weight guard.

**Never place your hand on the meat or cheese or other parts of the slicing table to move it back and forth under any circumstances.**

7. Turn the slicer off when desired number of slices has been sliced. Turn thickness control knob off at this time. This prevents possible accidents. Never leave slicer on while meat is being weighed or being removed from the slicer.

### **Cleaning the Slicer**

1. Always turn off and unplug the cord (never clean slicer with the power on).
2. Close the blade.
3. Remove the slicing table and put in 3 compartment sink.
4. Remove blade guard.
5. Spray down blade with cleaning solution.
6. Wide blade clean starting at the center of blade working out towards the cutting edge.
7. Use a brush or sponge that is designed for this task (never put your bare hand on the blade).
8. When finished with the cleaning, sanitize the blade (use method prescribed by the company that supplies the cleaning chemicals).
9. Wash and sanitize the slicer top and guards.
10. Replace the slicer guard and slicing tray (watch hand placement at all times).
11. Clean the slicing receiving areas and sanitize.
12. Recheck to ensure the blade, guards, slicing tray and slicing receiving areas are clean.
13. Replace the slicer electrical cord.



## **CUSTODIANS, MAINTENANCE, LAWN CARE**

Quality custodial services are important for maintaining clean and safe facilities for the students, staff and community in Wayne Local School District. If our buildings and grounds are not clean or if the restrooms smell, it becomes a distraction. Students, teachers, and staff are in our buildings several hours every day and the work of custodians in the entranceways, classrooms, commons areas, gyms, libraries, offices and the restrooms makes teaching and working easier. We hope that this material will help you in your quest for quality.

### **EXAMPLES OF CUSTODIAL DUTIES**

- Keeps buildings clean and safe
- Sweeps, mops, scrubs, waxes and vacuums various floor covers
- Dusts, washes and polishes furniture and woodwork
- Cleans restrooms, replenishes supplies and fills dispensers
- Cleans and polishes metal work such as door panels and hand railings
- Washes, scrubs, and disinfects restrooms
- Washes windows, walls, sinks and fountains
- Moves, arranges and sets up furniture and equipment for special events and meetings
- Observes and reports the need for repairs and makes such minor repairs as time permits
- Secures buildings at end of shift
- Picks up trash and litter; empties and cleans all trash receptacles
- Performs emergency clean-up resulting from vandalism, breakage, spilling or illness
- Stacks and stores furniture, equipment and supplies
- Reports unruly student activities, loitering, vandalism or similar situations
- Replaces light bulbs and makes minor, non-technical maintenance repairs
- Reports safety, sanitary and fire hazards
- Assists in the restoration of buildings and grounds during summer vacation
- Cleans doorways, entrances, and porches
- Performs other related work as required

### **Dress Code**

For safety reasons, custodians must wear closed toe shoes. In general, the minimum standard attire will be for a “more casual” item of clothing that is clean, safe, and professional in appearance. Holes in clothing, soiled clothing, and clothing with political advertisements, drug, alcohol, or tobacco advertisements, and anything outside community standards is unacceptable.

### **Work Hours / Breaks**

Each full-time employee is scheduled to work 40 hours per week. Employees on location for 8½ hours a day get two 15 minute breaks (on the clock) and a lunch break of ½ hour, (off the clock).

### **SAFETY**

It is extremely important that you understand how each task is to be done in a safe

Manner, and if you do not know, STOP-ASK before you begin work. Your safety and well being, as well as the safety of fellow workers and students, can be accomplished only through your constant, sincere effort. Merely talking about safety will not make safety a fact. **IT TAKES ACTION!**

*Safety*...Is performing your daily tasks in the safe manner you have been shown and trained on.

*Safety*...Is protecting people and equipment from hazards.

*Safety*...At this school district is **REQUIRED!**

To work without injury, good communication is necessary between you and your supervisor, your co-worker, students, and any other affected by your actions. Before you begin any job, you must be familiar with the hazards of the job and how to avoid injury.

Study the following and read fully the sections that apply to your work. Use this handbook to refresh your safety know-how whenever you meet different work situations.

## **GENERAL SAFETY RULES**

This district is committed to safety, and has taken steps to protect you from injury on the job. Your help is vital for your own protection. Please observe the following safety rules at all times.

1. No alcohol or drugs will be used on the job at any time.
2. Report all job accidents the same day the accident happens.
3. All non-emergency treatment for accidents must be authorized by your supervisor first.
4. Wear seat belts at all times in district vehicles.
5. You are responsible for keeping the area where you work clean and neat at all times.
6. Do not remove or bypass any guards on any machinery at any time.
7. Ask your supervisor if you need additional equipment or instruction to get the job done safely.
8. Lift with your legs, not your back and get assistance with loads over fifty pounds.
9. Advise your supervisor of any hazardous conditions.
10. Follow all other written and spoken safety rules.
11. Employees must follow procedures established for spill cleanup involving hazardous material.
12. Employees shall consult MSDS sheets if they do not know the hazards associated with a cleaning chemical.
13. Electrical power equipment will be inspected daily and grounded prior to use.
14. Universal precautions shall be considered when a blood borne pathogen situation occurs.
15. Employees must not climb to heights where falls are possible without use of an OSHA approved ladder or proper fall protection equipment.
16. Employees will practice secondary labeling procedures when transferring cleaning chemicals to secondary containers.
17. Employees should wear gloves, a long sleeve shirt, and eye protection whenever they are mixing and using hazardous chemicals.
18. Proper shoes and clothing shall be worn when stripping and waxing floors.
19. Utilize adequate ventilation when stripping floors.
20. No use of personal cell phones, earbuds or Bluetooth devices while working.

## **LIFTING PROCEDURES**

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.

10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to the body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you pick them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

### **LADDERS AND STEP LADDERS**

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use a ladder that has loose rungs, cracked or split side rails, missing rubber foot pads, or has other visible damage.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway which you are blocking and post the sign "Detour."
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Do not move a rolling ladder while someone is on it.
14. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
15. Do not carry items in your hands while climbing up or down a ladder.
16. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
17. Do not use a ladder as a horizontal platform.

### **CHEMICAL SAFETY**

1. Never flush corrosive or volatile materials into the sewage system
2. Always discard unused portions of mixed chemicals unless information on the label specifically states the mixture may be kept for later use. If this is done, label and store the mixed solution properly.
3. In case of spills, properly dispose of materials (such as paper towels or cloths) used to clean up spill.
4. Avoid using hazardous chemicals for any task that can be done some other way.
5. If you must use a hazardous substance, always wear protective clothing (gloves, goggles, shoes, aprons) as appropriate.
6. Mix chemicals only in approved combinations and to the proper dilution levels. Prepare mixtures only in a safe area.
7. Never open packets or bottles of substances with teeth; use scissors or other appropriate tool.
8. Do not splash or spill liquids.
9. Never transfer chemicals into an unlabeled container.
10. Store potentially flammable chemicals in approved containers and areas (see also the later section fire safety). NEVER store chemicals in electrical, mechanical, or boiler rooms.
11. Keep chemicals away from sources of heat, such as furnaces or sunshine.
12. Chemical storage areas should not be crowded and should have a systematic, easy-to-reach arrangement.

13. Custodians required cleaning or entering chemical storage areas for any purpose whatsoever should receive training in proper handling and storage procedures.
14. Read and follow directions carefully before mixing cleaning chemicals. Never mix bleach (Clorox) with ammonia based cleaning compounds.
15. Rubber or plastic gloves shall be worn when mixing or handling strong chemicals.

### **ELECTRICAL SAFETY**

1. Make sure equipment is properly grounded.
2. Always unplug electrical equipment before storing it in its proper place.
3. Never use defective equipment (such as a tool that overheats), or equipment with a cracked, frayed, spliced, or worn electric cord. Take the equipment out of service.
4. Always grasp the plug, not the cord, to unplug equipment.
5. Use the grounding plugs properly; do not use ungrounded extensions (two-slot) with grounded (three-prong) plugs.
6. Outlets with Ground Fault Circuit Interrupt (GFI) protection devices should only be used in all areas around water supplies and in damp areas.
7. ALWAYS use GFI outlets for tasks involving electrical equipment when they are available. Portable GFI outlets may be used for areas where they have not been permanently installed but are necessary for safety.
8. NEVER use electrical equipment around liquids, unless designed for this (such as a wet-dry vacuum).
9. Follow lockout-tag out procedures when working on any electrical equipment.
10. Never tamper with or attempt to repair electrical equipment or fixtures other than changing light bulbs, fuses or face plates.
11. Handle fluorescent tubes and mercury vapor bulbs carefully. If a tube is broken, do not inhale or come in contact with the contents when cleaning up. Fluorescent tubes shall be stored horizontally.
12. Examine insulation for defects on electrical cords of all equipment. "Out of Order" tags shall be placed on such equipment that needs repairing. Report discrepancies immediately to the Principal and maintenance department.

### **POWER TOOL SAFETY**

1. Inspect tools regularly for good working condition. Report defects and take the power tool out of service.
2. Use only tools in good condition.
3. Avoid hanging extension cords over nails, bolts, or sharp edges. Do not allow them to become kinked or knotted. Store properly out of the way. Keep electric cords away from oil, heat, and strong chemicals. Never allow an extension cord to lay on a damp or wet surface.
4. Use extension cords only when absolutely necessary, and be sure to spread them in such a fashion as to prevent anyone's tripping over them. DO NOT extend them through windows or doorways where they might get pinched or crushed.
5. Do not overload a tool's capacity or try to hurry its operation.
6. Keep the finger on or near the switch so power can be shut off quickly. Also, never lock a switch "on" or tamper with any safety shutoff that is built into the equipment.
7. Maintain your balance while using tools. For example, when using an electric drill reduce pressure when the bit is about to penetrate the object being drilled.
8. Disconnect power cord before adjusting tools, such as changing the blade on a skill saw.
9. Use only tools for which training has been received.

### **FIRE SAFETY**

1. NEVER leave fire doors open.
2. NEVER wedge smoke doors so automatic closing cannot occur.
3. NEVER prop open doors or lids on flammable storage areas or cabinets (keep them closed).
4. Smoking is not permitted on school property.
5. Take defective outlets out of use until repaired.
6. Never overload a circuit with extension cords or multiple outlets, and report any overloads that are noticed.

