

Pace/ McHenry Township Guidelines

Bus Requirements

- **BUS INSPECTION (BEFORE RUN)**, Bus must be physically Inspected daily using the Vehicle inspection report. Any defects, vehicle or lift problems before, during or after run must be noted as well.
- **HEADLIGHTS** must be ON at all times while driving bus.
- **RAILROAD CROSSINGS FLASHERS** must be turned on before stopping no less than 15 feet from all Railroad Crossings, then proceed with caution.
- **PARK SPEED LIMIT**, Drivers must not exceed 15 MPH while driving in McHenry Township Park.
- **WALKERS, WHEELCHAIRS, SCOOTERS**, Must Be Secured while driving bus.
- **CELLPHONES:**
 - * Must remain on at all times and checked before leaving on run.
 - * Must be taken with you when on break.
 - * Must not be used while driving vehicle.
 - * Must return unanswered call as soon as you're able too.
- **PASSENGERS HOME**, Drivers are NOT allowed to enter a Passengers home while on duty.
- **FUEL**, all buses must have a minimum of ½ tank of gas at end of run.
- **BUS MAINTAINANCE (END OF RUN)**, Buses must be swept, cleaned out and inspected for any leave behinds from passengers.

Incidents/Accidents

- **VEHICLE ACCIDENT**, Any Vehicle accident is to be reported to the Township Immediately.
- **DRIVER/PASSENGER INCIDENT**, Any Incident are to be reported to Township immediately.
- **ACCIDENT/INCIDENT FORM**, must be completed and submitted on the proper form to Township before you go home.

Manifest

- **DAILY MANIFEST**, may not be altered to meet driver or passenger needs.
- **MANIFEST CHANGES**, must be approved by Dispatcher.
- **PICK UP/DROP OFF TIMES/MILEAGE**, must be entered on manifest for every passenger.
- **RUNNING LATE**, Dispatcher must be notified by driver if running more than 10 minutes late.

Time off

- **14 DAYS NOTICE**, All drivers must submit an absence request form for personal time off 14 days prior to requested time off.

Driver

Date