

BOARD MINUTES
BOARD MEETING
ADMINISTRATION BUILDING
September 8, 2025
7:00 P.M.

LIVESTREAM LINK

<https://www.youtube.com/@WesternBooneCountyCommunitySch>

Call to Order: Phil Foster, Brian Gott, Greg Hole, Dennis Reagan, Adam Shepherd, Melissa Smith and Shane Steimel.
Pledge of Allegiance
Prayer

• **MINUTES**

- The Chair entertained a motion to approve the minutes of the August 11, 2025, School Board Meeting.

Motion: Brian Gott, Second: Melissa Smith, (Discussion), Vote: 6-0

• **REPORT**

- Livestock Judging Team Presentation
- Dennis McKinney, Director of Maintenance, provided an update on the building project.
- Kyle Whiteley, Director of Business & Technology, provided copies of the ECA Extra Curricular Risk Reports.
- Superintendent Rob Ramey provided an update on the non-resident enrollment.

ACTION ITEMS

By individual motions, the Board approved/adopted the following items or actions.

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
- **Granville Wells**
 - Debra Robinson – Resignation – Custodian effective July 31, 2025
 - Cole Schimmel – Termination – Custodian effective August 12, 2025
 - Wesley Mikesell – Change in Position – PE Instructional Assistant to Head Custodian effective August 13, 2025
 - Kim Clanton – Change in Position – Cook to Head Lead effective August 14, 2025
 - Sandra Ashley – Change in Position – Part-time Kitchen at Wells to Cafeteria Monitor at Thorntown effective August 21, 2025
 - Courtney Reagan – Change in Position – Life Skills Instructional Assistant to PE Instructional Assistant effective August 25, 2025
 - Jessica Shooke – Employment – Kitchen effective August 13, 2025
 - Katelin VanHook – Employment – Life Skills Instructional Assistant effective August 18, 2025
 - Tina Smith – Employment – Kitchen Full-time effective August 28, 2025
 - Kora Overbay – Employment – Life Skills Instructional Assistant effective September 8, 2025
- **Western Boone**
 - Katie Maurath – Resignation - Life Skill Instructional Assistant effective September 12, 2025
 - Haylee Luper – Employment – Kitchen effective 9-15-2025
- **Western Boone Transportation**
 - Sam Fischer – Change in Position – Non CDL Driver to CDL Bus Driver effective August 13, 2025
 - Desa Phillips – Employment – Bus Monitor effective August 15, 2025

- Maria Heaton – Change in Position – Non CDL Driver to Yellow Card Driver effective September 2, 2025
- John Hume – Change in Position – CTE DCL Driver to Daily Driver effective September 3, 2025

Motion: Greg Hole, Second: Phil Foster, (Discussion), Vote: 6-0

BUSINESS

- **2026 Corporation Budget Hearing**

- The Director of Business and Technology entertained a motion to open the 2026 Budget Hearing

Motion: Dennis Reagan, Second: Adam Shepherd, (Discussion), Vote: 7-0

- The Director of Business and Technology entertained comments regarding the 2026 Budget

No public comment was offered.

- The Director of Business and Technology entertained a motion to close the 2026 Budget Hearing

Motion: Dennis Reagan, Second: Melissa Smith, (Discussion), Vote: 7-0

- **2026-2028 Capital Projects Hearing**

- The Director of Business and Technology entertained a motion to open the 2026-2028 Capital Projects Plan Hearing

Motion: Brian Gott, Second: Dennis Reagan, (Discussion), Vote: 7-0

- The Director of Business and Technology entertained comments regarding the 2026-2028 Capital Projects Plan Hearing

No public comment was offered.

- The Director of Business and Technology entertained a motion to close the 2026-2028 Capital Projects Plan Hearing

Motion: Greg Hole, Second: Dennis Reagan, (Discussion), Vote: 7-0

- **2026-2030 Bus Replacement Hearing**

- The Director of Business and Technology entertained a motion to open the 2026-2030 Bus Replacement Plan Hearing

Motion: Melissa Smith, Second: Adam Shepherd, (Discussion), Vote: 7-0

- The Director of Business and Technology entertained comments regarding the 2026-2030 Bus Replacement Plan Hearing

No public comment was offered.

- The Director of Business and Technology entertained a motion to close the 2026-2030 Bus Replacement Plan Hearing

Motion: Dennis Reagan, Second: Greg Hole, (Discussion), Vote: 7-0

- **2025-2026 Non-Certified Compensation**
 - Superintendent Ramey recommended the Board approve the 2025-2026 non-certified salary schedule effective August 30, 2025.

Motion: Greg Hole, Second: Adam Shepherd, (Discussion), Vote: 6-0

- **Insurance Recommendation**
 - Superintendent Ramey recommended the Board approve Liberty for the property & casualty, Eastern Alliance for workers' compensation, and Chubb for crime insurance policies as presented from September 16, 2025, to September 16, 2026.

Motion: Adam Shepherd, Second: Phil Foster, (Discussion), Vote: 6-0

- **Transportation Policies and Procedures Manual**
 - Lisa Pearson, Transportation Director, recommended the Board approve the Transportation Policies and Procedures Manual as submitted.

Motion: Dennis Reagan, Second: Greg Hole, (Discussion), Vote: 6-0

- **Salvage "9082025"**
 - Kyle Whiteley, The Director of Business and Technology, recommended the Board approve item on form "Salvage 09082025" declared as salvage.

Motion: Brian Gott, Second: Adam Shepherd, (Discussion), Vote: 6-0

- **Non-Resident Students**
 - Superintendent Ramey recommended the Board approve the following Non-Resident Students:
 - Emily Meyer – Western Boone, 9th Grade 2025-2026 school year.

Motion: Adam Shepherd, Second: Greg Hole, (Discussion), Vote: 6-0

- **Intra-District Transfers**
 - Superintendent Ramey recommended the Board approve the following Intra-District Transfers:
 - Noah Dunbar – Granville Wells, PreK from Thorntown 2025-2026 school year.
 - Isaiah Dunbar – Granville Wells, 6th Grade from Thorntown 2025-2026 school year.

Motion: Melissa Smith, Second: Phil Foster, (Discussion), Vote: 6-0

- **Donations**
 - Superintendent Ramey recommended the Board approve the following Donations:
 - Western Boone High School Girls Golf received an anonymous donation of \$750.00.
 - Western Boone High School Football received an anonymous donation of \$200.00.
 - Western Boone Student Activities received a \$1,000.00 donation from Jamestown Community Lions Club.

