

2011-2012 MILFORD SCHOOL DISTRICT DRIVER MINIMUM DUTIES

OFFENSE			1	2	3	4
1.	Poor rapport with students	(y)	R	R	W	A/S1
2.	Unable to maintain student discipline	(y)	R	W	A/S1	A/T
3.	Inappropriate communication or insolence with MSD staff*	(y)	W	A/S1	A/S3	A/T
4.	Inappropriate contact with public/parents*	(y)	W	A/S1	A/S3	A/T
5.	Failure to complete reports completely or in a timely manner	(y)	R	W	W	A/S
6.	Suspension of student from bus without administrative authorization*	(y)	W	A/S1	A/S3	A/T
7.	Carrying unauthorized passengers	(y)	W	W	A/S3	A/T
8.	Failure to follow a consistent route schedule	(y)	W	W	A/S1	A/S3
9.	Failure to follow MSD Bus Discipline System	(y)	W	W	W	A/S
10.	Failure to Perform Pre/Post Trip Checks	©	W	W	W	A/S
B.	Resulting in child left on bus*	©	A/S5	AT	--	--
11.	Improper loading and unloading practices*	©	W	A/S3	A/T	--
12.	Failure to secure loaded bus properly*	(c)	W	W	A/S	A/T
13.	Failure to follow proper bus fueling procedures	(c)	W	W	A/S3	A/T
14.	Fueling bus with students on board*	(c)	A/S3	A/S5	A/T	--
15.	Railroad Crossing Procedure Violations*	(c)	A/S1	A/S3	A/S5	A/T
16.	Sexual contact w/student(s)	(c)	A/T/P	--	--	--
17.	Sexual Misconduct*	(c)	A/T/P	A/T/P	--	--
18.	Drug or Alcohol Violations	(c)	A/T/P	--	--	--
19.	Confirmed Moving Violations of Traffic Laws*	(c)	W	W	A/S3	A/T
20.	Confirmed Violations of Criminal Laws	(c)	A/T/P	--	--	--

* If Administrative Review confirms a more severe violation, the offense may be handled at a higher level of consequences.

KEY	
R	Verbal Reprimand
W	Written Reprimand
A	Administrative Review
S	Suspension Without Pay (minimum # of days listed)
T	Termination
T/P	Termination with Possible Police Involvement
C	Cumulative (Year to Year)
Y	One Year (from date of each incident)

ADOPTED: 5/24/99

AMENDED: 10/24/11