Multi-Function School Activity Bus (MFSAB) Procedures

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I. OVERVIEW

The Chelmsford Public Schools have established procedures for all agents of the Chelmsford Public Schools that define the conditions of appropriate use and operation of the Multi-Function School Activity Bus ("MFSAB").

II. SCOPE

These procedures apply to all agents of the Chelmsford Public Schools who may operate the MFSAB for District purposes.

III. APPLICABILITY

The MFSAB shall be used exclusively for the conduct of official school business. The use of such vehicle for personal purposes such as attending to personal affairs, social engagements, or unapproved commuting is prohibited.

IV. MFSAB USES

The MFSAB is not a "personal vehicle" and is not for personal use. The MFSAB should be assigned solely for the purpose consistent with providing services to the students of Chelmsford. The District staff will not be paid additional monies for operating this vehicle (as a driver or chaperone). Whenever a new MFSAB is purchased, the District Business Office will work with the Town Manager's Office to complete the appropriate paperwork necessary to register and insure the vehicle.

V. RULES AND RESPONSIBILITIES

Employees who drive the MFSAB are responsible for, but not limited to, the following:

- 1. MFSAB may only be used for legitimate District business.
- 2. Employees should exercise sound judgment at all times when using the assigned MFSAB and should avoid the appearance of misuse.
- 3. The Massachusetts Ethics Code discusses conflict of interest. Using public equipment or resources for personal use constitutes use of an official position to obtain an unwarranted privilege not similarly available to others. Misuse of an assigned MFSAB is an ethics violation (*Appendix A*).
- 4. MFSAB will not be used to transport any individual who is not directly or indirectly related to District business. Passengers shall be limited to District employees and students.

- 5. Employees are expected to keep the MFSAB clean and to report any malfunction, damage, needed repairs or other vehicle problems to the Director of Business & Finance or his/her designee immediately.
- 6. Employees should never leave the MFSAB unattended with the keys in the ignition or anywhere in the vehicle.
- 7. Employees are to ensure that they and all passenger(s) in a MFSAB wear seat belts at all times.
- 8. Employees may not operate the MFSAB under the influence of alcohol, illegal drugs, or any controlled substances (*Appendix A*).
- 9. Employees are prohibited from possessing any alcoholic containers, illegal drugs, or controlled substances in a MFSAB (*Appendix A*).
- 10. Employees operating a MFSAB must maintain a valid motor vehicle license issued by the Commonwealth of Massachusetts or the state of their current residence.
- 11. Employees operating a MFSAB shall obey all applicable traffic and parking regulations, ordinances, and laws.
- 12. Employees who incur parking or other fines/citations while operating a MFSAB will be personally responsible for payment of such fines/citations, unless payment of such fine/citation is approved by the Superintendent.
- 13. Employees who are issued citations for any offense while operating or using a MFSAB must notify the Director of Business & Finance or his/her designee immediately, when practicable, but in no case later than 24 hours after the issuance of a citation.
- 14. An employee who is operating a MFSAB and who is arrested for or charged with a motor vehicle offense for which punishment includes suspension or revocation of a motor vehicle license, must notify his or her Supervisor immediately, when practicable, but in no case later than 24 hours after such arrest or charge has occurred. The Supervisor must notify the Director of Business & Finance or his/her designee.
- 15. Beverages containing alcohol, any tobacco product including vapor/E-cigarettes, marijuana, steroids or any controlled substance are not permitted in a MFSAB in accordance with the District Policy (*Appendix A*).

VI. CELLULAR PHONES AND HANDHELD ELECTRONIC DEVICES

Drivers are expected to comply with all state and federal laws in regards to the use of cellular phones and handheld electronic devices while operating the MFSAB.

VII. VEHICLE ACCIDENTS

When an employee using a MFSAB is involved in a motor vehicle accident, the operator must:

- 1. Stop the vehicle.
- 2. Immediately check to ensure that passengers are unharmed.
- 3. Obtain the following information:
 - a. Name(s) and address(es) of the other driver(s);
 - b. Driver's license number(s) of the other driver(s);
 - c. Name(s) and address(es) of the owner(s); if different from the driver,
 - d. Registration number(s) of the other vehicle(s) involved;
 - e. Name(s) and address(es) of other driver(s) insurance company(ies); and,
 - f. Name(s) and address(es) of any witness(es) to the accident.
- 4. Immediately report details to the Superintendent's Office and the Director of Business and Finance or his/her designee.
- 5. The local or state police must be called to the scene for <u>any</u> accident (minor or major) involving the MFSAB.
- 6. Do not move the vehicle until authorized by the police.
- Unless an injury prevents the operator from doing so, he/she must fill out a Vehicle Crash Operator Report within 48 hours of the accident and submit it to the Business Office. Blank copies are available in the vehicle and/or the Business Office (*Appendix B*).
- 8. Take accident photos of all vehicles and property involved in an accident.

VIII. SPECIAL CIRCUMSTANCES

These procedures are intended to provide a basic framework governing the use of the MFSAB in the District and as such cannot contain procedures governing every situation that may arise. Employees seeking clarification should contact the Director of Business & Finance or his/her designee. Exemptions from certain provisions of these procedures may be authorized by the Superintendent.

IX. DISCIPLINE

Failure to comply with any and all applicable provisions of these procedures may result in disciplinary action up to and including suspension or removal of vehicle privileges, suspension and/or termination of employment (*Appendix A*).

X. PRE-TRIP AND POST-TRIP INSPECTION

All operators are required to complete a daily pre-trip and post-trip inspection of the vehicle to ensure safe operation. Pre-trip and post-trip reports must be recorded, and a copy must be present with the operator during daily operation. Operators must immediately notify the Director of Business & Finance or his/her designee of any defects. Be sure to check for any pupils or personal items left on the vehicle. At the end of the trip, all windows are to be closed, back door, and driver's door must be locked, and trash is to be removed by the operator (*Appendix C*).

XI. FUEL

Fuel for the MFSAB shall be supplied by the Town's fuel tank located at the Chelmsford Police station by the Director of Facilities or his/her designee. If the MFSAB needs to be refueled on a trip, keep a copy of the receipt and follow the Expense Reimbursement policy *(Appendix A).* The MFSAB requires unleaded gasoline.