7. Store flammable and combustible materials only in approved containers, cabinets, or rooms. Such custodial materials as dirty mop heads, oily rags, furniture polish cloths, paint, and so forth must be stored in an approved metal safety container with a self-closing lid.
8. Debris should never be allowed to accumulate. Flammable materials and petroleum-powered equipment (lawn mowers, trimmers, etc.) should not be stored in electrical, mechanical or boiler rooms.
9. Large quantities of flammable liquids and some other materials must be stored in flammable storage rooms or cabinets.
10. Cleanliness is important in fire hazard areas such as electrical and boiler rooms. Dust can be flammable, so should be removed from surfaces and equipment frequently.
11. Use extreme caution around fuel storage tanks. Any spark or flame near damaged or defective valves or regulators could cause explosion as well as fire by igniting fumes that may have leaked out.
12. Report any suspicious signs, such as a “burning” smell.
13. Keep electrical equipment in good shape. Do not allow electric cords to become damaged or motors to become dirty. Report strange noises in operating equipment.
14. Many innocent-looking objects are fire hazards. Potentially dangerous decorations such as crepe paper streamers, natural Christmas trees, Paper Mache art objects, and so forth should be treated with the same caution as other flammable objects when disposing of them and/or cleaning near them with electrical equipment.
15. Hallways, aisles, and doorways must never be restricted or blocked by objects that prevent fast exit in case of emergency. On the other hand, all fire doors must be kept closed.
16. Know what actions to take in case of fire. Prompt action can save lives and property.
17. Christmas lights and all decorative lights must be unplugged at night.

## **PHYSICAL SAFETY**

1. Improper clothing can cause falls. Clothing should not be too long or loose. Shoes should be slip-resistant, preferably with rubber or other grip-type soles. Sandals, clogs, or flip-flops are NOT permitted.
2. Be alert. Watch for things that can trip persons, such as wires, cords, litter, or equipment in the aisles and walkways. Loose tiles or carpet seams or rough places in walkways should be fixed or reported. All litter and other debris should be removed promptly.
3. Wet conditions cause a particular hazard. When cleaning floors, place a “caution-wet floors” sign to warn people, or rope off the area. If the task calls for walking on a wet surface, the custodian should place feet carefully, move slowly, and wear footwear designed to prevent falls.
4. Spills and leakage from trash barrels or bags can create another problem situation. Wrap torn bags with another piece of waterproof or absorbent material. Empty a leaking trash container and clean up the spill as soon as possible.
5. Be especially careful when working on stairs. Use the handrails if possible; do not rush; watch out for loose carpeting or boards; and be sure smooth stairs have properly applied anti-slip strips.
6. Working at a distance above the ground also creates a potential falling hazard. Many custodial tasks require the use of ladder, scaffold, or other type of support. NEVER use a support that was not specifically designed for such use.
  - a. Always inspect the ladder or support to be sure it is in good repair.
  - b. Set up the support properly, with ends firmly seated on a level surface.
  - c. DO NOT place a metal support near electrical wires.
  - d. Never stand above the safe point on a ladder; usually this means never use the top two steps of the ladder.
  - e. Move the support as often as necessary to keep within a comfortable reaching distance to the task at hand.
  - f. Only one person should be on a ladder at any time. Whenever possible, have an extra person hold the ladder steady.
7. Do not allow work or storage areas to become cluttered. All equipment and supplies should be stored properly, out of walkways. Never leave tools or equipment lying around if they are not actually being used.
8. When working with sharp objects, remember these rules:
  - a. Be especially careful about the risk of falling.
  - b. Wear proper hand protection.
  - c. Do not reach into waste containers or push trash into a partly full container with bare hands.

- d. Put waste with sharp edges, such as broken glass or old nails, into sturdy containers. NEVER put objects that might break, such as burned-out light bulbs or fluorescent tubes, into trash containers. (Fluorescent tubes also present a gas hazard. They must be placed in approved containers.)
- e. Be aware of sharp edges on furniture or other objects being moved.
- f. Do not put hands or head into places that have not been visually inspected.
- g. Playground equipment should be frequently inspected for loose bolts, sharp edges, or other hazards to prevent cuts or wounds to students.

### **HAND TOOL SAFETY**

1. Always use the proper tool for a job.
2. Never use a defective tool.
3. When handing a tool to another person, sharp points and cutting edges should be pointed away from the giver and the receiver.
4. Do not use tools when hands are slippery with grease, moisture, or any other substance.
5. Always be conscious of where parts of the body are in relation to the tool being used.
6. Wear protective gear, such as goggles.
7. Keep the cutting edges of tools sharpened.

### **MISCELLANEOUS SAFETY**

Be alert to your surroundings. Think safety. Look for unsafe conditions through out your work site and immediate campus. Correct or report all real or potential safety violations.

1. Wear appropriate attire for your job description. Sandals, clogs, or flip-flops are not permitted.
2. Be sure to place signage or cones when performing duties that may affect another's safety.
3. Never reach into a waste container or compact trash into a partly full container with your bare hands. Do not put your hands or other body parts into places that have not been visually inspected.
4. When using a granular or powdered type fertilizer, precautions shall be taken to prevent the wind from blowing the fertilizer into the building or on any person that may be nearby.

### **Sidewalks**

Use designated walkways on campuses, worksites, and public walkways.

### **PROPER LIFTING**

1. From time to time, employees will be required to do some lifting of products. We do not want any of our employees to suffer injuries as a result. Back injuries can be very painful and can be difficult to heal. Most back injuries can be prevented. Back injuries are caused by a number of factors.
  - A. Over exertion over a period of time
  - B. Lifting more weight than you are physically capable of handling
  - C. Lifting in an awkward position
  - D. Lifting objects too far from your body
  - E. Lifting with your back and not with your legs
  - F. Twisting while lifting or carrying a heavy object
  - G. Trying to lift objects too high or trying to lift down objects from over head
  - H. Hurrying and not taking time to plan your lift
  - I. Failure to maintain proper muscle tone and strength
2. The following items are important to keep in mind when you are preparing to lift:
  - A. Try to reduce the weight of the load if possible
  - B. Get help to lift objects that are too heavy and cannot be lightened
  - C. Think through the lifting process before actually lifting
  - D. Take your time, don't hurry
  - E. Try to lift only what you can handle comfortably
  - F. Use your legs while lifting, not your back
  - G. Don't bend over at the waist when picking up an object
  - H. Avoid overhead lifting as much as possible
  - I. Keep objects close to your body while lifting

- J. Never twist or jerk while lifting
- K. Use mechanical assistance whenever possible
- L. Do not try to reach over an object to lift another object
- M. Exercise and stay in good physical shape

3. Before lifting an object, always remember:

- A. Seek alternative methods if possible.
  - \* Lighten the load. Never attempt to lift a heavy object unnecessarily
  - \* Use mechanical assistance such as a two wheel dolly
  - \* Get help from other employees when you cannot lighten the load
  - \* If items are stacked too high, use a ladder. Remove items one at a time
- B. Size up the load and determine how heavy it is.
  - \* If the weight is unknown, review the type and size of the object
  - \* Shake the object. If it moves easily you should be able to lift it

C. Inspect the object to be lifted for sharp edges, tears, or other problems which could cause an injury.

D. Inspect the area around the object to be lifted. Do you have room to lift it safely? Is there a safe path to where you want to go? Is the floor free of slipping or tripping hazards? If not, make sure the area around the object to be lifted is cleared and/or cleaned up before lifting.

4. When lifting:

- Start by placing feet about shoulder distance apart, stand about 6 inches back from the object to be lifted. Turn the box or object to be lifted, to the left at a 45 degree angle to your body. This will allow you to get as close as possible and reduce the stress on your back.
- **PLACE** feet shoulder width apart, kneel down, putting your hand on the object to be lifted, to maintain balance.
- **SLIDE** up to the box. Place left foot alongside the left side of the box. Get as close to the box as possible. The inside corner of the box should be directly below your breast bone.
- **PLACE** your right hand under the right side of the box. Your right arm should be straight up and down. Make sure the box or object to be lifted is balanced properly.
- **PLACE** your left hand on the left side of the box. Hand should be centered on the box to provide best balance.
- **LEAN** forward; keep your back straight to keep spine in alignment. Do not bend over.
- **TUCK** chin in so it is in alignment with your neck and back. Take a deep breath and tighten stomach and abdominal muscles.
- **LIFT** straight up with legs in a smooth steady lift. Do not jerk. Keep back straight and object close to your body.
- **PULL** object into your body as soon as you stand up. Get a good grip on the box with both hands. Be careful not to drop the box.
- **KEEP** elbows in tight.

- **NEVER** twist your body while lifting or carrying an object. Always step, turn and pivot in direction of travel.
  - **SET** the box, or object, down by bending your knees. Keep your spine in a straight alignment. If setting on a table, shelf or counter, set the box, or object, down on the edge, then slide into place.
5. When picking up a box or object, from a counter, shelf or table, slide the object as close to your body as possible. Bend your knees, and then lift with your legs.
  6. Special caution is needed when lifting objects above shoulder level. Always lighten the load before trying to lift. Get as close to the object as possible. Set your feet shoulder distance apart and gently lift the object down. If necessary, use the step stool or ladder.
  7. Do not reach over an object to lift another object or box. Lifting at arms length puts extreme pressure on the back.

## Hand Tools

Hand tools are non-powered tools. The most common hand tool accidents are caused by the following:

- \* Failure to use the right tool
- \* Failure to use a tool correctly
- \* Failure to keep edged tools sharp
- \* Failure to replace or repair a defective tool
- \* Failure to store tools safely

### General Guidelines for **Hand Tool Safety**:

1. Wear safety glasses whenever you hammer or cut.
2. Do not use a screwdriver as a chisel
3. Do not use a chisel as a screwdriver.
4. Do not use a knife as a screwdriver.
5. Never carry a screwdriver or chisel in your pocket. Use a tool belt instead.
6. Replace loose, splintered, or cracked handles. Loose hammer, ax, or maul heads can fly off defective handles.
7. Use the proper wrench to tighten or loosen nuts. Pliers can chew the corners off a nut.
8. When using a chisel, always chip or cut away from yourself. Use a softheaded hammer or mallet to strike a wooden chisel handle.
9. Do not use a wrench if the jaws are sprung.
10. Do not use impact tools, such as chisels, wedges, or drift pins, if their heads are mushroom shaped.
11. Keep knives and scissors sharp.
12. Iron or steel hand tools may cause sparks and be hazardous around flammable substances.

Improper tool storage is responsible for many shop accidents. Follow these guidelines to ensure proper tool storage:

- \* Have a specific place for each tool
- \* Do not place unguarded cutting tools in a drawer
- \* Store knives or chisels in their scabbards
- \* Hand saws with the blades away from someone's reach
- \* Provide sturdy hooks to hand most tools on
- \* Rack heavy tools with the heavy end down

## Nail/Air Gun Safety (Pneumatic Fastening Tools)



Nail guns and air guns are powered by compressed air. The main danger associated with pneumatic fastening tools is injury from one of the tool's attachments or fasteners.

Follow these safety guidelines for working with pneumatic tools:

1. Ensure that pneumatic tools which shoot nails, rivets, or staples are equipped with a device that keeps fasteners from ejecting unless the muzzle is pressed against a firm surface.
2. Never point a tool at items you do not want to fasten.
3. Keep your finger off the trigger until you are ready to begin work. Most pneumatic tools have a hair-trigger that requires little pressure to activate the gun.
4. Treat air hoses with the same care as an electrical cord.
5. Do not drive fasteners into hard, brittle surfaces or areas where the fastener may pass through the material and protrude on the other side.