Motion: Adam Shepherd, Second: Melissa Smith, (Discussion), Vote: 6-0

- **Out of State/Overnight Field Trips**
 - Superintendent Ramey recommended the Board approve the field trip requests for:
 - Tony Carrell – FFA – Trafalger, IN, SOAR FFA Conference October 3, 2025, to October 5, 2025

- Tony Carrell – FFA – Trafalger, IN, FIRE Leadership Conference November 7, 2025, to November 9, 2025

Motion: Dennis Reagan, Second: Melissa Smith, (Discussion), Vote: 6-0

- **CLAIMS**

- The Chair entertained a motion to approve the claims for August 11, 2025, through September 8, 2025, as submitted.

Motion: Greg Hole, Second: Dennis Reagan, (Discussion), Vote: 6-0

- **MONTHLY FINANCIAL REPORTS**

- Kyle Whiteley, Director of Business and Technology, provided an updated on the financial statements of the corporation.

- **OTHER**

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
 - **Granville Wells**
 - Diana Patino – Change in Position – Kitchen to Non CDL Driver/Monitor effective September 8, 2025
 - Morgan Pittman – Employment – Kitchen effective September 11, 2025

Motion: Brian Gott, Second: Dennis Reagan, (Discussion), Vote: 6-0

- **BUSINESS**

- **Out of State/Overnight Field Trip**

- Superintendent Ramey recommended the Board approve the field trip requests for:
 - Mandy Trent – Livestock Judging – Kansas City, MO, October 15 to October 20, 2025

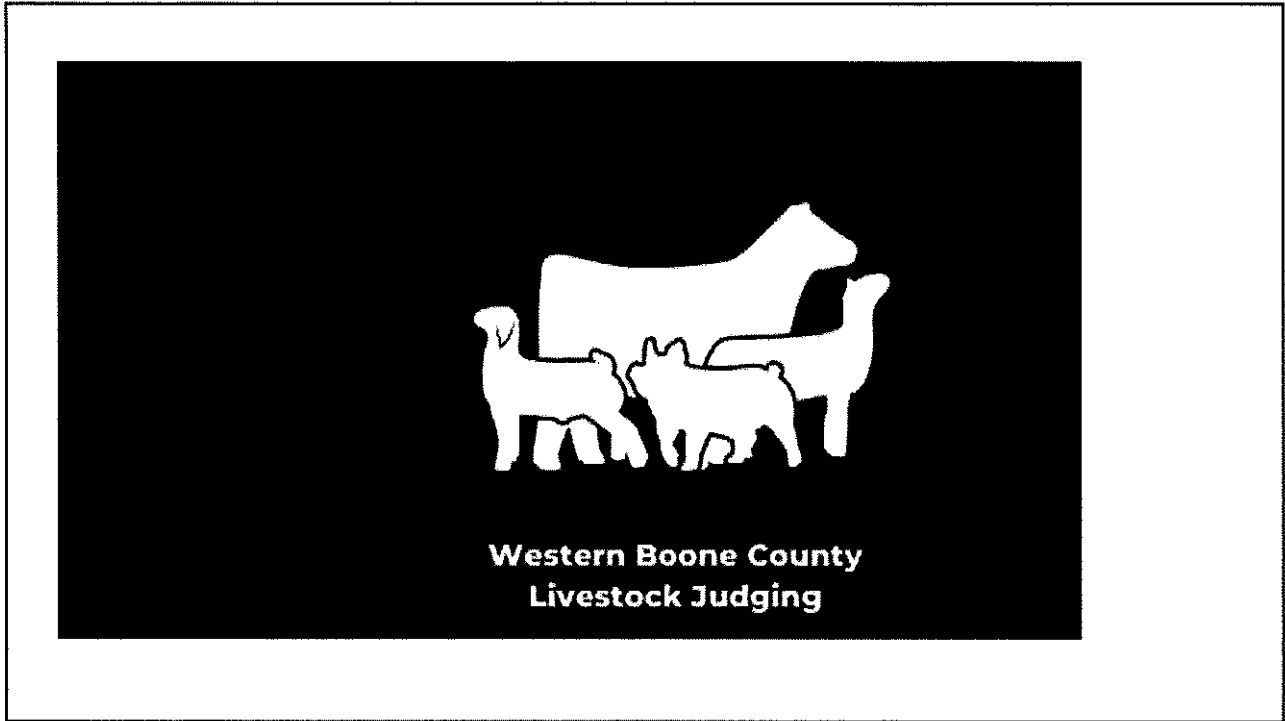
Motion: Melissa Smith, Second: Adam Shepherd, (Discussion), Vote: 6-0

- **ANNOUNCEMENTS**

- September 11 – ALICE Drill at Granville Wells Elementary
- September 12 – Grandparents' Day at Thorntown Elementary
- September 26 – Grandparents' Day at Granville Wells Elementary
- September 26 – Homecoming

- **ADJOURNMENT**

Motion: Dennis Reagan, Second: Adam Shepherd, (Discussion), Vote: 6-0



1

2024-2025 Regular Season

- 15 Members on the team
 - 9 eligible 4H and FFA
 - 6 eligible 4H only (Homeschool and Elementary)
- 4 Indiana Invitationals
- 4 Collegiate Invitationals
- 4 Regional Qualifying Contests
- 2 Teams Qualified for the State Contest

A black and white photograph showing a group of approximately ten people, likely students and judges, standing on a stage. They are positioned around a large table or display area where livestock judging is taking place. The background is dark, and the stage floor has some markings.

2

Indiana State Contest Results

TEAM RESULTS

Senior Reasons Team (Reed, Hall, Trent, Trent)-3rd overall
 1st Team Sheep/Goats, 8th Team Reasons, 8th Team Cattle

Junior Reasons Team (Merrill, Miller, Weakley, Wilt)-5th overall
 4th Team Swine, 5th Team Sheep/Goats, 5th Team Cattle,
 6th Team Reasons



INDIVIDUAL RESULTS

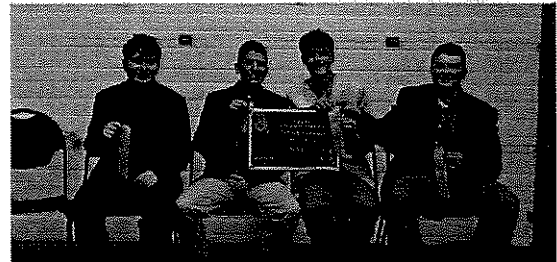
Kylee Trent-4th Overall, 1st Sheep/Goats, 14th Reasons, 14th Cattle