XII. TRANSPORTING STUDENTS

- 1. Drivers are prohibited from: smoking/tobacco products including vapor/E-cigarettes, marijuana, steroids or any controlled substance, consuming alcoholic beverages, or any other activity that may interfere with the safe operation of the vehicle (*Appendix A*).
- 2. The MFSAB will not start unless the back door has been unlocked. Doors should be firmly closed when transporting students or staff.
- 3. Drivers should assist pupils who require assistance when entering and exiting the vehicle.
- 4. The operator must always wear a seat belt during vehicle operation and all passengers must be properly restrained as set forth in M.G.L. c. 90, Sec. 7AA and Sec. 13A (*Appendix D*).
- 5. The driver must not leave the vehicle unattended while pupils are in the vehicle. This does not apply when a driver leaves the vehicle to assist pupils in entering and exiting the vehicle.
- 6. If the driver must leave the vehicle to assist a pupil, first secure the emergency brake, shut off the engine, and remove the ignition key.
- 7. Only the driver may occupy the driver's seat.
- 8. The driver is expected to maintain order. If a pupil presents a disciplinary problem, the pupil should be reported to the appropriate authorities according to procedures established by the District (*Appendix A*).

XIII. MFSAB SPECIFICATIONS

Refer to the owner's manual (*located in the vehicle*) regarding specifications for the MFSAB including the height of the MFSAB.

XIV. RESERVING THE MFSAB

- 1. Visit the CPS website <u>www.chelmsford.k12.ma.us.</u>
- 2. Read the MFSAB Procedure Manual.
- 3. Watch the video entitled "Multi-Function School Activity Bus Operation."
- 4. Fill out the google reservation form: requests should be made 2 weeks in advance.
- 5. Sign the "Procedure & Training Acknowledgement" form.
- 6. Send the acknowledgement form and a copy of your driver's license to the Athletic Department for processing.
- 7. Confirmation of reservation will be emailed.
- 8. MFSAB to be picked up/returned to Chelmsford High School, 200 Richardson Road, North Chelmsford, MA in the Athletic Department.
- 9. Pre-Trip and Post-Trip Inspection logs are <u>required</u> to be completed and left in the vehicle binder.

XV. APPENDIX

- A. School Committee Policy & Employee Handbook Policy
 - 1. DKC: Expense Reimbursements
 - 2. GBEA: Staff Ethics/Conflict of Interest
 - 3. GBEC: Drug-Free Workplace
 - 4. GBED: Tobacco Use on School Property by Staff Members Prohibited
 - 5. JIC: Student Discipline
 - 6. Handbook Section IV: Workplace drug, tobacco, alcohol and weapon prohibitions
 - 7. Handbook Section V: Disciplinary Actions for Unacceptable Activities
- B. Commonwealth of Massachusetts Crash Operator Report
- C. Pre-Trip and Post-Trip Inspection Log
- D. M.G.L. c. 90, Sec. 7AA & Sec. 13A
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Appendix A

School Committee Policy & Employee Handbook Policy

- 1. DKC: Expense Reimbursements
- 2. GBEA: Staff Ethics/Conflict of Interest
- 3. GBEC: Drug-Free Workplace
- 4. GBED: Tobacco Use on School Property by Staff Members Prohibited
- 5. JIC: Student Discipline
- 6. Handbook Section IV: Workplace drug, tobacco, alcohol and weapon prohibitions
- 7. Handbook Section V: Disciplinary Actions for Unacceptable Activities

- Chelmsford Online
 Policy Manual
 - SCHOOL COMMITTEE POLIÇY MANUAL
 - SECTION A -FOUNDATIONS AND BASIC COMMITMENTS
 - SECTION B BOARD GOVERNANCE AND OPERATIONS
 - SECTION C GENERAL SCHOOL
 ADMINISTRATION
 - SECTION D FISCAL MANAGEMENT
 - File: DA FISCAL
 MANAGEMENT
 GOALS
 - File: DB ANNUAL
 BUDGET
 - File: DBC -BUDGET PLANNING
 - File: DBF PUBLIC
 HEARING ON THE
 BUDGET
 - File: DBG BUDGET
 ADOPTION
 PROCEDURES
 - File: DBJ BUDGET
 TRANSFER
 AUTHORITY
 - File: DD FUNDING
 PROPOSALS AND
 APPLICATIONS
 - G File: DGA -AUTHORIZED SIGNATURES
 - File: DH BONDED
 EMPLOYEES AND
 OFFICERS
 - File: DI FISCAL ACCOUNTING AND REPORTING
 - File: DIE AUDITS
 - File: DJ -PURCHASING
 - File: DJA -PURCHASING AUTHORITY
 - File: DJE -PROCUREMENT REQUIREMENTS

G File: DKC - EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate regularly approved by the IRS.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

LEGAL REFS.: M.G.L. 40:5; 44:58

CUNTRACT

- File: CBI -EVALUATION OF THE SUPERINTENDENT
- File: CCB LINE AND STAFF RELATIONS
- File: CE ADMINISTRATIVE
 COUNCILS,
 CABINETS, AND
 COMMITTEES
- File: CH POLICY
 IMPLEMENTATION
- File: CHA DEVELOPMENT
 OF PROCEDURES
- File: CHB REVIEW OF
 PROCEDURES
- File: CHCA APPROVAL OF
 HANDBOOKS
 AND DIRECTIVES
- File: CHCA-E -APPROVAL OF HANDBOOKS AND DIRECTIVES
- File: CHD ADMINISTRATION
 IN POLICY
 ABSENCE
- File: CL -ADMINISTRATIVE REPORTS
- File: CM SCHOOL
 DISTRICT
 ANNUAL REPORT
- File: CN SCHOOL
 DISTRICT LONG
 RANGE
 PLANNING
- SECTION D FISCAL MANAGEMENT
- SECTION E SUPPORT SERVICES
- SECTION F FACILITIES
 DEVELOPMENT
- SECTION G PERSONNEL
 - File: GA PERSONNEL
 - File: GBA EQUAL EMPLOYMENT OPPORTUNITY
 - CREA -

