

Transportation 18/19

- We need to have all kindergarten teachers have parents fill out the walk alone sheet for kinders so we know who can and cannot get off the bus alone.
- We will need someone to identify kinder students the first week as well as when we get new kinders.
- We will need someone to get on the bus and help with the seating chart for the kinder students.
- We will need a list of personnel on your site that will be receiving bus write ups so we will send them to the correct personnel.
- When we have a child we are bringing back to school transportation will call the office and let them know so we can have someone in the office waiting for the child. If no one is there we will keep the child on the bus until the OMS run is finished.
- There will be a zero tolerance for fighting on the bus it will be an automatic 3-5-10 day suspension.
- All classes will have to be out to the bus on time. We will be leaving promptly from Encanto/Clarendon – 2:47 Longview/Solano – 3:20 Osborn Middle – 4:00. **NO EXCEPTIONS**
- If a school calls looking for a student on the bus and the school finds the student we will need a call to **disregard the search**. We send people to the stop to look for the child and if we do not get a call that the child is found we will keep looking and then involve the police.
- **Just a reminder there will be no large art projects** on the bus. In the past drivers have let students on the bus with such items but this is a DPS law absolutely no large items which includes balloons, glass, insects, plants, and anything that may spill on the ground.
- All schools will have the route sheets with the times so if a parent calls you for times and stop locations you can give them that information. Debbie has also created a map of your schools boundary with the stop locations of each bus to help parents find their stop a little better.
- Any student requesting to go home with a friend on the bus must have a bus pass from the office. The school will have to email John and Debbie Murillo to let the drivers know to expect a new student. We will not accept a note from the parent they will have to call the school or the student takes the note to the office and they verify that it is legit.
- If you enroll a new student and assign them to a bus Email Debbie Murillo and John so we can let the drivers know that they will have a new student. We will not allow any students on the bus if we have not been notified prior to the student getting on the bus.
- **All field trips must be called in to reserve a bus**. If you reserve a bus but fail to turn in a field trip form we will not have any buses for you.
- We will need your form at least 1 week in advance so we can assign bus drivers. Please call a week in advance to make sure your trip is on the calendar.
- **Field Trip times. Pick up no earlier than 8:45 and return to school by 1:30**
- We will not take any trips out to shamrock farms. It is too long for the driver to go out and they always get back late with no time to eat lunch.
- **Van usage is restricted**. Due to our aging fleet as well as our vans are transporting CIT's.
- Anyone that uses the vans is required to fill the tank and fill out a pre trip form on the van.
- FYI – Auditors are asking anyone that drives a van needs to have a CPR first aid card.

Maintenance 18/19

- All work orders for classrooms will need to be submitted online or in writing either thru inter-office mail or via email to either John or Debbie Murillo.
- Please remember we only have 3 maintenance men and 6 schools we are maintaining.
- If you have an emergency such as vomit or blood call transportation we can get the custodian on the radio and have them go to your room.
- We will start cleaning classrooms at 4:30 pm. If we are told to pass a room we will not return to clean the room if we do not have time after we are done with our areas.
- No other chemicals are allowed in the room then what we provide.
- Any materials that you have covering cabinets need to be fire proof.
- Need to have access to any fire devices in all areas.
- Tape on the doors is removing paint.
- Do not use blocks of wood to hold the door open or anything by the hinges.
- Staples on drywall are not all coming out.
- Any after hour event needs to be approved for A/C and a custodian.
- Do not dump anything in the sinks, clay, glue, glitter, food, and , coffee grounds
- Over stocking map drawers and they are breaking
- Walls – Staples, Holes, and graffiti
- If anyone finds screws from playground bring to Principal so Maintenance can pick it up.
- Don't wedge anything in doors or use rocks to hold doors open.
- Keys are not to be left in doors or locks.
- No staples in the wooden doors.
- Nothing should go above the top cabinets in the classrooms.
- Notify office and Debbie Murillo with anything spilled on the carpet so we can get it cleaned right away.
- It is the teacher's responsibility to dump the blue trash cans outside.
- No food in the classrooms.
- No dumping food in the trash cans outside the classrooms. Take it out to the big trash.

Cleaning Crew 18/19

- Please have teachers instruct students to stack chairs so we can vacuum under student desks nightly and wipe off surfaces.
- We will have the night custodians enter the rooms and dump the trash can Not the Recycle can then they will pick up any other trash and place it in the trash can in case it was important paperwork that was left on the floor.
- Our goal this next school year is to maximize the number of duties we will perform in the classrooms.
- Please send E-Mails to me if there are any issues from the cleaning that are not being addressed so we can get them resolved.
- No pets in the classroom.
- No vehicles on school campuses