Maycee Reed-10th Sheep/Goats

Lane Merrill-13th Individual, 11th Sheep/Goats, 11th Swine

Parker Miller-16th Individual, 7th Cattle

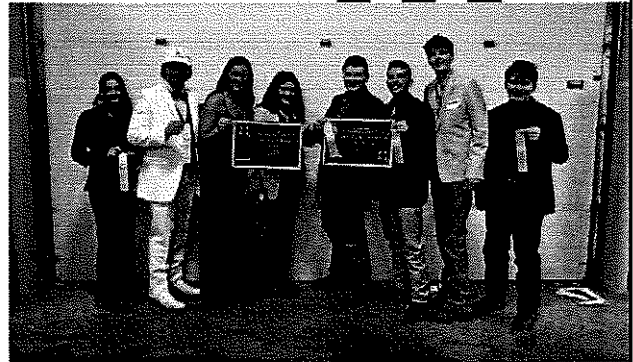
Corbyn Wilt-14th Reasons



Livestock Judging Contest

Kansas City, Missouri
October 19, 2025

Senior Team of Chris Hall, Maycee Reed, Kylee Trent, and Zoey Trent qualified for the American Royal contest as a 4H team. The rules of this national contest state that participants must be 14 to enter, so alternate, Emma Hosfield will be judging in place of Zoey at the contest. The junior team earned the privilege of traveling with the senior team to the contest.



Kansas City Trip Agenda

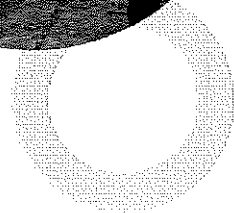
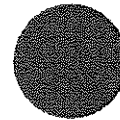
Wednesday, October 15- We will be leaving after school and driving to Illinois .

Thursday, October 16th -We will be doing workouts at farms in Illinois before continuing to Missouri where we will stay.

Friday, October 17th and Saturday, October 18th- We are meeting up with the Purdue University Livestock Judging Team for workouts at farms in Missouri.

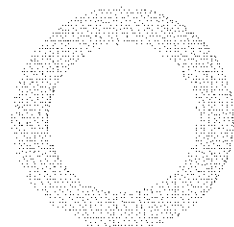
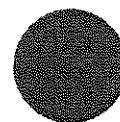
Sunday, October 19th -We will participate in the contest at the American Royal on Sunday, October 19th with an awards program that evening.

Monday, October 20th- Return home



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Questions?



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NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **Western Boone Administration Offices**.

Notice is hereby given to taxpayers of **WESTERN BOONE COUNTY SCHOOL CORPORATION, Boone County, Indiana** that the proper officers of **Western Boone County Community School Corporation** will conduct a public hearing on the year **2026** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Western Boone County Community School Corporation** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Western Boone County Community School Corporation** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Western Boone County Community School Corporation** will meet to adopt the following budget:

Public Hearing Date	Monday, September 8, 2025
Public Hearing Time	7:00 PM
Public Hearing Location	1201 N SR 75, Thorntown, IN 46071
Est. School Operations Max Levy	\$4,326,788
Property Tax Cap Credit Estimate	\$470,900

Adoption Meeting Date	Monday, October 13, 2025
Adoption Meeting Time	7:00 PM
Adoption Meeting Location	1201 N SR 75, Thorntown, IN 46071

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0061-RAINY DAY	\$600,000	\$0	\$0	\$0	
0180-DEBT SERVICE	\$6,200,000	\$6,200,000	\$0	\$5,412,464	14.55%
3101-EDUCATION	\$14,251,216	\$0	\$0	\$0	
3300-OPERATIONS	\$6,945,119	\$4,326,788	\$0	\$4,159,993	4.01%
Totals	\$27,996,335	\$10,526,788	\$0	\$9,572,457	

NOTICE TO TAXPAYERS

Notice is hereby given to taxpayers of **Western Boone County Community School Corporation** that the proper officers of Western Boone County Community School Corporation will conduct a public hearing on the year **2026-2028** proposed Capital Projects Plan pursuant to IC 20-40-18-6. Following the public hearing, the proper officers of **Western Boone County Community School Corporation** may adopt the proposed plan as presented or with revisions.

Complete details of the Capital Projects plan may be seen by visiting the website of this unit of government at the following address:
<http://www.weboschools.org/school-board>

Public Hearing Date:	September 8, 2025
Public Hearing Time:	7:00 p.m.
Public Hearing Place:	Admin Bld, 1201 N SR 75, Thorntown, IN 46071

Taxpayers are invited to attend the meeting for a detailed explanation of the plan and to exercise their rights to be heard on the proposed plan. If the proposed plan is adopted by resolution, the resolution will be submitted to the Department of Local Government Finance as per IC 20-40-18-6(d).

Pursuant to IC 20-40-18-6, the Western Boone County Community School Corporation plan contains a listing of all proposed capital expenditures that exceed \$10,000 that are expected to be acquired within the three (3) years immediately following the year the plan was adopted.

Capital Projects Plan Adoption Date: 13-Oct-25

	Asset Description*		Acquisition Amount
1	Tech Hardware/Servers/Switch Upgrades	\$	80,000.00
2	Classroom Furniture	\$	50,000.00
3	9 Corporation Copiers (Lease Oct 2025-Oct 2030)	\$	92,000.00
4	Mower	\$	15,000.00
5	Facilities Pick-up Truck and Snow Plow	\$	45,000.00
6	Snow Removal Utility Vehicle	\$	20,000.00
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Note: The description may include a physical description of the asset and/or any applicable make, model, manufacturer, or VIN Number if applicable.

Additional sheets may be added if necessary

plan contains a listing of all proposed projects that are capital in nature that exceed \$10,000 that are expected to begin within the three (3) years immediately following the year the plan was adopted.

Capital Projects Plan Adoption Date:

13-Oct-25

	Project Description*	Estimated Start Date	Estimated End Date	Estimated Project Cost
1	Carpet Replacement-GWES	1/1/26	12/31/26	\$ 15,000.00
2	Copier Lease (See Acquisitions)	11/1/25	10/31/30	
3	Exterior Wall Repair-GWES	1/1/26	12/31/26	\$ 10,000.00
4	Roof Repairs/Replacement - GWES	1/1/26	12/31/26	\$ 10,000.00
5	Wallpaper - GWES	1/1/26	12/31/26	\$ 25,000.00
6	Interior LED Lighting - GWES	1/1/26	12/31/26	\$ 20,000.00
7	Carpet Replacement - WBHS	1/1/26	12/31/26	\$ 45,000.00
8	Classroom Furniture - GWES	1/1/26	12/31/26	\$ 13,000.00
9	Interior Painting - WBHS	1/1/26	12/31/26	\$ 20,000.00
10	Classroom Furniture - WEBO	1/1/26	12/31/26	\$ 12,000.00
11	Wastewater Treatment Repairs - WBHS	10/1/25	12/31/26	\$ 60,000.00
12	Main Gym Goal control upgrades - WBHS	1/1/26	12/31/26	\$ 20,000.00
13	Baseball Field Reconditioning - WBHS	1/1/26	12/31/26	\$ 20,000.00
14	Rebuild Chiller - WBHS	1/1/26	12/31/26	\$ 125,000.00
15	Locker Room Refinish - WBHS	1/1/27	12/31/27	\$ 25,000.00
16	JH Girls Locker Room Lockers	1/1/27	1/31/27	\$ 100,000.00
17	Concession	1/1/28	12/31/28	\$ 50,000.00
18	Parking Lot Resurface/Repair - WBHS	10/1/25	12/31/28	\$ 150,000.00
19				
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25				