6 File: GBEA - STAFF ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

Every two years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the Municipal or District Clerk through the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Municipal or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

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 - SECTION D FISCAL
 - SECTION E -SUPPORT SERVICES
 - SECTION F -FACILITIES DEVELOPMENT
 - SECTION G -PERSONNEL
 - SECTION H -NEGOTIATIONS
 - SECTION I -INSTRUCTION
 - SECTION J -STUDENTS
 - File: JB EQUAL EDUCATIONAL OPPORTUNITIES
 - File: JC ATTENDANCE
 AREAS
 - File: JCA ASSIGNMENT OF
 STUDENTS TO
 SCHOOLS
 - File: JEB ENTRANCE AGE /
 MANDATORY
 ADMISSIONS
 - File: JF SCHOOL ADMISSIONS
 - File: JFAA/JFABD
 STUDENT
 RESIDENCY
 - File: JFABC -ADMISSION OF TRANSFER STUDENTS
 - File: JFABD HOMELESS
 STUDENTS:
 ENROLLMENT
 RIGHTS AND

G File: GBEC - DRUG-FREE WORKPLACE

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.

2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.

3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.

4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.

6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS .: The Drug-Free Workplace Act of 1988

CROSS REFS .: IHAMB, Teaching about Drugs, Alcohol, and Tobacco

JICH, Drug and Alcohol Use by Students

- Chelmsford Online Policy Manual
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- SECTION F -FACILITIES
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- SECTION G PERSONNEL
- SECTION H NEGOTIATIONS
- SECTION I -INSTRUCTION
- SECTION J STUDENTS
 - File: JB EQUAL
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 OPPORTUNITIES
 - File: JC ATTENDANCE
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 - File: JCA ASSIGNMENT OF
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 - File: JF SCHOOL
 ADMISSIONS
 - File: JFAA/JFABD
 STUDENT
 RESIDENCY
 - File: JFABC ADMISSION OF
 TRANSFER
 STUDENTS
 - File: JFABD -HOMELESS
 STUDENTS:
 ENROLLMENT
 RIGHTS AND

🙊 File: GBED - TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.

Staff members who violate this policy will be referred to their immediate supervisor.

LEGAL REF.: M.G.L. <u>71:37H</u>

CROSS REFS .: ADC, Tobacco Products on School Premises Prohibited

JJCH, Alcohol, Tobacco and Drug Use by Students Prohibited

EDUCATIONAL OPPORTUNITIES

- File: JC -ATTENDANCE AREAS
- File: JCA ASSIGNMENT OF
 STUDENTS TO
 SCHOOLS
- File: JEB ENTRANCE AGE /
 MANDATORY
 ADMISSIONS
- File: JF SCHOOL ADMISSIONS
- File: JFAA/JFABD
 STUDENT
 RESIDENCY
- File: JFABC ADMISSION OF
 TRANSFER
 STUDENTS
- File: JFABD -HOMELESS
 STUDENTS:
 ENROLLMENT
 RIGHTS AND
 SERVICES
- File: JFABE EDUCATIONAL
 OPPORTUNITIES
 FOR MILITARY
 CHILDREN
- File: JFABF EDUCATIONAL
 OPPORTUNITIES
 FOR CHILDREN IN
 FOSTER CARE
- File: JFBB -SCHOOL CHOICE
- File: JH STUDENT
 ABSENCES AND
 EXCUSES
- File: JHCBA RELIGIOUS
 HOLIDAYS
- File: JHD EXCLUSIONS AND
 EXEMPTIONS
 FROM SCHOOL
 ATTENDANCE
- File: JI STUDENT RIGHTS AND RESPONSIBILITIES
- File: JIB -STUDENT INVOLVEMENT IN DECISION-

😧 <u>File</u>: JIC - STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which

Chelmsford Public Schools Employee Handbook Section IV

Workplace drug, tobacco, alcohol and weapon prohibitions

The use or possession of any controlled substance, including alcohol (except for medications prescribed by a physician) in any quantity, the sale of any controlled substance in any quantity, or the unauthorized possession of dangerous weapons, firearms, or explosives while at work or on School Department property, or being intoxicated or under the influence of alcohol or drugs while on duty is strictly prohibited and is grounds for disciplinary action up to and including termination. Any employee convicted or found guilty of a criminal offense involving a controlled substance or alcohol is subject to disciplinary action, up to and including termination, regardless of whether the offense was on school property or during working hours.

Additionally, as the Chelmsford Public Schools is a drug free workplace the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and the educational environment and is grounds for disciplinary action up to and including termination.

Smoking or the use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds, on school buses or within twenty (20) feet of any School Department building by any individual, including school personnel, is prohibited by law (M.G.L., Chapter 71, Section 37H) and is strictly enforced. Failure to adhere to this policy will result in disciplinary action, up to and including termination.

For additional School Committee policies on these topics see the following links:

Substance Free Workplace Smoking Tobacco-Free Environment

Chelmsford Public Schools Employee Handbook Section V

Disciplinary Actions for Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the School Department. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor or Human Resources for an explanation.

We list these standards for the guidance of all employees and supervisors. It is not an exhaustive list. We do not expect anyone to engage in these activities, but we believe everyone is served by our being clear as to what is not acceptable.

Violations Which May Result in Serious Discipline up to and Including Dismissal. Any Discipline is Subject to Applicable Collective Bargaining Agreements and/or Statutes.

Occurrences of any of the following violations, because of their seriousness, may result in dismissal without prior disciplinary action. This list is not exhaustive:

- 1. Willful violation of any Chelmsford Public Schools rules; deliberate action that is extreme in nature and is obviously detrimental to the School Department's efforts to provide services effectively and efficiently.
- 2. Negligence or any careless action which endangers the life or safety of another person or student.
- 3. Willful violation of security or safety rules or failure to observe safety rules or School Department safety practices; failure to wear required safety equipment; tampering with School Department equipment or safety equipment.
- 4. Being intoxicated or under the influence of controlled substance drugs while at work; use, possession or sale of any controlled substance or alcohol, in any quantity while on School Department property except for medications prescribed by a physician which do not impair work performance.
- 5. Unauthorized possession of dangerous weapons, firearms, or explosives on School Department property or while on duty.
- 6. Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on School Department premises or when representing the School Department; fighting, provoking a fight on School Department property; or damage of property. The School Department regards fighting as a very serious offense. If confronted by another employee or member of the public, we expect you to retreat, and not escalate the situation or retaliate.
- 7. Insubordination or refusing to obey instructions properly issued by the District/your supervisor pertaining to your work.
- 8. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of School Department property, or the property of fellow employees, members of the public, vendors, or visitors in any manner.
- 9. Theft of School Department property or the property of fellow employees; unauthorized possession or removal of any School Department property (e.g., documents, curriculum, school materials, etc.), from the premises without prior permission from management; unauthorized use of School Department

equipment or property for personal reasons; using School Department equipment for profit.