## **Power Tools**

Power tools can be extremely dangerous if they are used improperly. Each year, thousands of people are injured or killed by power tool accidents. Common accidents associated with power tools include abrasions, cuts, lacerations, amputations, burns, electrocution and broken bones. These accidents are often caused by the following:

1. Touching the cutting, drilling, or grinding components.
2. Getting caught in moving parts.
3. Suffering electrical shock due to improper grounding, equipment defects, or operator misuse.
4. Being struck by particles that normally eject during operation.
5. Touching hot tools or work pieces.
6. Falling in the work area.
7. Being struck by falling tools.

When working around power tools, you must wear personal protective equipment and avoid wearing loose clothing, or jewelry that could catch in moving machinery. In addition to general shop guidelines, follow these guidelines for working with power tools:

1. Use the correct tool for the job. Do not use a tool or attachment for something it was not designed to do.
2. Select the correct bit, blade, cutter or grinder wheel for the material at hand. This precaution will reduce the chance for an accident and improve the quality of your work.
3. Keep all guards in place. Cover exposed belts, pulleys, gears, and shafts that could cause injury.
4. Always operate tools at the correct speed for the job at hand. Working too slowly can cause an accident just as easily as working too fast.
5. Watch your work when operating power tools. Stop working if something distracts you.
6. Do not rely on strength to perform an operation. The correct tool, blade, and method should not require excessive strength. If undue force is necessary, you may be using the wrong tool or have a dull blade.
7. Before clearing jams or blockages on power tools, disconnect from power source. Do not use your hand to clear jams or blockages, use an appropriate tool.
8. Never reach over equipment while it is running.
9. Never disable or tamper with safety releases or other automatic switches.
10. When the chance for operator injury is great, use a push stick to move material through a machine.
11. Disconnect power tools before performing maintenance or changing components.
12. Keep a firm grip on portable power tools. These tools tend to "get away" from operators and can be difficult to control.
13. Remove chuck keys or adjusting tools prior to operation.
14. Keep bystanders away from moving machinery.

15. Do not operate power tools when you are sick, fatigued, or taking strong medication.
16. When possible, secure work pieces with a clamp or vise to free the hands and minimize the chance of injury. Use a jig for pieces that are unstable or do not lie flat.

## **Machine Guards**

Moving machine parts must be safeguarded to protect operators from serious injury. Belts, gears, shafts, pulleys, fly wheels, chains, and other moving parts must be guarded if there is a chance they could contact an employee.

As mentioned before, the hazards associated with moving machinery can be deadly. Hazardous areas that must be guarded include the following:

1. Point of operation
  - \* Areas where the machine either cuts, bends, molds or forms, the material.
2. Pinch/nip point
  - \* Area where moving machine parts can trap, pinch or crush body parts.
3. Sharp edges.
4. Stored potential energy.
5. There are three types of barrier guards that protect people from moving machinery. They consist of the following:
  - \* Fixed Guards
    - \* Is a permanent machine part that completely encases potential hazards. Fixed guards provide maximum operation protection.
  - \* Interlocked Guards
    - \* Are connected to a machine's power source. If the guard is opened or removed, the machine automatically disengages. Interlocking guards are often preferable because they provide adequate protection to the operator, but they also allow easy machine maintenance. This is ideal for problems such as jams.
  - \* Adjustable Guards
    - \* Self-adjusting guards change their position to allow materials to pass through the moving components of a power tool. These guards accommodate various types of materials, but they provide less protection to the operator.

Important: Guards must be in place. If a guard is removed to perform maintenance or repairs, follow Lockout/Tagout Procedures. Replace the guard after repairs are completed. Do not disable or move machine guards for any reason. If you notice that a guard is missing or damaged, contact your supervisor and have the guard replaced or repaired before beginning work.

## **Planer Safety**

Follow these safety guidelines for working with planers:

1. Examine wood for knots and other defects before placing it in the planer.
2. Do not plane against the grain of the wood.
3. Let go of the materials as the Feeder rolls catch. Do not follow the work with your hands.
4. Do not run boards that are more than 2 inches shorter than the distance between the infeed and outfeed rolls.
5. Use a push stick if a board stops with its end on the infeed table.
6. If a board sticks under the cutter head, turn off the machine to keep from burning the cutter knives.

## **Sander Safety**

Follow these safety guidelines for working with circular and belt sanders:

1. Ensure that sanding belts are not too tight or too loose. Never operate a sanding disk if the paper is too loose.
2. Use the correct grade of abrasive material.
3. Ensure that the distance between a circular sander and the edge of the table is not greater than 1/4 inch.
4. Do not push materials against sanders with excessive force.
5. Sand only on the downstroke side of a disk sander.
6. Do not hold small pieces by hand. Use a jig for pieces that are difficult to hold securely.

## **Saw Safety**

There are numerous types of power saws, such as band saws, circular saws, radial arm saws, saber saws, and table saws. Regardless of the type of saw you use, never reach over the sawline to position or guide materials.

Follow these safety guidelines for working with **Band Saws**:

1. Set the blade evenly with the proper amount of tension.
2. Keep your hands on either side of the cut line. Never reach across the cut line for any reason.
3. Do not stand to the right of the band saw.
4. Be sure the radius of your cutting area is not too small for the saw blade.
5. If you hear a rhythmic click, check the saw blade for cracks.

Follow these safety guidelines for working with **Circular Saws**:

1. Do not raise the saw any higher than absolutely necessary.
2. Fasten a clearance block to the fence when cutting off short pieces.
3. Never attempt to clear away scraps with your fingers.
4. Do not cut thin tubular materials with a circular saw.
5. Ensure that the fence is not in the cut line of the saw.
6. Take care when working with warped or twisted lumber.

Follow these safety guidelines for working with a **Radial Arm Saw**:

1. Push the saw blade against the stop before turning on the power.
2. Never place one piece of wood on top of another when using this saw. The top piece may kick over.
3. This saw pulls itself into wooden materials. It may be necessary to hold the saw back to prevent it from choking.
4. Never leave the saw hanging over the end of the arm.

Follow these guidelines when working with **Table Saws**:

1. Circular table saws must have a hood over the portion of the saw above the table. The hood must automatically adjust to the thickness of, and remain in contact with, the material being cut.
2. Circular table saws must have a spreader aligned with the blade. The spreader must be spaced no more than 1/2 inch behind the largest blade mounted in the saw. Providing a spreader while grooving, dadoing, or rabbeting is not required.
3. Circular table saws used for ripping must have non-kickback fingers or dogs.
4. Feed rolls and blades of self-feed circular saws must be protected by a hood or guard to prevent the operator's hand from coming in contact with the in-running rolls.

## **PARKING LOT SAFETY**

Each year there are numerous vehicle accidents and personal injuries to employees and students. Parking lots are often congested and full of activity. Students are often running late for school in the morning and are eager to get home after school. Winter weather creates increased risk from ice and snow. Poor maintenance can also create additional hazards.

### **Maintenance Considerations:**

- \* Lots should be kept clear of oil and other slippery materials.
- \* Small stones and gravel should be swept up.
- \* Pot holes need to be kept filled at all times and permanently repaired as soon as possible.
- \* Asphalt lots need to be sealed on a regular basis.
- \* Areas where water could collect should be filled in.
- \* Drains should not stick up to create a tripping hazard.
- \* Rain and snow run off from School Buildings and areas adjacent to the lots should be prevented from flowing onto the parking lot.
- \* Ice and snow should be removed as soon as possible. Lots and sidewalks should be kept well salted when necessary.
- \* Snow should not be piled up creating a hazard.
- \* Parking lots should be inspected frequently.

During winter weather employees should be instructed to wear boots with good soles or tread. They should avoid trying to step over or climb over piles of snow. Black ice can be a problem and can be hard to see. Employees should be aware of this and pay close attention to their path to and from cars. It is also important for employees to keep their hands free when possible and not block their view during inclement weather.

## **SAFE USE OF STEP, PORTABLE AND EXTENSION LADDERS**

All employees required to use ladders are to be trained in the proper use and care of ladders. Ladders are to be inspected on a regular basis and maintained in proper working condition at all times.

### **Ladders General**

1. Only industrial grade step ladders are to be used.
2. Step ladders longer than 20 feet are not permitted.
3. Single straight ladders (Portable ladders) longer than 30 feet are not to be used.
4. Two section ladders (extension ladders) longer than 60 feet are not to be used.
5. Rungs are to be kept clean and free of grease and oil at all times.
6. Metal ladders are not to be used around live electrical equipment or electrical lines. Electricians and qualified maintenance personnel working around live electrical parts are never to use metal ladders.
7. Defective ladders are to be removed from service for repair or destruction, and tagged or marked **DANGEROUS DO NOT USE.**

### **Use of Ladders**

1. When using a ladder, be sure the area is level and free of slippery spots which could cause the ladder to slip and fall.
2. Make sure the ladder is set up properly. The ladder should be opened all the way and the support hinges opened completely and locked in place. All four legs of step ladders are to set firmly on solid ground.
3. Check the ladder by shaking easily before climbing.

4. Check your feet for slippery material before climbing.
5. Portable rung ladders (straight ladders) used to gain access to elevated platforms or roofs are to extend 3 feet above the elevated surface.
6. The base of portable rung ladders is to be positioned with secure footing that will prevent slipping. Lashing the base of the ladder may be required on oily, metal, concrete or slippery surfaces. Metal dust is to be cleaned up around the base of ladders before use.
7. Do not climb or descend ladders with your hands full. If you need to take up or bring down an object that requires the use of both hands, get help. Maintenance employees are required to use tool belts when using ladders.
8. Never stand on the top step of a step ladder. The ladder will be unstable.
9. Never go higher than your waist above the ladder top cap.
10. Never stretch or lean your body more than half way out beyond the side rails. Any further, and the ladder could tip over. If you need to reach any further, the ladder will need to be moved.
11. When descending a ladder, keep your eyes on the next step down and your hands on the side rails (step ladders). Use the handrails on movable platform ladders.
12. Never place ladders on boxes, pallets, or other objects. This does not provide a stable base.
13. Portable ladders are to be placed at a pitch of 4-1. For every four feet in length the ladder should set out from the building one foot.
14. Use a ladder long enough for the job. It should extend at least three (3) feet above the point of contact such as a platform edge, top of wall, etc.
15. Do not paint ladders. Paint can hide cracks, breaks or other defects in the ladder.
16. When using portable ladders or extension ladders be sure to tie the ladder off at the top or secure the ladder at the bottom.
17. Do not use ladders in front of doors opening towards the ladder unless the door is locked open, locked or guarded.
18. When finished with the ladder, store in a safe location out of the way.

## **Ladder Inspection Procedures**

1. All ladders shall be maintained in a safe condition at all times. The following items need to be inspected at regular intervals and records of the inspection maintained.