Note: Project Description may include a description of the project including physical location, scope of work, and/or internal project name or tracking number.
Additional sheets may be added if necessary

**RESOLUTION TO ADOPT THE CAPITAL PROJECTS PLAN
Budget Year 2026**

This resolution is adopted by the Board of Trustees of the School Corporation below:

School Corporation Name: **Western Boone County Community School Corporation**
County: **Boone**

WHEREAS, a Capital Projects Plan has been established; and

WHEREAS, the Board of Trustees is required under IC 20-40-18-6 to adopt a plan for the Capital Projects Plan; and

WHEREAS, the Board of Trustees held a public hearing on the plan date and place below:

Meeting Date: **8-Sep-25**
Meeting Location: **WBCSC Admin Bldg, 1201 N. St. Rd. 75, Thorntown, IN 46071**

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan entitled "2025 Capital Projects Plan" this resolution, and is adopted as the Board of Trustees' Plan with respect to the Capital Projects Plan.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution to the Department of Local Government Finance as required by IC 20-40-18-6.

Adoption Date: **1E-09-25**

AYE

NAY

Attest: _____

Secretary of Board of School Trustees

NOTICE TO TAXPAYERS

Complete details of the Bus Replacement plan may be seen by visiting the website of this unit of government at the following address: <http://www.weboschools.org/school-board>

Notice is hereby given to taxpayers of **Western Boone County Community School Corporation** that the proper officers of **Western Boone County Community School Corporation** will conduct a public hearing on the year 2026-2030 proposed Bus Replacement Plan pursuant to IC 20-40-18. Following the public hearing, the proper officers of Western Boone County Community School Corporation may adopt the proposed plan as presented or with revisions.

Public Hearing Date:
Public Hearing Time:
Public Hearing Place:

September 8, 2025
7:00 p.m.
Admin Bld, 1201 N SR 75, Thorntown, IN 46071

Taxpayers are invited to attend the meeting for a detailed explanation of the plan and to exercise their rights to be heard on the proposed plan. If the proposed plan is adopted by resolution, the resolution will be submitted to the Department of Local Government Finance as per IC 20-40-18-9(d).

**SCHOOL BUS REPLACEMENT PLAN
FOR THE YEARS 2026 - 2030**

Pursuant to IC 20-40-18, Western Boone County Community School Corporation does hereby submit to the Department of Local Government Finance the following School Bus Replacement Plan for the five (5) year period 2026 through 2030. This plan is based upon the presumption that the minimum useful life of a school bus is not less than twelve (12) years.

**SECTION I
Replacement Cost of Bus/Vehicle During Specific Year**

	Bus Description	Corp ID Number	Type of Bus/Vehicle per DOE "TN"	Owned or Leased	Estimated Replacement Costs				
					2026	2027	2028	2029	2030
1	4DRBUAAN5CB647737, 12 IC	57	C	Owned	\$160,000				
2	4DRBUAAN7CB647738, 12 IC	58	C	Owned	\$160,000				
3	4DRBUAANXDB295224, 13 IC	511	C	Owned		\$160,000			
4	4DRBUAAN9EB770489, 14 IC	2	C	Owned		\$162,000			
5	4DRBUC8XGB199065, 15 IC	510	C	Owned			\$171,000		
6	4DRBUAAN6FB628683, 15 IC	225	C	Owned			\$175,000		
7	4DRBUC8N1GB199066, 15 IC		C	Owned					
8	1GB3GRBG0G1187255, 15 Chevy		A	Owned					
9	1GBGRBG9G1185990, 15 Chevy		A	Owned					
10	4DRBUC8NXHB754016, 16 IC		C	Owned					
11	4DRBUC8N1HB754017, 16 IC		C	Owned					
25					\$320,000	\$322,000	\$337,000	\$428,000	\$460,000

Note: Additional sheets may be added if necessary.

SECTION II
JUSTIFICATION FOR ADDITIONAL BUS PURCHASES, TRANSPORTATION SERVICES,
AND/OR EARLY BUS REPLACEMENT

1. Pursuant to IC 20-40-18-9(2)(A), if the School corporation is seeking to acquire or contract for transportation services that will provide for additional school buses or buses with a larger seating capacity as compared to the number and type of school buses from the prior school year, explain for each additional bus and the circumstances of the demand for increased transportation services within the school corporation.

(Attach additional sheets if necessary.)

2. Pursuant to IC 20-40-18-9(4), if the school corporation is seeking to replace an existing school bus earlier than twelve (12) years after the existing school bus was originally acquired or requires a contractor to replace a school bus, explain for each bus the circumstances for that need.

N/A

(Attach additional sheets if necessary.)

SCHOOL BUS REPLACEMENT PLAN AMENDMENT

If the school corporation is submitting an amended plan, please complete the following questions.

1. Declare the nature of and the need for the amendment.

N/A

(Attach additional sheets if necessary.)

2. Show cause as to why the original plan no longer meets the needs of the school corporation.

N/A

(Attach additional sheets if necessary.)

RESOLUTION TO ADOPT A SCHOOL BUS REPLACEMENT PLAN
Budget Year 2026

This resolution is adopted by the Board of Trustees of the School Corporation below:

School Corporation Name: Western Boone County Community School Corporation
County: Boone

WHEREAS, a School Bus Replacement Plan has been established; and

WHEREAS, the Board of Trustees is required under IC 20-40-18-9 to adopt a plan for the School Bus Replacement Plan; and

WHEREAS, the Board of Trustees held a public hearing on the plan date and place below:

Meeting Date: 8-Sep-25
Meeting Location: WBCCSC Admin Office, 1201 N. SR 75, Thorntown, IN 46071

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan entitled "School Bus Replacement Plan" this resolution, and is adopted as the Board of Trustees' Plan with respect to the School Bus Replacement Plan.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution to the Department of Local Government Finance as required by IC 20-40-18-9.