- 10. Willful falsification or misrepresentation on your application for employment; other work records; sick or personal leave; falsifying the reason for a leave of absence or other information about the School Department; intentionally and willfully misrepresenting information about the School Department or its employees; failing to tell the truth during the course of a School Department investigation or inquiry; alteration of School Department records or other School Department documents.
- 11. Violating the privacy of others by releasing confidential or protected information to outside individuals, organizations, or to unauthorized School Department employees; breach of confidentiality of personnel or personal information of another employee on the job.
- 12. Engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- 13. Inappropriate conduct or indecency while on duty or while on School Department property.
- 14. Violations of the conflict of interest statute, including but not limited to seeking unwarranted gain or exemptions for yourself or others.
- 15. Threatening, intimidating, harassing or coercing fellow employees, students, or members of the public; interfering with another employee on the job; using obscene or abusive language towards another employee, student or member of the public; threatening or employing physical violence towards another employee, student, or member of the public.
- 16. Egregious off duty conduct and/or conduct that undermines the confidence of the public in the School Department's capacity to fulfill its functions to the public in a fair, safe, and effective manner.

Appendix B

Commonwealth of Massachusetts Motor Vehicle Crash Operator Report



Commonwealth of Massachusetts Motor Vehicle Crash Operator Report

When Must a Crash Report be filed with the Registrar?

M.G.L. Chapter 90, Section 26 requires a person who was operating a motor vehicle involved in a crash in which (i) any person was killed or (ii) injured or (iii) in which there was damage in excess of \$1,000 to any one vehicle or other property, to complete and file a *Crash Operator Report* with the Registrar within five (5) days after such crash (unless the person is physically incapable of doing so due to incapacity). The person completing the report must also send a copy of the report to the police department having jurisdiction on the way where the crash occurred. If the operator is incapacitated but is not the vehicle's owner, the owner is required to file the crash report within the five (5) days based on his/her knowledge and information obtained about the crash. The Registrar may require the owner or operator to supplement the report and he/she can revoke or suspend the license of any person violating any provision of this legal requirement. A police department is required to accept a report filed by an owner or operator whose vehicle has been damaged in a crash in which another person unlawfully left the scene even if damage to the vehicle does not exceed \$1,000.

How To Complete This Form

Please carefully complete all sections of this form that apply to your crash, circling the answer where appropriate. Illegible reports will be returned to you.

Section A: Crash Location

- Provide the city/town where the crash occurred, the date and time of the crash, and the number of vehicles involved.
- Complete section A1 or A2.
- Use official names of all locations, streets and landmarks.
- Use street name <u>and</u> route #, if applicable.
- Be as precise as possible when describing the location.
- Provide enough information to locate the crash to a specific point, not just a street or roadway.

Section B: Vehicle You Were Driving

- Provide information on your license and the vehicle you were driving.
- Use the codes provided to indicate the cause of the crash.

Section C: You and Your Passengers

- Provide information on you and your passengers at the time of the crash.
- Use the codes provided to indicate occupant information.

Section D: Other Vehicles Involved in the Crash

- Provide information on the other vehicle(s) and operator(s) involved in the crash.
- If more than one vehicle involved, please use additional form completing Section D only.

Section E: Non-Motorist(s) Involved

- Provide information on the non-motorist(s) involved in the crash.
- If more than one non-motorist involved, please use additional form completing Section E only.

Section F: Crash Conditions

• Use the codes provided to indicate the conditions at the time of the crash.

Section G: Crash Diagram

- Draw a diagram of how the crash occurred.
- On the diagram, Vehicle 1 represents your vehicle.

Section H: Witness Information

List all the people who saw the crash but were not involved.

Section I: Property Damage Information

Indicate all non-vehicular property that was damaged in the crash.

Section J: Description of What Happened

 Describe the crash including events prior to the crash for your vehicles and all other vehicles.

Section K: Signature

 Please sign and print your name and indicate the date you completed the form.

Where to send completed reports:

- □ Mail or deliver one copy to the local police department or state police in the city or town where the crash occurred.
- □ Mail one copy to your Insurance Company.
- □ Mail one copy to the RMV at the following address:

Crash Records Registry of Motor Vehicles P.O. Box 55889 Boston, MA 02205-5889

		Sa	vtion	A: Crash Locatio) n		
City/Town Where Crash Oc	curred	Sec		ate of Crash	Ti	ne of Crash	# Vehicles
Please complete Section A1	or A2 below to indicate the lo	ocation of th	e crash.			: AMP	
If you need additional space	to describe the crash location,	please use	Section	J on the last page of this form.			<u>na seran di serangan</u>
	ete this Section if the cras on of two or more streets:	h	<u>or</u>	SECTION A2: Completintersection:	te this Section	on if the crash did <u>N</u> (<u>DT</u> occur at an
	he route or roadway where when the crash occurred:	e you		Step 1: Please indicate the	route, road	way and address who	ere the crash occurred:
were nuvering	then the crush occurred			The crash occurred on Route	#:	at Street or Address N	umber:
Route#	Name of Roadway/Street	t		on the Street/Roadway know	n as:		
	ame (or names) of the inte	rsecting		Step 2: Please provide as n			
streets?				The crash occurred	•	nber of feet) tion as N/S/E/W)	feet
Route#	Name of Roadway/Street	t		a) Mile Marker nur		(1011 as 14/3/12/ w)	01
Router	Traile of Roadway/Biroo			OR: b) Exit Number			
Route#	Name of Roadway/Street	t		OR: c) Intersecting Stre	et/Roadway	Route# N	ame of Roadway/Street
	· · · · · · · · · · · · · · · · · · ·			OR: d) Landmark			
		Section	B: \	Vehicle You Were D	Priving		
Number of occupants in v	chicle (including yourself):		w	/as vehicle damage above \$100			
Driver's License Number	License State Date of	of Birth Ag		License Class DAB M Unknown	_C Commerce H_Haz		hk vehicles P_Passenger
Your Full Name (Last, First	, Middle)	Street A			City/Town		hk and Hazardous transport State Zip
							1
Insurance Company		Vehicl	e Reg	gistration # Reg. Type	Reg. State	Vehicle Year	Vehicle Make
 Passenger car Light truck (van, mini-v pick-up, sport utility) Motorcycle 	6 Single-unit truck (2 a 7 Single-unit truck (3 o	rs) axles)	9 10	Truck tractor (bobtail) 1 0 Tractor/semi-trailer 1 1 Tractor/doubles 1	2 Tractor/trip 3 Unknown 4 Motor hom	heavy truck e/recreational vehicle	97 Other 99 Unknown
Full Name of Vehicle Ow	ner (Last, First, Middle)			Street Address		City/Town	State Zip
	What Was Your Vehicle I	Doing Prio	r to the	e Crash?			
Vehicle Travel Direction	1 Travelling straight ahead		Furning			10 Backing	97 Other
NSEW	 Slowing or stopped Turning right 		-	ng lanes 8 Making U-t g traffic lane 9 Overtaking/		11 Parked	99 Unknown
					n an bhir an Sharasan An an Chailte		
Please Indicate the Sequ				Vehicle by writing the corres			
What happened first?	What happened 2 nd ((if applical	ble)?	What happened 3	i rd (if applica	ible)? What I	happened 4 th (if applicable)?
Collision with1Motor vehicle in traff2Parked motor vehicle3Pedestrian4Cyclist5Animal- deer6Animal- other7Moped8Work zone maintenan9Railway vehicle (train10Other movable object11Unknown movable object21Tree22Utility pole	24 25 26 27 28 29 30 ce equipment 31 , engine) 32	Guardrail Median ba Ditch Embankm Highway Overhead Fence Mailbox Crash cus Bridge Bridge ov	arrier ent/Slop traffic s sign su hion/In erhead d objec	pport npact attenuator structure tt (wall, building, tunnel)	40 41 42 43 44 45 46 47 48 49 50 51 51 52 97	Collision Ran off road right Ran off road left Cross median/centerlin Overturn/rollover Equipment failure (blo Fire/explosion Immersion Jackknife Cargo/equipment loss of Separation of units Downhill runaway Other non-collision Unknown non-collision Other Unknown	wn tire, brakes, etc) or shift
				Vehicle Damaged Are	a 2		4 0 None 10 Undercarriage
Was your Vehicle Towed Fro	m the Scene Due to Damage?	Yes	_No	(circle up to three)	1		5 11 Totaled 97 Other 6 99 Unknown

dinizan itala a malakani. Marakana da Karata da Kimini da karatiki karatiki karatika kada karatika taka a da b

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	Sontic	n C: You an	d Vour I	Daccon	ar	9						
Please provide the full name, address, and D	OB or Age for all passen	gers in your vehicle.	Then write the	correspond	ding c	ode in	each of	the box	kes for	r each o	ccupant	of the vehicle
(yourself and all passengers). A list of the	possible codes is provide	at the bottom of thi	s section.	Date of	Sex	A	BC		E		э н	Name of
Delas (Caracitante de const				Birth/Age	M/F						_	Medical Facility
Driver (See previous page)												
								_				
Name of Passenger 1 (Last, First, Middle)		Address		4								
	City/Town	State	Zip									
Name of Passenger 2 (Last, First, Middle)												
	City/Town	Address	Zip	-								
Name of Passenger 3 (Last, First, Middle)		State	21p									
		Address	~]								
A. Seating Position	City/Town	State	Zip B. Safety	System U	sed		Air Ba	j g Statu		. Air I	ag Sw	itch
1 Front seat - left side (or motorcycle drive		-	0 None u	sed		1	Deploy	ed-fror	nt 1	Swite	h in ON	osition
 Front seat - middle Front seat - right side 	10 Sleeper sect 11 Enclosed p		1 Shoulde 2 Lap bel	er and lap	belt	2	Deploy Deploy					F position itch not present
4 Second seat - left side (or motorcycle par	•	0		er belt onl	у	J	front a					switch is present
5 Second seat - middle6 Second seat - right side	13 Trailing uni 14 Riding on v	ehicle exterior		afety seat		4	Not de			9 Unkn	own	
6 Second seat - right side7 Third row - left side (or motorcycle passe	5		5 Helmet 99 Unknov			5 99	Not ap Unkno					
8 Third row - middle	99 Unknown	G. Injured?					l. Tran	nest-1		Modiar	Cove	L.A.F.N.
E. Ejected From Vehicle?F. Trapped?0Not ejected00Not trapped	d	1 Fatal injury				1	Not tr	ansport	ed		97	Other
	nechanical means ion-mechanical means	Non-fatal injury: 2 Incapacitating		5 No inj	ury	2		emerge	ency s	ervice)	99	Unknown
3 Not applicable 99 Unknown	ion-meenanear means	3 Non-incapacita	ating	99 Unkno	wn		1 01100					
99 Unknown	Section D: C	4 Possible	e(s) Invo	lved ir	n th	e C	rash					
Number of occupants in the Vehicle:	Number of injured	occupante:	Was Vehicle D	amaga	Yes	No		d? _Y	es	No H	it and H	Run? _Yes _No
Driver's License Number		irth Age Sex	above \$1000? License Cl			Comme	rcial Driv azardous	er's Lic	ense E N	Indorsem Tank y	ents vehicles	P Passenger
		MF		Jnknown]	r <u> </u>	oubles/Tr	iples	<u>x</u> _	_ Tank a	nd Haza State	rdous transport Zip
Full Name of Vehicle Driver (Last, Fir	st, Middle)	eet Address			City	/Town					State	Σιμ
Insurance Company	v	chicle Registration	1 # Re	g. Туре	Re	g. Stat	e V	ehicle Y	/ear	V	ehicle N	lake
Indicate type of vehicle												
8	(15 or more passengers) (7-15 passengers)	8 Truck/ 9 Truck	trailer tractor (bobtai			or/tripl own he	es avy truc	k		97 Oth 99 Unl		
pick-up, sport utility) 6 Sin	gle-unit truck (2 axles)	10 Tractor	/semi-trailer		Motor	home	/recreation	onal vel	hicle			
3 Motorcycle 7 Sin Full Name of Vehicle Owner (Last, First	gle-unit truck (3 or more Middle)	axles) 11 Tractor	Street Add	ress			City	/Town			State	Zip
	(madio)											
Vehicle Travel What Was the Vehicle D Direction	oing Prior to the Crash	?					Vehic 2	le Dam	aged . 3	Area (ci 4	rcle up	to three) 0 None
1 Travelling straight ahea		7 Leaving traffic		0	7 Oth		1,(\mathbb{T}	5		10 Undercarriage 11 Totaled
NS 2 Slowing or stopped EW 3 Turning right	5 Changing lanes 6 Entering traffic la	8 Making U-turn e 9 Overtaking/pa		rked 99	∂ Un	known			Ťγ	\int_{6}^{6}		97 Other 99 Unknown
o running ingin	Section E: N			lved in	th	e Ci	ash		i.			
Indicate the type of non-motorist involved		1 Pedestrian	2 Cycli		3 Ska			Other		99	Unknov	vn
What was the non-motorist doing prio			Where was									
 Entering or crossing location Walking, running, or cycling 	6 Working on vehic 7 Standing	le	1 Marked cr 2 At interse						ledian sland	ı (but no	ot on sh	oulder)
3 Working	97 Other		3 Non-inters 4 In roadwa		sswal	k			hould idewa			
4 Pushing vehicle5 Approaching or leaving vehicle	99 Unknown		4 In roadwa 5 Not in roa	•				10 S	hared	-use pat	h or tra	ils
	of Non-Motorist (Las	First Middle) St	Teet Address						Inkno Town		s	tate Zip
Date of Birth/Age Sex Full Name	or non-motorist (1988	, ,										F
Safety Equipment?		Injured?					Transp			edical C		07 Other
0 None used 6 Helmet	9 Lighting 10 Other	1 Fatal injury Non-fatal injury:					1 Not 2 EMS	(emerg		service		99 Unknown
7 Protective pads (elbows, knees, etc.)	99 Unknown	2 Incapacitating		No injur			3 Polic				. IT. 1	-10M-alter 1 17314
8 Reflective clothing		3 Non-incapacit 4 Possible	tating 9	9 Unknow	m		If trans	ported,	please	e indicat	e Hospi	al/Medical Facility:

			Section F: Cr	nsh Co	nditions		
Light Conditions 1 Daylight 2 Dawn 3 Dusk 4 Dark - lighted roadway 5 Dark - roadway not lighted 6 Dark - unknown roadway lighting 97 Other 99 Unknown	Weather Conditi 1 Clear 2 Cloudy 3 Rain 4 Snow 5 Sleet, hail, f 6 Fog, smog, 7 Severe cros 8 Blowing sar 97 Other 99 Unknown	reezing rain smoke swinds	Traffic Control Devic 1 No controls 2 Stop signs 3 Traffic control sign 4 Flashing traffic con 5 Yield signs 6 School zone signs 7 Warning signs 8 Railroad crossing d 99 Unknown	e al trol signal	Was the traffic control device functioning at the time of the crash?	Road Surface 1 Dry 2 Wet 3 Snow 4 Ice 5 Sand, mud, dirt, oil, gr 6 Water (standing, movie 7 Slush 97 Other 99 Unknown	ng) 4 Y-intersection 5 On ramp 6 Off ramp 7 Traffic circle
Trafficway Description 1 Two-way, not divided 2 Two-way, divided, unpr 3 Two-way, divided, prote 4 One-way, not divided 99 Unknown		School Bus Related? 1Yes 2No	Work Zone Related? 1Yes 2No	1 Single 2 Rear-0 3 Angle 4 Sidesy			 8 Five-point or more 9 Driveway 10 Railway grade crossing 99 Unknown
			Section G: C	rash D	iagram		· · · · ·
			Section G. C			PI	ease draw a diagram of the
Indicate North by Arrow							adway or streets where the crash curred, indicating the vehicles volved and direction of travel ing the following symbols:
						Se	 Vehicle 2 Pedestrian/Non-motorist North
							blic way: Off-street parking lot Garage Mall/shopping center Other private way
	C 1 B)		Section H: With	ness In	formation		Phone
Witness Name (Last, First, M	IIddle) A	Address					Phone
· · · · · · · · · · · · · · · · · · ·							
	See4:	. I. Duono	utu Domogo In	foundation	an (Othan t	han Vahiolog)	
Owner Name (Last, First, Mi		n I: Prope	erty Damage In	Iormau	Phone	Property and Damag	e Description
		Sectio	on J: Descriptio	n of W	hat Happer	red	
					<u> </u>		
							
		- <u>.</u>					
			Section K	: Signa	ture		
"Signed under Pains and P	enalties of Perjury	7 ³⁹	Print			Date	

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Appendix C

Pre-Trip and Post-Trip Inspection Log

Chelmsford Public Schools

Multi-Function School Activity Bus (MFSAB) Daily Pre-Trip/ Post-Trip Inspection Log