### **Step Ladders**

- A. Ladder rungs--are they secured, not loose, free of cracks and slippery material on the rungs. Rungs are to be flat not bowed or bent on movable ladders.
- B. Side rails--are to be free of cracks and splinters. They are to be even on both sides. A wobbly ladder should be reported to the maintenance department.
- C. The back supports are to be in place. They need to keep the ladder solid.
- D. Hinges--are to work properly and lock into place properly.
- E. The non-slip stops on metal ladders need to be checked and in proper working order.
- F. Wheels and locking devices on movable ladders are to be working properly.
- G. Support hinges are to open completely on step ladders and lock into place.
- H. Back tie supports are to be free of defects and secure at all times.

### **2. Straight and Extension Ladders**

- A. Rungs or steps are to be solid and in good condition.
- B. Joints between the step and side rails are to be tight.
- C. All hardware and fittings are to be securely attached.
- D. Movable parts shall operate freely without binding or undue play.

- E. Side rails are to be solid, free of cracks and even on both sides.
- F. Frayed or badly worn rope shall be replaced on extension ladders.
- G. Metal bearings of locks, wheels, and pulleys shall be frequently lubricated.
- H. Safety feet and other auxiliary equipment are to be kept in good condition to ensure proper performance.
- I. Moveable ladders are to set properly and lock in place. The ladder is not to move when employees are using the ladder.
- J. All wood ladders shall be free from sharp edges, splinters, slake, wane compression failures, decay and other irregularities.

## **SAFE USE OF STEP STOOLS**

There are many times that you need to reach an object, but you do not need a step ladder. However, we do not want you standing on chairs, the edges of shelving or other make-shift objects. A step stool or step ladder should be used. These step stools are easy to carry around and use, but it is important to understand the safe method for use.

### **Steps to Proper Use:**

1. All employees should know the location of the nearest step stool. Preventing an accident is worth the time it takes to get a stool.
2. Make sure the area where the step stool is to be used is free of slipping hazards.
3. Never lean or stretch forward or to the side trying to get an object. If you can't reach an object, move the step stool.
4. Never stand on tip toes or stretch upwards. If you need a ladder, get one.
5. When not in use, store the step stool out of the way in a safe location.

## **SAFE USE OF TWO-WHEEL DOLLY**

The two-wheel dolly is used to move heavy boxes, pop cases, and other objects. The use of a two-wheel dolly reduces the need to carry objects unnecessarily.

When using a two-wheel dolly, observe the following guidelines:

1. When not in use, the dolly should be stored out of the way in a safe location.
2. Never try to overload a dolly. Boxes to be lifted should never be stacked higher than the handles.
3. Center the load in front of the dolly.
4. Slide dolly plate under the load. You may need help in getting the dolly plate under the load.
5. If you cannot get the dolly plate under the load, turn the dolly plate at a 45 degree angle to the load. Tilt the load back slightly, then slide the corner of the dolly plate under the load.
6. Make sure the load is positioned squarely on the dolly plate and dolly plate is all the way under the load.
7. If load is awkward or unstable, secure the load to the dolly with an elastic draw strap.
8. Tilt dolly back placing right foot on the rod at the bottom of the dolly. Hold one hand on the load to stabilize it. Hold the dolly handle with the other hand and pull the dolly and load back towards you in one smooth movement.
9. Push dolly in direction of travel.
10. Be careful when turning corners that the load does not slide off.
11. Watch for customers and other employees at all times.
12. When taking product through doorways, be alert at all times so you do not run into another employee or knock over the product.
13. Small packages and partial loads require careful handling as they may fall off the dolly.
14. Remember, get help if needed.

## **GENERAL HOUSEKEEPING GUIDELINES**

Good housekeeping is an important element of accident prevention. It should be a primary concern of all employees. Good housekeeping is to be a planned part of daily work activity. Housekeeping is to be carefully supervised and followed up on a regular basis.

1. Work areas and aisle ways need to be kept clear, uncluttered and kept as clean as possible at all times.
2. Spilled materials and liquids need to be cleaned up as soon as possible.
3. Flammable and combustible materials need to be kept away from electrical panels and switches or sources of ignition.
4. Oily or gas soaked rags are to be placed in an approved sealed tight container.
5. Fire extinguishers need to be accessible at all times. Paths to fire extinguishers need to be kept clear at all times.
6. Emergency exit routes and exits need to be kept clear at all times.
7. Do not throw trash or paper on the floor. Always use the appropriate trash receptacle.
8. Trash should be emptied regularly. Do not allow cans to overflow.
9. Always stack materials neatly and orderly. Where necessary, block or secure material appropriately.
10. Keep boxes, supplies, and equipment out of the aisle ways. All materials should be maintained in neat stockpiles with easy access.
11. Adequate lighting should be provided in or around all work areas, passageways, stairs, ladders and other areas used by employees.
12. Store gasoline, kerosene, paint thinner and other flammables in approved metal containers at approved locations only. Never store flammables or explosive materials in personal lockers.
13. Wipe up all oil and grease spills immediately.
14. Pick up and clean up after each job has been completed.
15. Practice Good Housekeeping at all times. Don't be responsible for another employee's accident.

## **SAFE USE OF CARTON OPENER**

(Box Cutter)

Safety carton openers are used to open boxes and cut up cardboard instead of knives and razor blades. Safety carton openers are razor blades with a protective case that slides up over the blade when not in use.

### **Steps in Proper Use of Safety Carton Openers:**

1. Safety carton openers are to be kept sharp. Dull blades require more pressure and this can cause the blade to break or come out of the box and serious injuries can occur to the user.
2. Always check to see which way the blade is facing before opening. Always open with the blade facing away from your body.
3. Only open as far as needed.
4. When cutting boxes open, never cut towards you.
5. If opening the top of a box, cut parallel to you from left to right. Then open the box.
6. If opening around the top of a box, place the box at a 45-degree angle with the closest corner on the right outside of your body. Start at the right corner furthest from your body. When done, turn the box and repeat.
7. Hold the box firmly with left hand on left corner of the box. Tucking your thumb under your hand and placing fingers over the side of the box helps keep your thumb and fingers from being sliced.

8. Cut in smooth even strokes. Do not jerk or go too fast.
9. When closing the blade, turn the blade so it faces away from your body. Turn upside down and tap closed on the counter.
10. If possible, to open a box without the safety carton opener, please do so.
11. The safety carton opener, if used properly, is a safe and dependable tool, but if you incorrectly use it, it can cause serious injury. **Always use with caution.**

## **DRIVING SAFETY GUIDELINES**

Highway accidents are the leading cause of employee deaths in America. Therefore, it is imperative that all employees who are required to operate a district vehicle, or drive a vehicle on district business understand the importance of safe vehicle operation and abide by all district regulations and state and local traffic regulations. Only employees with current valid driver's license will be permitted to operate a district vehicle.

The following rules have been implemented to reduce the potential for vehicle accidents:

1. No employee will be permitted to operate a company motor vehicle while under the influence of alcohol or drugs.
2. All occupants will be required to wear seat belts at all times.
3. Any problems with a district vehicle are to be reported immediately.
4. All vehicle accidents are to be reported immediately, regardless of the cause.
5. District vehicles are to be kept locked up at all times when not in use.
6. Highway speed limits are not to be exceeded.
7. Lights are to be used in bad weather.
8. Turn signals are to be used anytime a change in lanes is required.
9. No unauthorized passengers are permitted in a district vehicle.
10. Your speed is to be reduced on snow covered or icy roads.
11. No horseplay or racing is permitted at any time.
12. Check outside mirrors and the rear view mirror to make sure you have an adequate view of upcoming vehicles.
13. Always maintain a proper distance behind the vehicle in front of you to ensure that you are able to stop your vehicle in time.
14. Always have your driver's license on you when operating a district vehicle.
15. Only park in designated parking areas.
16. Always be alert and keep your eyes on the road.
17. All district vehicles should be supplied with a road emergency safety kit, a first aid kit, and wheel chocks.

There is no substitute for good driving skills. Drive defensively; your life may depend on it.

Custodial Procedures

### Classroom and Office Cleaning Steps in Detail

- High Dusting - Obtain the necessary equipment and materials - a treated high duster head and handle, and a counter brush. Begin high dusting in a counter-clockwise direction around the room. High dust surfaces above shoulder height, including the tops of lights, doors, curtain tops, and wall mounted TV sets, partitions, etc. Do not reach over people, or dust surfaces above people.
- After high dusting in each room, brush the dust off into leaning bag on the service cart using the counter brush. Brush slowly and with a downward motion. Replace the high duster head as necessary.
- Empty Wastebaskets - Obtain necessary materials - small or large poly liners, cleaning cloth, and liquid cleaner. Grasp the liner and tie or twist closed. Remove the liner from the basket and replace with a new liner. Place the used liner in the bag on the service cart. If basket is soiled, wipe clean with liquid cleaner.



- Damp Wiping, Sanitizing and Spot Cleaning - Obtain the necessary equipment and materials. Work in a counter-clockwise direction around the room. Sanitize surfaces below shoulder height. Surfaces to clean would include ledges, desk tops, telephones (including ear and mouth pieces), chairs, door frames, and door knobs. Use a clean cloth for each room.
- Spot clean walls. Remove fingerprints and smudges from light switches, door frames and walls. Spray on the cleaning cloth or carefully on the wall to prevent streaking.
- Clean glass surfaces and wipe dry.
- Floor Dusting - Obtain necessary equipment and materials - twelve inch treated dust mop with frame and handle, dust pan, counter brush, and floor scraper. Begin dusting the floor starting from the back of the room and work toward the door. Use the "S-Stroke" motion to catch the dust on the leading edge of the duster. Dust under electrical and telephone wires as appropriate. Dust under desks and moveable furniture. Carefully clean the dust mop while it is positioned on the floor just inside the doorway, using slow downward strokes with the brush to avoid scattering the dust. Collect the soil with a dust pan and counter brush. Deposit the collected soil in the bag on the service cart.
- Carpet Vacuuming - Obtain the necessary equipment - upright vacuum cleaner or canister vacuum. Begin vacuuming the floor starting from the back of the room and working toward the door. Tables and chairs should be moved to permit passage of the vacuum and then placed back in their original position. Avoid vacuuming any large objects or materials which may damage the vacuum. Empty the vacuum as needed to maintain good soil pickup.
- Damp Mopping - Obtain the necessary equipment, materials, and products - 20 ounce wet mop and handle, bucket and wringer, Light Duty 4 solution, Wet Floor sign(s), and floor scraper. Place the Wet Floor signs as needed for safety. Immerse the wet mop in cleaning solution and wring out excess solution. Begin wet mopping the floor, starting at the back of the room and working toward the door. Mop along the bases and around furnishings, then use the "S-Stroke" motion to mop the center. Turn the mop head over once while wet mopping the room. Change the cleaning solution in the bucket every 3 to 4 rooms or when visibly dirty. Change the mop head at least daily, or when dirty.
- Floor Sanitizing - Obtain the necessary equipment, materials, and products – 20 ounce wet mop and handle, bucket and wringer with cleaning solution, Wet Floor sign(s), and floor scraper. Place the Wet Floor signs as needed for safety. Immerse the wet mop in cleaning solution and wring out excess solution. Begin wet mopping the floor, starting at the back of the room and working toward the door. Mop along the bases and around furnishings, then use the "S-Stroke" motion to mop the center. Turn the mop head over once while wet mopping the room.
- Carpet Sanitizing - Obtain the necessary equipment, materials, and products - 20 ounce wet mop and handle, bucket and wringer, and carpet cleaner. Immerse the wet mop and wring out excess solution. Begin sanitizing the carpet starting from the back of the room and working toward the door. Sanitize along the baseboard by using the heel of the mop and in corners by pushing the mop into the corner. Sanitize in the aisle using the "S-Stroke" motion to for efficiency and to prevent back fatigue. Move furniture as needed to sanitize, then return to its initial position. Turn the mop head over once while wet mopping the room.
- Bathroom Cleaning - Obtain the necessary equipment, materials and products. Cleaning solution(s), Kaivak, cleaning cloths, 20 oz. wet mop and handle, bucket and wringer, and high duster. High dust and sanitize using a treated high duster. Clean horizontal surfaces above shoulder height. Use a cleaning cloth moistened with cleaning solution to sanitize horizontal surfaces. Clean and sanitize stall partitions and doors as necessary. Sink and mirror

cleaning. Use cleaning solution to wipe down the surface, lower ledges and pipes of the sink. For more aggressive sink cleaning, use other cleaning solutions to remove soil or stain build-up. Clean the mirror as needed with water and wipe dry. If spots are not removed by water, use all purpose glass cleaner and wipe dry.