Adoption Date: 13-Oct-25

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Attest: _____

Secretary of Board of School Trustees

Transportation Policies and Procedures Manual

Western Boone Community Schools

2025-2026

**Bus Safety
Regulations and
Rules**



WESTERN BOONE COMMUNITY SCHOOLS

TRANSPORATION POLICIES AND PROCEDURES MANUAL

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Western Boone Community School Bus Driver and Bus Monitor Job and Overview

Attitude

A good attitude is everything. A good attitude is necessary because it helps students have a good day. Your smiling face maybe the first and last smile they see each day. A good attitude also lets parents know that Western Boone’s Transportation Department Personnel cares about their children. Students respond much better to praise for good behavior than to punishment for breaking the rules. Learn student’s name, greet each one individually, and try to compliment something each time you greet them.

Appearance

As representatives of Western Boone Community School’s Transportation Department, we must present ourselves in a professional manner. Dress appropriately for the job. Pajamas and swimsuits are not considered appropriate dress. Shoes must have covered heels and toes and be securely fastened.

Western Boone Transportation Policies and Procedures

Policies

Transportation policies are based on federal and state laws, statutes, and regulations. These policies give a framework in which a school district operates. Polices are established through the districts school board and administration. Within reason, all District employees are required to follow these polices. Policies ensure direction and uniformity in decision making for all employees.

Procedures

Procedures specifically describe the way or manner that policy is put into practice. They provide information and detailed directions for school employees. Procedures can affect all school district employees or a specific department or a group of employees.

NOTE: Transportation Department policies and procedures are necessary to reduce risk and ensure the safety of all employees and passengers. It is your responsibility to be continually aware of and read all information that is made available to you.

General Policies to Remember:

1. You shall never use a school bus for personal or unauthorized reason.
2. Report all bus accidents, no matter how minor.
3. Western Boone Community School Corporation is a tobacco free campus.
4. If you will be absent, you must notify the Transportation Department at least one hour prior to start time on the day of the absent.
5. An Employee Request To Be Absent must be filled out when scheduling personal leave days.
6. Cell phone and/or smart watch use by school bus drivers is prohibited while driving a school bus. Use of a cell phone and/or smart watch while operating a school bus is grounds for termination. In an emergency, pull over to a safe location, apply the parking brake, place the transmission in neutral and turn the engine off before use.
7. The two-way radio is for school district business only.
8. Pre-trip and post-trip inspections are a vital part of a safe school bus trip. They are required by law and we must document that the pre-trip and post-trip was completed. If you are subbing in a classroom, a pre and post walk around to check tires and lights.
9. Student checks are to be completed as soon as possible after the last student is off the bus. If the bus is returned to its end of route parking place, (includes end of am, between route, and end of pm) before the student check is completed and a student is still on the bus, **that is a student left on the bus.**
10. Failure to follow any policy or procedures may result in:
 - First offense - a written reprimand
 - Second offense – suspension
 - Third offense - termination

Western Boone Community School Bus Safety Regulations and Rules

1. **Speed is the number one cause of accidents. No school bus shall be operated on the highways of this state at a speed greater than (60) miles per hour. Speed limit on state roads is (55) miles per hour unless otherwise posted. Speed limit on country or township road is forty (40) miles per hour unless otherwise posted.** Do not drive a school bus at a speed greater than is responsible, prudent, and safe under existing weather, traffic and road conditions regardless of posted speed limits. (IC 9.1-5-10)
2. No school bus driver shall leave the bus with the engine running and shall remove key from ignition when leaving the bus.
3. No School bus shall be started until all children are seated and the doors are closed. No student shall occupy a space forward of the rear of the driver's seat, and every bus shall have clearly posted at or near the front of the bus a sign stating that it is a violation of the State of Indiana for a bus to be operated with school children occupying the prohibited area.
4. School bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways of the State of Indiana.
5. No unauthorized persons shall be permitted to ride in any school bus at any time except as provided by law.
6. No school bus driver shall permit any other person to drive his/her bus, occupy his/her seat, tamper with the engine, or any controls, except such persons as are approved by the properly authorized school authorities.
7. All school bus drivers shall stop at preferential highway intersections.
8. School buses must stop at all railroad grade crossings:
 - a. *The driver of any school bus before crossing at grade any track or tracks of a railroad, 150' from first track shall activate 4-way hazard lights, shall stop such vehicle within fifty feet, but not less than ten feet from the nearest rail of such railroad, activate noise suppression while stopped, shall listen through an open window and door and look in both directions along such track for any approaching train, and for signals indicating the approach of a train, except as hereinafter provided, close the door, and shall not proceed until he/she can do so, the driver of any said vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks. (IC 9.1-5-11)*

b. No stop needs to be made at any such crossing where a police officer directs traffic to proceed.

9. Bus drivers should not attempt to back up, (other than parking at the facility), on any school ground, or playground or loading area unless such backing is properly supervised by an adult. Backing up the bus is one of the major causes of accidents. Think **G.O.A.L. – GET-OUT-AND-LOOK**. Thoroughly check the area around and behind the bus. Before backing the bus, engage the 4-way emergency flashers and sound the horn. Always pick up waiting students before backing. **Always perform back up maneuver prior to dropping off students.**
10. No bus driver shall be employed who uses intoxicating liquor to excess and who does not possess a good moral character. Further, no school bus driver “shall consume any alcoholic beverage during school hours or while operating a bus. Upon reliable evidence of such consuming of any alcoholic beverage of such school bus driver, it shall be the duty of said official or officials to terminate the employment relationship immediately.” (IC 9.1-3-1)
11. In case of an accident, when any school bus is stopped on the roads, the driver shall protect the bus from further accidents by such methods as setting the reflective triangles or other warning devices, controlling traffic and must always keep in mind that the first responsibility is to the passengers.
12. When necessary for students leaving a bus to cross the road, they must keep to the right of the bus and cross in front at a signal from the driver. The driver must not move the bus until such students have safely crossed the road.
13. The stop signal device shall be extended whenever the bus is stopped on the roadway to load or unload school children.
14. The eight-way lights shall be used on every school bus to give adequate warning that the school bus is about to or is stopped for loading or unloading passengers. (IC 9-4-1-78)
15. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of the intentions of the bus driver to turn left or right. (IC 9-4-1-78)
16. Traffic shall never be held an unreasonable length of time while making a student stop.
17. The school bus driver must keep his/her school bus reasonably clean and must keep himself/herself neat and clean in clothing and speech while operating the school bus.