Check that the following required equipment and vehicle components are present and in proper working order to ensure safe operation of the vehicle. (Operators should immediately notify the school district of any defects)

	v - r ³ -		Pre	-Trip	Post-Trip
1	Wheels and	Tires			
2	Lighting Dev				
	88 a.	Headlights (upper and lower beams)			
	b.	Directionals (front and rear)			
	с.	Brake Lights			
	d.	Reverse lights			
	e.	Four-way flashers			
	f.	License Plate Light			
3	Brakes				
4	Mirrors				
5	Steering Wh	eel			
6	Exhaust				
7	Check Gaug	es/Fluid Leaks			
8	Doors - Fror	nt and Rear Door/Buzzer			
9	Windows				
10	Windshield	Wipers and Washer Fluid			
11	Horn				ļ
12	Interior of V	'ehicle			ļ
	a.	Seatbelts			
	b.	Child Seats/Booster Seats (if necessary)			
	С.	Door warning device			
	d.	Clean Interior	L		
13		Defroster/Air Conditioner			
14	-				
15	Front and R			<u>. </u>	
16		pection sticker			
17	Safety Equi	oment (located behind driver)			
	а.	2 chock blocks			
	b.	First Aid Kit			<u> </u>
	с.	Body Fluid Kit			
	d.	3 Flares or safety triangles (red box)			
	e.	Fire Extinguisher (in front of glove box)			<u> </u>
	Odometer F				<u></u>
19		nk if necessary What is the fuel level?			<u> </u>
20	Windows cl	osed, doors locked, trash removed			

Comments/Concerns:

Signature of Operator:

Print Name:

Please leave completed form in the binder located in the glovebox.

Appendix D

18. E. J

M.G.L. c. 90, Sec. 7AA & Sec. 13A Passenger Restraints & Seatbelts

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XIV	PUBLIC WAYS AND WORKS
Chapter 90	MOTOR VEHICLES AND AIRCRAFT
Section 7AA	CHILD PASSENGER RESTRAINTS; FINE; VIOLATION AS EVIDENCE IN CIVIL ACTION

Section 7AA. A passenger in a motor vehicle on any way who is under the age of 8 shall be fastened and secured by a child passenger restraint, unless such passenger measures more than 57 inches in height. The child passenger restraint shall be properly fastened and secured according to the manufacturer's instructions.

Unless required to be properly fastened and secured by a child passenger restraint under the preceding paragraph, a passenger in a motor vehicle on any way that is under the age of 13 shall wear a safety belt which is properly adjusted and fastened according to the manufacturer's instructions.

The provisions of this section shall not apply to any such child who is: (1) riding as a passenger in a school bus; (2) riding as a passenger in a motor vehicle made before July first, nineteen hundred and sixty-six, that is not equipped with safety belts; (3) physically unable to use either a conventional child passenger restraint or a child restraint specifically designed for children with special needs; provided, however, that such condition is duly certified in writing by a physician who shall state the nature of the disability as well as the reasons such restraints are inappropriate; provided, further, that no such certifying physician shall be subject to liability in a civil action for the issuance of or for the failure to issue such certificate. An operator of a motor vehicle who violates the provisions of this section shall be subject to a fine of not more than twenty-five dollars; provided, however, that said twenty-five dollar fine shall not apply to an operator of a motor vehicle licensed as a taxi cab not equipped with a child passenger restraint device.

A violation of this section shall not be used as evidence of contributory negligence in any civil action.

A person who receives a citation for a violation of any of the provisions of this section may contest such citation pursuant to section three of chapter ninety C. A violation of this section shall not be deemed to be a conviction of a moving violation of the motor vehicle laws for the purpose of determining surcharges on motor vehicle premiums pursuant to section one hundred and thirteen B of chapter one hundred and seventy-five.

Part IADMINISTRATION OF THE GOVERNMENTTitle XIVPUBLIC WAYS AND WORKSChapter 90MOTOR VEHICLES AND AIRCRAFTSectionSEAT BELT USE REQUIRED; EXEMPTIONS; PENALTY13AImage: Comparison of the section of the secti

Section 13A. No person shall operate a private passenger motor vehicle or ride in a private passenger motor vehicle, a vanpool vehicle or truck under eighteen thousand pounds on any way unless such person is wearing a safety belt which is properly adjusted and fastened; provided, however, that this provision shall not apply to:

(a) any child less than twelve years of age who is subject to the provisions of section seven AA;

(b) any person riding in a motor vehicle manufactured before July first, nineteen hundred and sixty-six;

(c) any person who is physically unable to use safety belts; provided, however, that such condition is duly certified by a physician who shall state the nature of the handicap, as well as the reasons such restraint is inappropriate; provided, further, that no such physician shall be subject to liability in any civil action for the issuance or for the failure to issue such certificate; (d) any rural carrier of the United States Postal Service operating a motor vehicle while in the performance of his duties; provided, however, that such rural mail carrier shall be subject to department regulations regarding the use of safety belts or occupant crash protection devices;

(e) anyone involved in the operation of taxis, liveries, tractors, trucks with gross weight of eighteen thousand pounds or over, buses, and passengers of authorized emergency vehicles.

(f) the side facing seat on which the factory did not install a seat belt in any car owned for the purpose of antique collection.

Any person who operates a motor vehicle without a safety belt, and any person sixteen years of age or over who rides as a passenger in a motor vehicle without wearing a safety belt in violation of this section, shall be subject to a fine of twenty-five dollars. Any operator of a motor vehicle shall be subject to an additional fine of twenty-five dollars for each person under the age of sixteen and no younger than twelve who is a passenger in said motor vehicle and not wearing a safety belt. The provisions of this section shall be enforced by law enforcement agencies only when an operator of a motor vehicle has been stopped for a violation of the motor vehicle laws or some other offense.

Any person who receives a citation for violating this section may contest such citation pursuant to section three of chapter ninety C. A violation of this section shall not be considered as a conviction of a moving violation of the motor vehicle laws for the purpose of determining surcharges on motor vehicle premiums pursuant to section one hundred and thirteen B of chapter one hundred and seventy-five. Appendix E

Procedure and Training Acknowledgement

CHELMSFORD PUBLIC SCHOOLS

Procedure and Training Acknowledgement

I acknowledge that I have received, read and understand the "Multi-Function School Activity Bus (MFSAB) Procedures" and successfully completed the training video.

By signing below, I confirm that I will abide by the expectations, rules and regulations stated within the aforementioned procedures.

Signature

Date

Job Position

Print Name in Full

Drivers License Number (Attach copy of your driver's license) State

Please submit completed form <u>AND</u> copy of driver's license to the Athletic Department. Reservation will <u>NOT</u> be confirmed until both have been received.