- Toilet and urinal cleaning: use the Kaivak machine to sanitize the inside of the toilet and urinal, making sure to get into upper and lower ledges to remove germs. Sanitize the outside of the toilet and urinal by wiping with a cloth moistened with cleaning solution.
- Locker Room shower cleaning. Wipe down the tub or shower with cleaning solution on a cloth, and/or the Kaivak machine. Wipe the ceramic tile to prevent soap buildup. Use a dry cloth to dry and polish the chrome fixtures. Check the shower curtain for replacement.
- Refill dispensers (soap, tissue, and towels) daily or as needed.
- Sanitize the bathroom floor by damp mopping with cleaning solution. Start at the far end of the room and work toward the door. Mop around the edges of the floor first, being careful to remove dirt from the corners. Mop the remainder of the floor using the "S-Stroke" motion. Avoid splashing walls and baseboards.
- Inspect. This is perhaps the most often forgotten step and yet the most important. Look around the room for furniture out of place, trash receptacles not replaced, spray bottles left behind, etc. Look for soiled areas missed earlier. The room should look clean and orderly when you leave. Turn out lights and lock door.

### Corridor Cleaning

The front entrance and porch, hallways, and corridors are highly visible areas of the school facilities and they must look sharp and clean at all times. The following processes and areas may be included in this cleaning schedule:

- ✓ Cleaning of Entrance Matting
- ✓ Cleaning of doors and glass
- ✓ Sweep porch and remove gum
- ✓ Corridor Floor Dusting
- ✓ Corridor Floor Sanitizing/Damp Mopping
- ✓ Corridor Burnishing or Spray Buffing
- ✓ Corridor Carpet Vacuuming and Cleaning
- ✓ Treatment of Dust Mops
- ✓ Trash Removal
- ✓ Cleaning of tops of lockers

1. Cleaning of Entrance Matting - Entrance matting protects the flooring (both hard surface and carpet) throughout the building by stopping water and soil which is tracked in from outdoors. In addition, it increases safety by removing these foreign materials which can cause slipping.

2. Corridor Floor Dusting - Dusting of hard surface floors removes soil which causes excessive wear on the finish and flooring. This soil can also cause slipping accidents if not removed. This step is also important to sanitation, because many of the microorganisms which are on the floor are attached to soil particles which are removed by dusting.

3. Corridor Floor Sanitizing/Damp Mopping - Sanitizing or damp mopping remove soils which are not effectively removed by dust mopping. This can be performed using a detergent for effective cleaning, or with an EPA-registered disinfectant for cleaning and sanitizing floors.

4. Corridor Carpet Vacuuming and Cleaning - Vacuuming of carpet in corridors is crucial to maintain the appearance of the carpet. Even more important over the long run is the extended life which results from vacuuming abrasive soil out of the carpet to minimize wear on the fibers from traffic. Other cleaning procedures, such as bonnet buffing or extraction, are performed on a less frequent schedule to remove more attached soil.

5. Treatment of Dust Mops - Dusting of hard surface floors is much more effective when performed using a properly treated dust mop. This responsibility is often combined into the corridor floor maintenance schedule. Proper scheduling of mop treatment is important to make sure that treated dust mops are available when needed, keeping in mind the requirement to allow the mop to age for 24-48 hours after treatment.

### Trash Removal

Trash removal process steps –

1. Obtain the necessary equipment and materials, including clean trash carts typically fiberglass, plastic, or steel), plastic bags, and rubber gloves, all purpose cleaner
2. All purpose cleaning solutions may be used in a spray bottle to clean the trash carts and other trash containers as needed.
3. Prepare the trash route by locating each pick-up point and determining the sequence for servicing each pick-up location and moving between floors.
4. Removing trash. Leave the cart in the corridor outside the pickup point. Seal plastic liners while still in the trash container, then remove the liner and place it in the trash cart. Check for soil on the container and clean as necessary. Place a fresh liner in the trash container and attached it firmly by tying or rolling the top of the liner under the edge as appropriate for the container.
5. Load the trash into truck.
6. Transport the loaded carts directly to the dumpster. Use safety procedures for driving and emptying the pickup truck. Follow specific programs, such as for infectious or hazardous waste disposal and adherence to safety procedures such as the Blood borne Pathogens Standard.

### Special Projects

- 1) Elevator cleaning: Obtain the necessary products and tools – cleaning solution, dust mop and damp mop with bucket, or vacuum (as appropriate), high duster, and cleaning cloths. High dust ledges. Check for and remove debris in high ledges and light panels.  
Spot clean all non-stainless steel surfaces with cleaning solution. Clean and polish stainless steel surfaces. Dry mop hard surface floors or vacuum carpeted floor. Damp mop hard surface floor. Post wet floor sign and hold elevator until floor is dry. Carpeted floors should receive extraction or bonnet cleaning on the same schedule as the carpet in the elevator lobby. Vacuum and clean the elevator door tracks using cleaning solution. Clean immediate surroundings outside elevators, including elevator push buttons and any ashtrays or sand urns.
- 2) Window Cleaning: Obtain the needed products and tools – all purpose glass cleaner, bucket or spray bottle, cloth and sponge, strip wand, squeegee, extension pole (if needed).  
Clear the window area - open drapes, raise the blinds or shades, and remove any objects that obstruct the window. Wet clean the window by applying the cleaner solution using the spray bottle or sponge. Start at the top and use vertical strokes to clean the window. Use the squeegee to dry the window. Place the squeegee at an angle so that about two inches of the rubber touches the window, then draw it along the top of the window to dry a narrow band. Wipe the squeegee blade with a cloth. Start on the dry surface close to the top window frame and draw the squeegee down from the top to the bottom of the window. Continue with additional vertical strokes until the whole window has been dried. After each squeegee stroke, wipe the rubber blade with a clean cloth to remove run-off. Make the last stroke across the bottom of the window to remove any remaining water. Inspect the window for missed soil or streaks. Replace any removed objects and return shades, blinds or drapes to their original condition. Streaking of windows can be caused by hard water, excessive chemical use, failure to change the solution frequently enough, and improper procedure. In areas with very hard water, it may be necessary to obtain distilled or deionized water for preparing glass cleaner solutions.
- 3) Stairwell Cleaning - Stairways can be cleaned by dusting, mopping, or sweeping. Dry cleaning should be used as much as possible. Resort to wet mopping when spillage makes it necessary. Stairways are normally treated as part of corridor cleaning. If wet mopping, make sure that warning signs are posted. Assemble the needed materials - Dust pan and brush, dust mop, broom (if needed), scraper blade, dust cloth. Dust or sweep stair treads. Start at the top of the stairs and brush from banister side to wall side, bringing accumulation down to stair below. Stand about three steps below the stair you are working on.

Clean corners. Use scraper to pick out ingrained soil in corners of risers; remove chewing gum with scraper also.

Dusting. Use a treated dust cloth to wipe hand rails and other ledges between 2 ft. and 7 ft. after dust mopping or sweeping operation is complete. Whenever stairs are to be damp mopped, a sign warning users of the hazards must be posted. Care must also be taken that if the stairs are open on one side, no excess liquid is allowed to run or drip down. Before wet mopping, the full dust mopping procedure must be carried out to remove loose soil. Assemble the needed products and materials - 20 ounce damp mop, bucket and wringer, two cleaning cloths, cleaning solution made using cool water. See label instructions for proper dilution rate. Set up equipment on upper landing. Set up wet floor warning signs above and below the work area. Immerse mop in solution, wring out excess liquid, start at top step. Clean each stair, mopping from open end to wall. Use mop strands for corners. Clean each riser. Use the heel of the mop to wipe risers. Hold the mop erect. When hand cleaning corners, grasp mop near mop clamp with left hand, manipulate strands with right. Turn mop over as needed. The treads are usually heavily soiled; use clean side when first side is soiled. Rinse mop before it becomes heavily soiled.

4) Light Fixtures: Light fixtures should be cleaned as needed. Equipment needed: all purpose cleaner in spray bottle, duster, stepladder, dry cloths, replacement lamps as needed. Fill spray bottle with all-purpose cleaner. Brush dust from fixture with counter duster brush. Set ladder under fixture; climb ladder and remove lens from fixture.

Spray area to be cleaned with all-purpose cleaner and wipe with dry/clean cloth/towel. Remove lamp(s) to be replaced (one at a time) from fixture. Clean inside surfaces of fixture and lens. When replacing lamps, replace all lamps in the fixture at the same time. Document lamp changes on lamp replacement work order.

#### Care and Cleaning of Chalk and Dry Erase Boards

Equipment: Sponge or rag, bucket, chalkboard eraser

Wet Cleaning the chalkboard or dry erase board: With a clean cloth or sponge, wash a section of the chalkboard about two or three feet wide with clean water and immediately wipe dry with a lint free cloth. It is important to dry the board after washing to avoid leaving a smeared appearance. A smeared appearance is caused when water combines with chalk binder particles and is allowed to dry. This condition may result in a slick, glossy surface, not compatible for writing. Continue the cleaning procedure until the entire span of the board has been washed and dried.

#### Carpet Care Procedures

Spot Cleaning is one of the most important aspects of carpet cleaning and plays a key role in maintaining the aesthetic beauty of a carpet. One small spot can detract from the appearance of an otherwise clean carpet. No carpet cleaning is complete unless all removable spots have been removed. It is important to have a thorough understanding of the types of spots and stains that may be encountered, and the products used for spotting. If incorrect cleaning products are used, spots can become even more difficult to remove. Carpets in classrooms will be scrubbed with a commercial floor scrubber throughout the school year as needed, but minimally once every year.