18. The school bus driver shall be responsible for discipline on the school bus just as the teacher is in the classroom. Problems of discipline should be discussed early with the principal and/or transportation director and an action planned before they become critical. Refusal to transport children or other punishment should be inflicted in cooperation with the school authorities and enforced by the school bus driver. In no case shall a school bus driver put a student passenger off the bus except at his/her regular stop or at the school. (IC 9.1-5-19)
19. No school bus designated as such under the definition of this act or any previous law or any law hereafter enacted, shall be used upon any highway in the State of Indiana for any private purpose, or for any purpose other than which it is contract, except as authorized under the provisions of (IC 9.1-5-2).
20. Any complaint or notice in writing received by the responsible school authorities of an infraction of the above rules by a bus driver shall be deemed sufficient grounds for an investigation and may result in: **a. First offense – written reprimand. b. Second offense – suspension without pay. c. Third offense – termination.**
21. Every school bus driver, including those who drive buses for private schools, are required to attend an annual safety meeting or workshop.
22. No school bus driver shall be required by the governing body to transport school children for which no seat is available on the bus. (IC 20-9.1-5-20)
23. Bus Cell Phone Usage by Students: Cell phone usage by students on buses will be allowed both before and after school while riding the bus. If the cell phone becomes a distraction, at the discretion of the driver, the driver may take this privilege away along with the phone. The driver will return the phone to the student upon leaving the bus on the first offense, on the second offense it will go to the student's parents or principle. Radios, video games, and other student's electronic devices can be taken on the bus. All devices must be used ONLY with ear/headphones.
24. Any school bus driver who has a CDL and is convicted of a violation in any motor vehicle, a State or Local law relating to motor vehicle traffic control other than a parking violation, must notify Western Boone Community Schools, in writing within 30 days of conviction even if appealing the conviction. (FMCSA 383.31)

Student Items on the Bus

Students can bring school related items on the bus if they can be safely secured by the student. These items may not have sharp edges that may create a threat to other students and does not impede passengers' movement. Nothing can be placed in the aisle of the bus. The aisle must remain clear from front to back. No item may be placed in front of any emergency exit. Nothing may be placed under the seats. No live animals will be transported on the bus. If the school identifies items as inappropriate or not allowed at school, those items will not be allowed on the bus.

Driver/Monitor Dress Code

The bus driver and monitor shall be neat, clean and present a professional image at all times.

The following clothing *will not be permitted*:

1. Spaghetti-strap tops, low-cut tops, halter tops or tank tops where straps are less than 2 fingers in width. Men: NO tank tops.
2. Inappropriate shorts, or skirts shorter than fingertip length.
3. Frayed clothing of any type.
4. Clothing with inappropriate messages or images.
5. Inappropriate jewelry or accessory items.
6. Sleeveless tops with frayed or excessively large arm holes.
7. Footwear without an enclosed heel or toe. (Driver and monitors feet shall be completely covered while on the bus at all times.)

Procedures for Extra-Curricular Trips

Western Boone Community School Corporation maintains regular buses and multi-function school activity buses to provide transportation services for athletic and extra-curricular activities. Corporation vehicles and drivers are typically employed for extra-curricular transportation.

The scheduling of ECA and athletic trips, will be dependent on the leave time requested and the available hours the driver has without exceeding the 40-hour limit. There will be times the 40-hour limit will be exceeded which will prompt overtime pay rates. The ECA trips will be distributed as equitably as possible recognizing the timing of regular student routes. Drivers are typically assigned to ECA trips for the same elementary building as their regular student routes.

A driver scheduled on an overnight trip will be paid for hours driving and a \$60.00 stipend for each overnight period. The hours driving period is considered ended when the bus has arrived at the last stop of the day and begin again 30 minutes before requested start time the next day.

If a scheduled athletic or ECA trip is canceled, for whatever reason, and the driver is notified before 3 pm, the driver will not be compensated for that trip. If a scheduled athletic or ECA trip is canceled or shortened, for whatever reason, and the driver is not notified before 3 pm, the driver will be compensated for a 2-hour minimum trip. The midday developmental preschool route will also have a 2-hour trip minimum per day.

When requesting transportation, teachers and coaches are required to submit a two-part Transportation Request Form to the building principal or athletic director specifying the date, group, departure time, return time, destination and the number of riders two weeks before date of the trip. Once approved, copies of the Transportation Request Form go to the teacher or coach, principal or athletic director and the transportation department. The driver will receive a Field Trip Driver Sheet, and this will serve as the official documentation for the bus driver and should be kept in the driver's possession while on an assigned trip. In addition, this form serves as a pay voucher for the driver when the trip is completed.

To receive payment, the driver must document the total amount of time on the trip and the miles driven on the trip. The start time is the time listed on the Transportation Request Form. The coach, teacher or sponsor of the trip, must sign the driver's copy of the Transportation Request Form. Completion of the trip is when the last student/athlete/coach is off the bus and you have completed a student check while the bus is at the school of departure. The trip time will be rounded up to the next quarter hour for partial quarter hour times. **The completed Transportation Request Form must be submitted to Transportation Office to be processed for payment ASAP after the trip.**

School Bus Accident Plan

Each driver is to keep, on their bus, an updated list of students assigned to their bus with addresses, parents' names, and home and work phone numbers. Bus driver should periodically review all accident procedures provided at safety meetings. Bus drivers should train **ALL** students on how to use the bus radio in case the bus driver is seriously injured in the accident.

In the event of an accident, the bus driver must give immediate radio notice to the Transportation Office. Information must include: your location, number of students on the bus, number of students injured and the nature of those injuries, and description of other vehicle and nature of their injuries. Emergency personnel will be dispatched immediately to an accident scene as well as the Indiana State Police who must be called to a school bus accident. All other non-involved drivers shall standby and off the radio. If a spare bus is needed, an administrator will contact you.

An administrator (typically the Superintendent or Transportation Director) and the school nurse (if available) will immediately go to the accident scene to verify the condition of students and assist emergency response personnel. The administrator at the scene of the accident will have a handheld bus radio, a mobile phone, and the bus route student list. At the Administration Office, the bus radio will be monitored closely, and families of the injured students will be contacted. Close contact will be maintained between the accident scene and the Administration Office.

The administrator and the school nurse at the accident scene will work with emergency medical personnel to identify the injured and non-injured. The non-injured will be moved away from the injured to allow the emergency personnel to work and keep the level of emotion under control. Siblings may be allowed to be with an injured brother or sister.

Every student on the bus involved in the accident must be seen by an EMT to verify injuries and determine who should be transported to the hospital. If this involves a large number of students with minor injuries, an additional school bus may be sent to the accident scene to transport students to the hospital. Administrators and other designated school personnel will call each injured student's custodial parent or guardian informing them that their child is at the hospital receiving medical attention and they need to come to the hospital. An administrator and/or school nurse will accompany injured students to the hospital and release students to their parents when they arrive at the hospital. **No students should leave the accident scene or the hospital without a custodial parent or guardian signing for their release.**

If the emergency medical personnel determine that some students do not need medical attention and do not need to be transported to the hospital, the students will be transported to the nearest school for release to their custodial parent/guardian or **be transferred to another waiting bus to continue to the appointed stop**. An administrator should make sure they have all names of this group and ride in this bus back to the school. If the accident was after-school, no non-injured student will be permitted to leave the school without a custodial parent or guardian signing for their release.