Appendix F

Google Reservation Instructions

CPS Website

Listed below are the procedures on the use of the Multi-Function School Activity Bus (MFSAB). All requests must be made at least <u>two weeks in advance.</u>

Chelmsford Public High School staff and other limited staff may use our new Multi-Function School Activity Bus (MFSAB) for field trips and events that require no more than fourteen (14) passengers plus one (1) driver. Listed below is some information you need to know before you can use the MFSAB. This includes the MFSAB procedure manual, inspection log, training video and how to reserve the MFSAB. The MFSAB may be reserved online. Reservations will not be confirmed until the signed Procedure & Training acknowledgement and a copy of the driver's license has been submitted to the Athletic Department. Keys may be picked up in the Athletic Department at 200 Richardson Road Chelmsford, MA 01824. Keys <u>will not</u> be released without a valid driver's license.

MFSAB Procedure Manual

MFSAB Pre-Trip and Post-Trip Inspection Log MFSAB Google Reservation Form Screenshots & Instructions MFSAB Google Reservation Form

The driver required training video is located on the internal Chelmsford Public Schools Staff internet page. The video is entitled "Multi-Function School Activity Bus Operation". Listed below is the link to the video.

MFSAB Multi-Function School Activity Bus Operation

If you have any questions, please contact Daniel Hart, Athletic Director at 978-251-5111 x 5627 or hartd@chelmsford.k12.ma.us

Please fill out the attacher	I form to secure the MFSAB for all proposed trips at least two weeks in
advance:	
* Required	
School Requestir	ng: *
Choose	
Department Requ	lesting: *
Your answer	
Team/Club Requ	esting: *
Your answer	
Date of Proposed	MFSAB use: *
MM DD YYYY	
/ / 2019	
Purpose: *	
Your answer	

• Fill out the following fields on the first page:

School: Choose from the drop-down box: Only CHS, Central Office and other are options Department: Type in the name (e.g. Athletics) Team/Club Requesting: Type in the Team/Club (e.g. Swimming)

Date of Proposed MFSAB: Type in the Date you need (e.g. 10/22/2019)

Purpose: Why do you need the bus? (e.g. Meet against Westford)

'our answer	
Contact Phone: *	
four answer	
Email Address (for reservation confirmation):	
'our answer	
Driver's Name: *	
'our answer	
Driver Training Completed (1 videos): *	
) Yes	
) No	
Secondary Staff Name, if applicable:	
'our answer	

Fill out the following fields on the first page:

Contact Name: Who should be contacted regarding reservation? Contact Phone: Best phone number if there are any questions Email Address: To receive the reservation confirmation Driver's Name: Who is driving? Driving Training Completed: Did they watch the video? Secondary Staff Name: Second name of coach/advisor (if applicable)

• Click on the "Next" button

- 199 P. L

	Function School Activity Bus
* Required	
Trip Detail	S
CAPACITY: 1 D	river, 14 passenger seats with Seat-belts
Number of	Student Riders: *
Your answer	
Number of	Teacher Riders: *
Day of the	Week Trip: *
O Monday	
🔿 Tuesday	
O Wednes	day
🔿 Thursda	y
O Friday	
O Saturday	,
O Sunday	

• Fill out the following fields on the second page:

Number of Student Riders: How many students will be on the bus? Number of Teacher Riders: How many other teachers/coaches? *(Do not include the Driver)* Day of the Week Trip: What day are you planning to use the bus?

	Bus Pick up time: *	
	Time	
	: AM 👓	
	Bus Return time: *	
	Time	
	: AM 77	
	Destination: *	
	Your answer	
	Address of Destination (include street and city/town): *	
1	Your answer	
	BACK NEXT	
-		

• Fill out the following fields on the second page:

Bus Pick up Time: What time are you picking up the MFSAB? Bus Return Time: What time are you returning the MFSAB? (approximate) Destination: Where are you going? (e.g. UMass Lowell) Address of Destination: (e.g. 220 Pawtucket Street Lowell, MA)

• Click on the "Next" button

Multi-Function School Activity Bus Request Form

Multi-Function School Activity Bus Request Form

Thank you for filling out the MFSAB request form someone will respond to your request as soon as possible. Please make certain you have a copy of the document below for use before, during and after your trip. If you do not have a copy one can be found and printed by visiting the following link: https://chelmsford.k12.ma.us. Signed sheets must be completed and left in the folder on the bus at the end of the trip.

Please be sure to hit submit at the bottom of this screen to submit your request.

-		at the following required equipme ad in proper working order to ensu				
	(Coera	itors snow a immediate y natify the	eschool asch			
				Pre-Trip	Post-Trip	
	Wheelso					
2	Lighting C					
		Headinghts (upper and lower be area)		}		
	, ,	Directionals (nont und rear) Brane Lighta				
		Reverselights		<u>├──</u>		
		Four-may Rashars				
		License Plate Light				
3	Brakes				1	
4	Mirrors					
\$	Stearings	Area				
4	Echaust					
		uges.Fluid Leaks		J		
		ont and Rear Door/Butter			l	
•	Windows					
		le Vispeis and Visshar Ficul				
	Horn	41/ab 4.a		}		
14	Interior o	Seatbelts		}		
		Child Seats, Booster Seats (Pauru)	-	<u> </u>		
		Door warring device	- *1	}	 	
	-	Clean Interior			 	
11		d Defroster/Ar Conditionar		<u> </u>		
14	CurrentR	0 D 51+ 01+0*				
15	Front and	Agar Plates				
16	Currentie	spection sticker				
17	Safety Eq.	upment (located beford druw)				
	•	2 chock blocks		J		
	Ð.	First And Kit				
	e	Body fluid # 1		ļ	· · · · ·	
	đ	3 Flares or safety triangles (rul bee		J		
••	Odomete	Fire Extinguisher (a hear of glass ba-		}	<u>↓</u>	
		rneading ankifrecessary What is the fu	ا اهمها ا	}		
		closed, doors locked, trash remove		L	<u> </u>	
		Concerns:	-			
gr.	eture of Op				Date	
	Picas	e leave completed form in the bin	der located in	the glove bo	ur.	

• Click on the blue "Submit" button

-ostend

Reservation is NOT confirmed until you receive an email confirmation