#### Hard Surface Floor Care

Resilient flooring maintenance involves the use of several different processes such as dust mopping, damp mopping, burnishing, etc.

- Matting Maintenance- About 80% of the soil in a building is tracked in from outside. Door mats/runners located in entrance areas of a building can trap this soil and prevent it from being transferred onto the main surfaces. Mats must be installed as a system. Both exterior and interior mats are necessary. The exterior matting has a coarse, open fiber system which removes most of the snow, salt, dirt, and sand before it even gets into the building. The interior matting is constructed like carpeting, and removes the remainder of the water and soil from shoe soles.
- Dust Mopping- Purpose: To remove dry soil from the floor on a regular basis. Always dust mop before beginning any other procedure. Begin along one wall of the room or corridor. Move the dust mop along the length of that wall (or 125 feet in a corridor), then turn and

make another pass. Each pass should overlap the previous pass by a couple of inches. Move furniture and other obstructions to allow complete dusting of the floor. Use the scraper to remove attached soil such as gum or tar. Clean mop head as it becomes soiled. Use the vacuum or counter brush to clean soil off the mop, and then collect the soil from the floor and dispose of it. Do not leave piles of soil for later collection. Store treated dust mop heads in a metal container with a lid.

- **Damp Mopping-** Purpose: To pick up liquids and soil that is not removed by dust mopping. Attach the mop head to the handle. Fill the bucket with detergent or sanitizer solution, mixed according to label instructions. Dust mop the floor, and put wet floor signs in place. Move the bucket to one corner of the area to be mopped. In corridors, an area approximately 125 feet long by 4 feet wide (one-half of the corridor in an 8-foot corridor) should be mopped at a time. Mop along the wall base to the far end of the area. Pay special attention to corners and doorways where soil can collect. From the far end of the area, use the S-stroke to mop the rest of the area back to the bucket. In smaller rooms, mop along the wall base around the whole room, then use the S-stroke to mop from the far corner of the room back to the doorway. In larger rooms, divide the room into sections, and use a procedure similar to that used in corridors to mop each section. Proceed to the next section. Leave the wet floor signs in place until the floor has dried. Change the detergent or sanitizer mixture when it becomes soiled, about every 5000 square feet for light soil, and more often for heavier soil. Do not use a dirty mixture to mop the floor.
- **Auto Scrubbing/Mopping-** Purpose: To pick up liquids and soil that is not removed by dust mopping. Dust mop the floor, and put wet floor signs in place. Fill the solution tank on the auto scrubber with cleaning solution. Move the autoscrubber to one end of the area to be cleaned. Begin automopping along one wall, and work from the outside of the area toward the middle, using a collapsing rectangle/circle method. Once the area has been automopped, move to the next section of the floor and continue. Flip the pad at least twice during the shift.
- **Spray Buffing-** Purpose: To remove scuffs, heel marks, and scratches from the surface of the floor finish, and restore a high gloss. Dust mop the floor. Place wet floor signs. Damp mop or spot mop as needed to remove attached soil. Allow the floor to dry. Place the buffer near the wall to your right. Attach the drive block and tan disc. Position the cord so that it will be out of the way. Set the buffer handle in position. Stand next to the wall (in a corridor). During the buffing operation, you will move backwards, away from the area just buffed. Keep an eye out for traffic. Start the buffer. With the buffer next to the wall, spray one short mist of buffing solution onto the floor just to the left and in front of your left foot. Swing the buffer out into the corridor over the sprayed area. The first couple of passes will spread the solution, and the next couple will polish the floor as the solution dries. Move a short step forward and continue to buff. Spray additional buffing solution every 2-3 feet; it is not necessary to spray more solution each time the buffer is moved backward. Turn the disc, or change to a fresh disc, when the disc begins to become glazed with finish residue. Do not continue to buff with an excessively soiled disc, because this can cause haze or can embed dirt into the finish. Dust mop each area after it has been buffed. Note: The spray buffing process polishes the floor by removing a very small amount of finish. It does not add finish to the floor, and is not a substitute for recoating. Floors on a regular spray buffing schedule also need to also be recoated on a regular schedule to replace the finish removed by buffing. coats of finish or sealer per day.

## **GENERAL SAFETY GUIDELINES**

1. Only trained employees will be permitted to work on or operate any of the mowers, saws, lifts, trimmers or other dangerous mechanical equipment.
2. All required Personal Protective Equipment is to be worn. This may include, safety glasses with side shields, hearing protection, gloves, appropriate shoes for ground maintenance, long pants for protection from flying objects, lacerations or chemical exposures.
3. All employees are to be trained in the types of chemicals they will be exposed to, the safe procedure for working with these chemicals and the location of the Material Safety Data Sheets.

4. Eye Wash Stations will be located so that they are easily accessible.
5. Long hair, loose clothing and loose jewelry are not to be worn when working around mechanical equipment.
6. Power equipment is to be shut off and locked out before any work is to be performed.
7. Blades are to be sharpened as necessary but only by employees qualified to do this.
8. Safety sun glasses with UV protection are recommended for all employees working outdoors.
9. Skin protective creams should be used to reduce damage that exposure to the sun causes.
10. Ball hats or other type hats should be worn.
11. Before starting any work a safety review of the job and work areas is to be performed. Where necessary pick up any cans, bottles, rocks or other objects.
12. Make sure all guards are in place.
13. Never try to unjam a mower unless the mower is turned off and the spark plug wire disconnected.
14. Leather type shoes with non slip soles should be worn to protect the employee from flying objects or stones.
15. Caution should always be taken around electrical lines. Watch for extension cords.
16. If extension cords are to be used outside, only use heavy duty (12 gauge) and always plug into a Ground Fault Circuit Interrupter.
17. Employees should not be left to work alone.
18. In winter months appropriate winter clothing for outside weather conditions will be mandatory.
19. All ladders, tools, lifts, mowers and other equipment are to be inspected before each use and/or on a regularly scheduled basis.
20. When equipment is not in use it should be stored safely in a designated location.
21. All accidents and injuries are to be reported immediately.

## **SAFE OPERATION OF POWER LAWN MOWERS**

Safe operation of power mowers makes the job easier and more efficient. The proper knowledge of the safe operation can save an employee time, increase efficiency and prevent injuries to themselves and other employees. The following is a list of recommended safety procedures for operation and care of power mowers:

1. Do not operate or use a mower that you are not familiar with or authorized to use. When in doubt, ask to be instructed on proper use. **Only trained and authorized employees will be permitted to operate power mowers.**
2. Inspect each mower before use. If you find an unsafe condition or the mower is defective report the condition to your supervisor.
3. Stay off slopes too steep for safe operation.
4. **Do Not** ride unless the mower is designed for that purpose.

5. **Do Not** permit others to ride.
6. Guards designed to protect the employee from power transmission and rotating components shall be guarded. **Guards (shields) must be kept in place and reinstalled after maintenance or repair to the equipment.**
7. Blades must be installed so that they **Do Not** protrude below the mower housing.
8. Blades must stop rotating within 15 seconds after they are disengaged.
9. Power cut-off devices shall be kept functional and used.
10. Warning and caution labels installed by the manufacturer must be kept in place and be readable.

## **SAFE USE OF POWER EQUIPMENT**

The use of Power Equipment makes many jobs done in the Nursery and Landscaping industry much easier and more efficient. However, the safe operation of each is critical to prevent serious or even fatal accidents. No employee should be permitted to operate any piece of power equipment until they have been trained in proper use and safety procedures.

The following equipment should be included with power equipment used, as well as other equipment recommended by management:

- Chipper Shredders
- Mechanical Trenchers
- Post Hole Diggers
- Roto Tiller
- Sod Tampers
- Sod Cutters
- Tree Spaders
- Jumping Jack Tamper
- Power Washer
- Hedge Clippers
- Weed Eaters

1. Only trained employees should be allowed to work on any powered equipment.
2. Gasoline should be stored only in approved metal containers. All equipment is to be turned off before refueling is conducted.
3. All guards are to be kept in place. No equipment is to be used unless guarded properly.
4. No loose clothing, jewelry or long hair is to be worn around exposed rotating shafts, augers, chains or other drive mechanisms or clipper/shredders.
5. Trees branches and shrubs are to be fed into chipper shredders base end first. No employees are to reach their hands into the feed chute at any time.
6. All equipment is to be shut off before any efforts are made to unjam or make repairs.
7. Hands and feet are to be kept clear of the operating area of the equipment at all times.
8. Safety glasses are to be worn where there is the possibility of flying dirt, wood or other particles.
9. Employees not working on the equipment are to stay a safe distance away at all times.

10. Call either OPPS or OUPS ( Ohio Utility Protection Service) before digging. Underground phone lines, electrical lines, sprinkler lines and water lines should be located and marked before trenching operations are to be undertaken, if there is the possibility of damaging any of these.
11. A good grip and solid control is required when operating the sod tamper, sod cutter and roto tiller. Make sure feet are placed firmly and are out of the way at all times. Do not try to pick up the sod tamper while it is running.
12. Hose and electrical connectors for post hole digger and tree spader are to be checked before equipment is to be started.
13. Care is required when using the tree spader to ensure no employees are caught in the clamp or any employee is hit by the tree as it is removed and placed on the trailer or in a truck.
14. All equipment is to be inspected on a regular basis and kept in proper working condition.

### **SAFE USE OF BOBCAT/FRONT END LOADER/DIGGER**

1. Only trained employees should be permitted to operate a Bobcat or Front End Loader. Instructions are to include the following:
  - Operating Controls
  - Moving forward, backwards and turning
  - Operating the bucket, lifting, lowering, digging and grading
  - Physical characteristics of the Bobcat/Front End Loader
  - Operating on slopes and near water
  - Precautions to use when employees are in the area
  - Loading trucks using the Front End Loader
  - Dangers of working around electrical lines
2. Employees are to be well versed in the handling characteristics.
3. The Bobcat is not a toy and needs to be handled carefully at all times.
4. Before operating all controls and the brakes should be checked.
5. Make sure other employees stay a safe distance at all times.
6. The operator is to always look behind before backing up.
7. Care is to be used when operating on a steep slope or near water to ensure the vehicle doesn't roll over.
8. Only after an employee has adequate time to learn the handling characteristics of the Bobcat or Front End Loader should he/she be allowed to operate one without supervision.

### **OSHA STANDARD 1910.178**

OSHA Standard 1910.178 (Powered Industrial Trucks) outlines the requirements relating to the operation, use, design and fire protection of fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motors or internal combustion engines.

**All Powered Industrial Trucks** shall meet the design and construction requirement for powered industrial trucks established in the American National Standard Institute Guidelines for Powered Industrial Trucks Part II (ANSI) B-56.1 1969.



Approved trucks shall bear a label or some other identifying mark indicating approval by the testing laboratory.

Modifications and/or additions which affect capacity or safe operation are not to be made without the manufacturer's prior written approval.

The user shall see that all name plates and markings are in place and maintained in legible condition.

## **OVERVIEW OF FORKLIFT OPERATIONS TRAINING**

The Occupational Safety & Health Administration (OSHA) requires that all employees operating a forklift be trained and authorized.