School Principals and secretaries may assist with telephone calls and provide student information needed for parent phone numbers, etc. School principals and secretaries will also organize staff members needed to stay at the school to help if some students are being returned to the school from a school bus accident. Administrators and other designated school personnel at the school will call each non-injured student's custodial parent or guardian informing them that their child is at the school. If the accident is after school, they need to come to the school. If custodial parents and/or guardians believe their children have any injuries, they need to take them to the hospital and the school will forward these bills for school insurance payment.

The administrator at the hospital will maintain in contact with the Administrative Office and/or school to provide updates on the students.

The bus driver will be alcohol and drug tested – 1) at the administration's discretion 2) any vehicle involved that is towed 3) any reported injuries, when involved in a school bus accident.

School Bus Video

Video equipment on the school bus may be used to verify the safety and security of students, driver, equipment, and other motorist. If an incident occurs, the video will be reviewed by the administration. It is Western Boone Community Schools' policy that no bus video will be shown to any parent or representative unless criminal activity has occurred. If criminal activity has occurred, the video will be treated as evidence. The video and equipment are the property of Western Boone Community Schools.

Board Policy Regarding Preschool Children Riding School Buses

Based upon Indiana State Law and through discussion with Kent Frandsen, our school Attorney, the Western Boone School Board adopted a policy prohibiting preschool children from riding school buses unless they are being transported to and from a school-sponsored preschool program known as Board Policy 9030. It was adopted on July 14, 1997. Following is the text of the board policy:

Recognizing that Indiana Law prohibits persons from riding on a school bus on any highway for any private purpose or for any other purpose other than the transportation of eligible school children to and from school, except as expressly authorized by statute, it is the policy of the Western Boone Community School Corporation that in the interests of public safety and maintaining proper discipline on the bus, pre-school children are prohibited from riding on any bus being used for the transportation of eligible school children unless such pre-school children are being transported to and from a school sponsored pre-school facility.

Below are the Indiana State statutes that drive this policy.

School Bus Safety (IC 20-9.1-5)

Section 1 -

No person shall operate, or permit the operation of, any school bus on any highway in Indiana for any private purpose or for any other purpose other than transportation of eligible school children to and from school except as authorized by sections 1.5 through 9 of this chapter.

Section 2.1 -

(A) The governing body of a school corporation may, by written authorization, permit the use of school buses for transportation.

- (1) Of preschool children who attend preschool offered by the school corporation or under a contract entered into by the school corporation to and from the preschool facility site: and
- (2) Subject to the geographic and residency requirements set forth in section 2(b) of this chapter of preschool children and necessary adult chaperones to and from educational or recreational activities approved by sponsored by the governing body for the preschool children.

Procedures for Loading and Unloading Students

The parking brake shall be engaged, and the transmission shall be placed in neutral before loading or unloading students.

Students should be at the assigned stop 5 minutes before schedule pick up. When the bus arrives at the scheduled stop and the schedule time and no students are observed, the driver shall look for the students, or any activity. If no students or activity are observed within 5 to 10 seconds, the driver shall continue the route.

The "Stop" signal device shall be extended whenever the bus is stopped on the roadway to load or unload school children.

When performing a student pick-up stop, Activate the 8-way lights, Stop, Set the parking brake, Place transmission in neutral, Open the door, Watch the students, Check your mirrors, Wait for students to sit down, Shut the door, Place the transmission into drive and Release the parking brake.

When necessary for students leaving a bus to cross the road, they must keep to the right of the bus and cross in front and at a signal from the driver. The driver shall not move the bus until such students have safely crossed the road.

Buses stopping to unload on one-way streets shall pull to the right-hand curb or side. (IC 9.1-5-12)

1. All school buses will be at the elementary school by 7:25 - 7:30 AM. Any late arriving drivers will go to a staging area until all buses have left and then proceed to the bus parking area.
2. Upon arrival at the elementary school, the driver will set the parking brake, place the transmission in neutral and turn the key to the accessory position.
3. No student is let off the bus until all buses are parked.
4. Students will be release by announcement.
5. A school administrator will be on the sidewalk to release the buses.
6. Upon arrival at the high school, the driver will park in every slot, Set the parking brake, Place the transmission in neutral and Turn the key to the accessory position.
7. No students will be let off the bus until 7:50 am and they will be released by announcement.
8. For buses arriving after 7:50 am and the announcement to release, they are to follow #6 and as soon as the next bus to the right has parked and has turned the bus off may you open your door to release your students.
9. Conduct your student check as soon as the last student has exited your bus.
10. All buses will be at the elementary school by 2:25 - 2:30 PM. Any late arriving drivers will go to a staging area until all buses have left and then proceed to the bus parking area and be subject to a written reprimand.
11. A school administrator will be on the sidewalk to release the buses.

12. Upon arrival at the high school, the driver will Set the parking brake, Place the transmission in neutral and Turn the key to the accessory position.
13. Students getting off the bus at Western Boone will stay on the bus until all buses are in and there is an announcement for their release.
14. No student is released from the high school until all buses are parked.
15. A school administrator will be on the sidewalk to release the buses.

Once a student gets on your bus, they are on your bus until their assigned stop. They are not allowed to return inside to retrieve articles or to use the restroom.

Please let your students know this. They are to handle their business while at school, and the buses are to take them home.

Students are to get off the bus only at their assigned stop unless they have written permission from a school administrator or parent. The drivers should keep the written permission for a period of one week unless notified.

When arriving at a student designated stop, the student should disembark the bus. If no parent appears to be home and nothing looks out of the ordinary, the student should disembark, and the driver may contact the school or administration via radio to check on the students' well-being.

If arriving at a stop and something doesn't appear right, the driver has the option of proceeding to the next stop and contact the school or administration to check the situation and make arrangements to drop off the student later in the route.

Stone and School Bus Turnarounds

Western Boone Community Schools will provide stone to improve a drive to facilitate a school bus turnaround in exchange for permission from the homeowner to utilize the drive as a bus turnaround. This will be reviewed on a case-by-case basis and the need for stone will be determined by the Transportation Director.

With off campus parking of Western Boone Community Schools' buses helpful in reducing unloaded miles and timeliness of routing considerations, stone may be provided to improve a space for parking a school bus at the driver's property. This will be reviewed on a case-by-case basis as determined by the transportation Director.