The training will include the following:

1. The physical operation of the forklift.
2. The special handling characteristics.
3. The Operational Rules.
4. Loading and unloading rules.
5. Maintenance Rules.
6. Inspection Checklist.
7. Special Driving Hazards.
8. Quiz
9. Hands on operation of the forklift or industrial truck will be required for each operator.

Each employee will be given classroom training from a trainer that understands the correct operation of the forklift. Each employee will be given a test to measure his/her comprehension level.

All operators will be required to successfully complete a driving obstacle course to test their ability to successfully operate each type of industrial vehicle that they will be authorized to operate. Any employee not passing both parts, will not be permitted to operate a forklift until he/she has successfully passed both. Employees will be certified on each of the various types of motorized vehicles (covered by this standard) that they will be expected to operate. Retraining will be done every three (3) years and more often on an individual basis if there is reason to believe any of our operators require additional training. Any operator that has a forklift accident will also be required to go through a retraining session.

The employee and the trainers are to sign off on the Training Check-Off Forms, once both parts of the training have been successfully completed.

## **PHYSICAL OPERATION OF THE FORKLIFT**

All employees are to be instructed by a qualified operator on the basic operation of a forklift. The training will include the following:

A. The Basic Components of the Forklift

- \* Overhead Guard
- \* Steering Mechanism
- \* Shift Levers
- \* Hoist and Tilt Controls
- \* Mast
- \* Forks
- \* Lift Carriage
- \* Seat Belt
- \* Counter Weight
- \* Steering Axle
- \* Drive Axle
- \* Load Backrest Extension (if applicable)
- \* Fuel Tanks for Propane Powered Lift Trucks
- \* Battery Compartment or Engine Compartment

B. The Handling Characteristics of the Forklift

Each employee is to be instructed on how to use the forklift correctly and be given the opportunity to use the forklift under close supervision until he/she is competent.

Instructions are to include the following:

- \* Starting and Stopping
- \* Maneuvering Forward and Backward
- \* Raising and Lowering the Forks
- \* Tilting the Forks Backward and Forward
- \* Turning, Going Forward and then Backward
- \* Picking up a Load off the Floor, Moving it and then setting it down
- \* Lifting and Lowering Loads from Shelves Safely
- \* Driving through Doorways
- \* Entering Trailers if Necessary

Each employee will be expected to successfully demonstrate driving proficiency by completing an obstacle course. Each employee is to drive through forwards then backwards. If more than 5 points are deducted the employee will be required to retake the test.

Points are deducted for the following:

- \* -1 Failure to look behind before backing up
- \* -1 Hitting an obstacle in the course
- \* -1 Getting stuck in the course
- \* -1 Problems picking up or setting down a load
- \* -1 Failure to stop or use horn where required

Each of the above areas are to be checked off after they have been reviewed with all employees and they have successfully demonstrated safe driving skills.

Retraining will be done every three (3) years and more often on an individual basis if there is reason to believe any operator required additional training. Any operator that has a forklift accident will also be required to go through a retraining session

## **SPECIAL HANDLING CHARACTERISTICS**

Forklifts differ greatly in handling from normal four-wheel vehicles.

1. Forklifts have rear wheel steering. As a result, both the forks and the rear end swing wide on corners.
2. Forklifts have a heavy counter balance in the rear which can cause the truck to swing quickly when it is unloaded.
3. Forklifts handle better when they are loaded.
4. Forklifts have a three point center pivoted steering axle (cars have a four point system). Extra caution is required on sloped or uneven surfaces.
5. Forklifts have no springs or shocks. This means that driving over bricks, curbs, and/or rough surfaces must be done slowly and cautiously.
6. Driving with a load high in the air results in the forklift being unstable and the forklift could tip over easily.

### **BASIC OPERATIONAL RULES**

1. At the beginning of each shift, check brakes, steering, controls, forks, hoists warning devices and lights. Report any defects to your supervisor immediately.
2. All forklift operators are required to wear the seat belt on forklifts that are equipped with such.
3. Always face the direction of travel.
4. Before you start driving, look to see that no person or object is in your path. Always look before backing up.
5. Never drive over objects lying on the floor, such as trash. These could damage the truck, shift or topple the load, or flip out and strike another employee.
6. Use low gear when going down ramps or steep grades. On upgrades, keep the load in front. On downgrades, keep the load in back.
7. Never speed or go too fast.
8. Avoid quick starts or turns, and jerky stops; always come to a complete stop before reversing the direction of travel.
9. Make a complete stop at all doors, corners and exits.
10. Do not participate in horseplay at any time!
11. Keep alert--concentrate on the job at hand.
12. Remember that pedestrians have the right of way at times. Look out for them.
13. Never drive with wet or greasy hands. If necessary, keep a towel or rag handy at all times.

14. Reduce speed on wet and slippery floors.
15. Whether loaded or empty, carry forks and platforms on lift trucks as low as possible. This lowers the center of gravity and reduces the possibility of overturning the truck or dumping the load.
16. Do not run lift trucks onto elevators unless authorized to do so. Be sure you have sufficient clearance before entering any elevator or going through a doorway. Once the truck is in the elevator, shut off the power, set the brakes and stay in the operator's seat in case of an emergency.
17. Check the clearance of overhead objects before raising forks.
18. Never use your truck as an elevator for other employees.
19. When leaving the truck at any time, shut off the power, set the brakes, and put the forks or platforms in the down position.
20. Never leave a truck in an aisle for any length of time. Park the truck to one side, so traffic will not be blocked.
21. Before driving the truck into a trailer, always secure the bridging plate so that it cannot move when the power wheels of the truck pass over it. Before moving the truck onto the bridge or into the carrier, walk into the truck or trailer and check the floor for holes or weak spots (the weight of your truck might break the floor).
22. Keep your feet and legs inside the guard, which is there to protect you.
23. Drive with extreme care and caution at all times.
24. Never allow anyone else to ride on a forklift with you.
25. Never lift another employee on a pallet or the forks. A safety cage is required.
26. Only approved forklifts are to be used in flammable storage areas and/or production areas and extremely dusty environments. **Note: refer to OSHA Codes for proper types.**
27. Internal-combustion powered trucks should never be used in small buildings or areas where there is inadequate ventilation. Carbon monoxide poisoning might result.
28. It is the duty of every truck driver to promptly report to the person in charge any mechanical trouble with the truck, any bad flooring, or obstruction in the aisles, and any other safety hazards that are encountered.

## **TRUCKS AND RAILROAD CARS**

The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.

Wheel stops or other recognized positive protection shall be provided to prevent railroad cars from moving during loading or unloading operations.

Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

Positive protection shall be provided to prevent railroad cars from being moved while dockboards or bridge are in position.

## **RULES FOR LOADING AND UNLOADING**

1. Know the maximum load that the lift truck can carry safely, do not overload it. An over-loaded truck will not operate in a safe manner.

**NOTE: The load limit must be posted on the truck in a conspicuous place.**

2. Never load a truck or permit it to be loaded so that your view is obstructed. If a load cannot be lowered enough to prevent obstructing your view, you should drive the truck backward.
3. If possible, center every load.
4. Avoid carrying unstable loads. If material or equipment of irregular shape must be carried, it should be placed so that it cannot fall off, or become unbalanced. If necessary, such a load should be blocked or tied to secure it. If possible, a load should be cross tied, as well as neatly piled.
5. Loaded trucks should be driven slowly with the forks or pallet about 4 inches from the floor.
6. Loads should be raised or lowered at the point of loading or unloading--not during travel. The operator should make certain before raising a load that it will not strike any overhead obstructions.
7. When lifting, lowering, or carrying loads, have the mast vertical or slightly tilted back, but never back beyond the maximum angle of tilt. For stability, as much of the load as possible should be over the front wheels.
8. Lift and lower loads slowly, stop gradually.
9. Do not permit anyone to stand or too close to a load that is being hoisted or lowered.
10. Never attempt to straighten stacks by butting with the forks or the end of your truck.
11. Sound horn only when necessary. Never try to frighten other employees.
12. Be certain the backup alarm is operating properly.

## **MAINTENANCE RULES FOR ELECTRICALLY POWERED FORKLIFTS**

1. When servicing electric storage batteries, wear protective clothing to guard against chemical splashes and burns--rubber boots, a rubber apron, chemical goggles, a face shield and rubber gloves.
2. Do not attempt to lift a storage battery without suitable hoisting equipment.

3. The storage battery should be handled carefully to prevent cracking the case and spilling the fluid.
4. Batteries should be changed in locations designed for this specific purpose.
5. Battery charging stations for electrically driven trucks can produce flammable hydrogen. Keep in the open. **DO NOT SMOKE.**

### **RULES FOR MAINTENANCE AND OPERATION OF TRUCKS POWERED BY PROPANE OR LIQUEFIED PETROLEUM GAS**

1. Always carefully check for any gas leaks. Never start the motor if there is a leak in the unit.
2. Do not store the truck near intense heat or combustible materials.
3. If the unit is to stand for any length of time, shut off the hand valve and let the fuel system run dry.
4. Fuel containers may be exchanged if, before disconnecting the tank, the fuel supply is shut off and the engine operated until **ALL** fuel in the fuel system is consumed.
5. Never try to connect a fuel container when liquefied petroleum gas is escaping from the connecting point.
6. Trucks should not be left unattended or parked with the engine running.
7. Internal-combustion type trucks should be turned off before refueling.
8. Do not smoke when changing propane cylinders or refueling.
9. Truck operators are responsible for keeping the trucks clean at the end or start of every shift. All surfaces of the truck should be cleaned with suitable cloth to remove all dust, dirt and grease. A wax-treated flannel dusting cloth, such as those commonly used to clean dust and dirt off cars, is recommended for this purpose.
10. It is the duty of every truck driver to promptly report to the person in charge any mechanical trouble with the truck, any bad flooring, or obstruction in the aisles and any other safety hazards that are encountered.

**Note: The maintenance department should conduct inspections of all trucks at regular intervals.**

## **TEACHER AIDES/PARAPROFESSIONALS**

Teacher assistants (also known as paraprofessionals and teacher aides) provide instructional and clerical support for classroom teachers, allowing teachers more time for lesson planning and teaching. Teacher assistants tutor and assist children in learning class material using the teacher's lesson plans, providing students with individualized attention. Teacher assistants also supervise students in the cafeteria, schoolyard, and hallways, or on field trips. They record grades, set up equipment, and help prepare materials for instruction. Teacher assistants also are called teacher aides or instructional aides. They may be assigned crossing guard duties. They serve as van drivers and van assistants.

Some teacher assistants perform exclusively non-instructional or clerical tasks, such as monitoring nonacademic settings. Playground and lunchroom attendants are examples of such assistants. Most teacher assistants, however, perform a combination of instructional and clerical duties. They generally provide instructional reinforcement to children, under the direction and guidance of teachers. They work with students individually or in small groups—listening while students read, reviewing or reinforcing class lessons, or helping them find information for reports.

In addition to instructing, assisting, and supervising students, teacher assistants grade tests and papers, check homework, keep health and attendance records, do typing and filing, and duplicate materials. They also stock supplies, operate audiovisual equipment, and keep classroom equipment in order.

Many teacher assistants work extensively with special education students. As schools become more inclusive, integrating special education students into general education classrooms, teacher assistants in both general education and special education classrooms increasingly assist students with disabilities. Teacher assistants attend to a disabled student's physical needs, including feeding, teaching good grooming habits, bathroom, or assisting students riding the school bus. They also provide personal attention to students with other special needs, such as those who speak English as a second language, or those who need remedial education. Teacher assistants help assess a student's progress by observing performance and recording relevant data.

### **CERTIFICATION**

Each teacher assistant employed by Wayne Local Schools is required to acquire and maintain a current certificate from the Ohio Department of Education.

### **CLINIC ASSIGNMENTS**

A paraprofessional or other non-certificated employee may be assigned to assist the school nurse in one of the school clinics. The teacher aide is expected to know and abide by all policies regarding administering medication to students, required record keeping, containment of infectious diseases, and basic first aid procedures.

### **CONFIDENTIAL INTERACTIONS WITH STAFF AND FAMILIES**

Any student records, including reports of abuse and neglect, test results, psychological examinations, disciplinary action reports, correspondence concerning students and family, educational, or medical histories are strictly confidential. Student privacy will be rigidly protected by all employees of the district. Failure to do so will result in disciplinary action, up to and including termination. Many paraprofessionals work very closely with students. Take care not to communicate any concerns you may

have directly to parents. Share concerns with the student's teacher or principal, as it is his/her role to address concerns with parents. Also, refer concerns that may be expressed to you by parents, students, or others concerning a child directly to your teacher or supervisor. This exchange of information needs to take place in an appropriate setting that insures privacy. Discuss any school problem or confidential matter only with the appropriate personnel, and only when students are not present.

## **CROSSING GUARDS**

Adult school crossing guards play an important role in the lives of children who walk or bicycle to school by helping them safely cross the street at key locations. A guard also helps children develop the skills to cross streets safely at all times. They remind drivers of the presence of pedestrians. The presence of adult crossing guards can lead to more parents feeling comfortable about their children walking or bicycling to school. Adult crossing guards also are role models helping children develop the skills necessary to cross streets safely at all times.

- Discourage children from behaving unsafely near traffic, such as darting into the street without looking or crossing against a traffic signal. A guard can encourage safe behavior by all pedestrians at the school crossing.
- Use existing gaps in traffic to help students cross safely and to assist school buses. Waynesville Police will make it a priority to be stationed in front of the school to assist with traffic speed. When the natural traffic flow does not allow enough time for children to safely cross a street or for a bus to turn, a guard may need to create gaps by stopping traffic temporarily. The guard stops traffic with a stop paddle and always wears a vest, then verbally directs children to cross the street. A guard is always the first person in the street and the last person out of the street.
- Alert motorists that pedestrians are in the process of using the school crossing.
- Observe and report any incidents or conditions that present a potential safety hazard to the school children.
- Guards are only authorized to stop traffic; not to direct it.
- Waynesville Police will periodically review crossing procedures with our crossing guards.

Qualifications of Adult Crossing Guards: Adult crossing guards should possess the following qualifications:

- A. Average intelligence;
- B. Good physical condition, including sight, hearing and mobility;
- C. Mental alertness
- D. Neat appearance
- E. Good character
- F. Dependability; and
- G. Sense of responsibility for safety of students

Adult crossing guards should be uniformed so that road users and pedestrians can recognize them and respond to their signals. The uniforms should be distinctively different from those worn by regular law enforcement officers. The standard is that a crossing guard shall wear high-visibility retroreflective safety apparel (vest). Adult crossing guards should use a STOP paddle. The STOP paddle should be the primary hand-signaling device. The STOP paddle may be modified to improve conspicuity by incorporating red or white flashing lights on both sides of the paddle.

## **HEALTH AND SAFETY**

The teacher aide/ paraprofessional must:

- be aware of children with allergies or chronic conditions which impact their health, and the necessary procedures to follow.
- be aware of the system in place within the classroom for accounting for children's whereabouts at regular intervals, especially during periods of transition.
- be alert to the health of each child.



- report to the teacher any suspected incidents of child abuse and/or neglect including conversations, behaviors, or physical signs.
- be familiar with the emergency procedure booklet; and will know fire drill procedures with both primary and secondary evacuation routes.
- Safely escort children to the nurse's office, to the bathroom; supervise the child in the bathroom, assist the child with toileting; change diapers as needed for child on toilet training program. The paraprofessional is expected to assist in implementing the program.
- follow the proper procedures during hand washing, including washing with soap and running water for at least 10 seconds, using single use or disposable towels, and avoiding recontamination from faucets by turning off the faucets with a towel.
- be certain tables will be washed immediately prior to snack and immediately following snack.
- be aware that some children have a change of clothing available
- be aware of the safety issues in the physical environment including playground, bathrooms, bus, hallways and classroom and will monitor the situation daily.
- understand that universal precautions to prevent transmission of blood-borne diseases must be followed.

## **HIGHLY QUALIFIED**

Wayne Local School District requires all teacher assistants to meet the highly required definition created by the No Child Left Behind Act, allowing each assistant the flexibility of working with students in Waynesville Elementary School, which receives federal Title I funds.

## **HEALTH PRECAUTIONS**

In general, a student's or employee's illness or injury will be dealt with by the school nurse. Because the need to help a sick or injured child may exist, training is required for all school employees. Because of the threat of infectious diseases, the following precautions must be followed for everyone's health and safety.

- Gloves should be worn when contact with any blood or bodily fluids is anticipated and should therefore be carried during playground duty, school activities, sports and field trips. They should also be worn for touching mucous membranes or broken skin (abrasions, etc.). Gloves should be changed after contact with each student. Hands should be washed immediately after removal of gloves.
- Disposable paper supplies and bandages should be used in the treatment and clean-up of any blood or bodily fluid.
- Cover any open lesions, wounds, dermatitis, etc., before working with students.
- Clean-up of blood and bodily fluids are dealt with primarily by the custodial staff. However, again, precautions must be taken by all employees.
- Gloves must be worn for clean-up and disposal.
- Contain blood or bodily fluids with paper towels and use them to wipe up.
- Vomit must be covered with vomit absorbent first. (This is available from the custodians). Follow the directions, then place the material in an individual plastic bag for disposal.
- Anything non-disposable (dust pans, brooms, etc.) must be sanitized. Cover them with a plastic bag until this can be done correctly.
- All plastic bags containing disposed material must be tied and disposed.
- Soiled clothing should be removed immediately and placed in a plastic bag.
- Both the injured party and the first-aid responder must wash their hands or any exposed areas of the body immediately at the finish of clean-up and disposal. Should first aid to a fellow employee or visiting adult be required, the same precautions should be applied.

## **PROFESSIONAL EXPECTATIONS**

No cell phone usage while working. Please use the main school number for incoming emergency calls.

No hot beverages are allowed while working with the children.

All teacher assistants are expected to role models for students and families. We want to be respected and appear professional. Please dress appropriately for the school environment.

## **SPECIAL EDUCATION**

Teacher assistants must be extremely sensitive to the legal rights of students who are suspected of having any types of disabilities and those students who have been identified with disabilities. The educational rights of these students have strong federal protections and extreme caution is required when working with these children and their parents.

Wayne Local Schools provides special education identification and educational services for all children ages 3 to 22.

The school district is obligated to identify children with disabilities, and to provide appropriate services to these children. School Psychological services are contracted with the Warren County Educational Services Center, including a special education coordinator, psychological services, and a variety of support services such as speech and OT/PT. The school district provides a broad range of services in supporting families, schools, and communities in meeting the academic and mental health needs of students. Some of the most common services provided by school psychologists are 1) evaluation of academic and social-emotional needs of students; 2) collaboration in the development of special prevention and intervention programs for students; and 3) teaching effective coping and problem-solving skills through individual and small group counseling. Through consultation with and training of parents, teachers, and other professionals, school psychologists advocate sound educational practices for all students.

All teacher assistants are required to know and implement IEP's, 504 plans, and intervention plans for all students who have suspected and/or identified handicaps.

## **STAFF DEVELOPMENT**

Wayne Local School District provides on-going training throughout the school year to improve skills in working with children and families. In general, teacher aides need to be available for training the two weeks before school begins, and throughout the school year. This training will provide ideas about working with IEP's, behavior management of students, van driving certification, and a wide variety of issues.

## **STUDENT DISCIPLINE**

Most district employees come in contact with students during the course of the day.

Corporal punishment (striking, spanking, shaking or touching a student in any aggressive way with your body or an object) is not permitted under any circumstances.

However, appropriate force may be used in self-defense, or the defense of others.

Any disciplinary action involving students should be consistent with the rules established by the building and district.

## **STUDY HALL**

A teacher assistant is often assigned to supervise students in study hall. There is a clear expectation that students will remain in study hall in an academic climate that promotes quiet study. Students are not permitted to sleep, and the teacher assistant must know the location of students at all times.

## **SUGGESTIONS FOR WORKING WITH CHILDREN**

- Never leave children unattended
- Use children's names not "terms of endearment" (i.e., honey, cutie, sweetie...).
- Assist teachers with implementing effective learning centers.
- Assist teachers with engaging students in learning and assisting in instruction. Tasks should be broken down step by step.
- Assisting students with organizational skills.
- Observe and report children's involvement /interactions to the teacher.
- If the teacher is talking to the children, please do not converse, discuss or comment with children or other adults. This is distracting to the teacher and children in the classroom. Please use nonverbal prompts to redirect the children (i.e., sit close to disruptive child, gently tap child, place hands on shoulders to help child focus, use pointing or quiet cues or quietly whisper to child...)
- In all learning environments, including therapies and specials, paraprofessionals must follow lead teachers or therapists and support children appropriately. **IF YOU ARE UNSURE, PLEASE ASK!**
- Allow the child to do as much of the activity as they can.
- Do not complete the project for them, it doesn't matter if it is not finished...it's what the child is able to do that is important.
- If the child is very slow or attention fades give verbal cues (i.e., "Let's do another one.") and keep refocusing/redirecting as needed.
- Allow a child to get messy even if they want to wipe their fingers off immediately after using glue or paint. Reassure him that hands will be washed when he is all done with project.
- Even if it takes longer than the class (i.e., P.E. class,) allow the child to complete the task and rejoin the group.
- Follow the teacher's guidelines for managing and disciplining students.
- Notice if a child is having difficulty paying attention of completing the assigned task. Sit with the child in the group to help keep his attention and focus.
- Use nonverbal signals to redirect the child to the task.
- Listen to the lesson to help the children with follow up after the lesson is over. This way you know what is expected of the child.

## **VAN DRIVERS**

Part or all teacher aides may be required to maintain a valid van driver's license at the request of the Superintendent. Teacher aides use the school vans to transport students when it is not practical to use a school bus.