Idling Policy and Starting Procedures

Diesel Bus:

Idling durations are as follow:

- 1) Temperature between 32-40 degrees
 - a) Start bus and allow it to run 10 minutes before beginning to drive bus. Morning idle time should not exceed 15 minutes.
 - b) Buses arriving at the school to load or unload, should turn off the engine upon arrival and leave the engine off until the buses are ready to depart. This also applies to field trips arrival and departure from those locations.
- 2) Temperatures between 20 and 32 degrees
 - a) Buses should have block heater plugged in to aid in starting. Start bus and allow to run for 60 seconds, increase throttle to 1200 rpm and turn on the driver's heater and defrost heater to the low position. Allow to idle for 15-20 minutes. Upon starting route, turn rear heaters on low until first stop. This will allow the engine to properly heat up for optimum heating performance. Turning heaters on high too soon will prolong heating process.
 - b) Buses at school to load or unload, should shut engine off upon arrival. In the event students are required to stay on the bus for an extended period of time and the cabin temperature drops to an uncomfortable level, start the bus and allow it to idle for an additional 15 minutes and then shut engine off. Repeat as needed.
- 3) Temperatures below 20 degrees
 - a) Buses should have block heaters plugged in to aid in starting. Start bus and allow it to run for 60 seconds, increase the throttle to 1500 rpm and turn on the driver's heater and defroster on low speed. Allow the engine to idle for 20-30 minutes. Upon starting route, turn rear heaters on low until first stop. This will allow the engine to properly heat up for optimum heating performance. Turning heaters on high too soon will prolong heating process.

Please make sure if your bus is not parked on school grounds and the temperatures are predicted to be below 32 degrees, block heaters are plugged in for a minimum of 4 hours prior to start time. Please be sure to use the shortest extension cord possible with a minimum gauge of 12 and the cord is in good working condition. If there is any questions of size, length, or condition of the extension cords, please ask the Fleet Maintenance Manager.

Gas Bus:

Idling durations are as follow:

1) Temperature between 32-40 degrees

- a) Start bus and allow it to run 10 minutes before beginning to drive the bus.
Morning idle time should not exceed 15 minutes.
- b) Do NOT idle up the engine.
- c) Buses arriving at the school to load or unload, should turn off the engine upon arrival and leave the engine off until the buses are ready to depart. This also applies to field trips, arrival and departure from those locations.

2) Temperature between 20-32 degrees

- a) Start the bus and allow it to run at idle for 10-15 minutes, but no longer than 20 minutes.
- b) Do NOT idle up the engine.
- c) Upon departure, turn the boost pump ON and the rear heater on LOW.
- d) Buses at school to load or unload, should shut engine off upon arrival. In the event students are required to stay on the bus for an extended period of time and the cabin temperature drops to an uncomfortable level, start the bus and allow it to idle for an additional 15 minutes and then shut engine off. Repeat as needed.

3) Temperature below 20 degrees

- a) Start the bus and allow it to run AT IDLE for 15-25 minutes.
- b) Do NOT idle up the engine.

4) Gas buses do not need to be plugged in during extremely cold temperatures, nor do they have front grill covers.

As always, we should keep idle time to a minimum. The idle times in this document are for maximum allowable time. When buses have the proper equipment installed and working correctly, maximum idle time is not required.

This policy only applies to student transportation vehicles.

Bus incident and Active Intruder

School bus drivers are the first and probably only adult on a bus that can respond effectively to an active shooter, bus incident, or hostage taker during a bus route. By being aware and informed as possible, the bus driver can lessen the severity of an incident.

Awareness when approaching bus stops

Pay close attention to your surroundings when approaching all bus stops. If there is a suspicious vehicle or person acting strangely at or near a bus stop, bypass that stop and radio base for help!

Identifying threat areas at bus stops

While driving your bus route, please pay close attention to areas that a vehicle may park, or a person may hide to hijack your bus. Talk to the Transportation Director with concerns about the safety of the bus stop. Moving the stop may be an option to improve safety.

Intruder Response – What if the intruder makes it on the bus?

If an intruder makes it onto your bus looking for a specific student, the driver should determine the best option with the circumstances they are involved with. Use any of the active shooter evacuation procedures if the driver determines necessary. This may hinder their progress if they are looking for specific students. Contact the school or administration if the driver determines it is safe or necessary. There is not a strict right or wrong response to a threatening incident on the bus. The driver needs to evaluate the situation and take the best action they can with the information they have.

If the bus driver suspects a serious issue on the bus, i.e., a student has a weapon or is making threats to others or the school:

- 1) The driver may radio in to WEBO base.
- 2) Upon response the driver states they have a "BLUE WARNING LIGHT ON".
- 3) All other drivers, upon hearing "BLUE WARNING LIGHT ON", do not use the radio.
- 4) If the driver is comfortable, give location.
- 5) The response from WEBO base "10-4 I'll get you some help".
- 6) The driver may slow down or stop and evacuate at the driver's discretion.
- 7) The driver may tell the students the bus isn't right, they are bringing a spear.
- 8) An Administrator or Sheriff Department is dispatched to the site.

The students are familiar with drivers calling in with warning lights on the dash or engine de-rating. If the driver slows down to a safe place off the roadway, no other students will be added to the mix or put in possible harm's way.

There are no blue warning lights on the dash of the bus.

Bus Radio Usage Guidelines

The Western Boone School Corporation provides a two-way radio communication system for the use of its Transportation Department. This is an open frequency, others may be listening to our radios. Please limit the use of specific student names and descriptions.

Channel 2 should be used only when more than one vehicle is too far from the base to use the repeater. On channel 2, you can talk between vehicles if you are within a limited range.

It is with these rules and regulations in mind that we limit radio use to school-related business only. Professionalism on the radio is necessary since conversations on the radio are heard in each school office and at the three base stations in the Administration Building. Chatter on the radio is both annoying and disruptive in the school offices. Please limit your conversations to bus matters only.

Any other two-way radios or cell phones must be turned off during the routes.

Fueling School Bus

Each school bus is issued a specific fuel key to identify the bus and the driver is issued a specific PIN to be used during fueling. These two items allow us to keep track of the fuel usage of our fleet and must not be interchanged with another driver or bus.

The mileage must also be entered in the fuel pedestal when fueling. To ensure accuracy, you must enter the mileage that is displayed on the odometer of the bus you are fueling.

School Bus Safety Drills and Training

School bus evacuation drill will be performed two times per school year. One will be within the first 45 days of the start of school. Another will be as soon as possible, weather permitting, after Christmas break.

Drivers should inform the students of the emergency exit operation, seat belt cutter location/use, service door release switch/lever, parking brake operation, and the two-way radio operation. Students should be taught to stay together if an evacuation occurs. Keep the students in a group towards approaching traffic flow and away from the roadway.

Western Boone Community School Bus Drivers are required to take the DOE's annual safety program to maintain their yellow card eligibility. The Transportation Director shall determine if the safety meeting will be online or classroom setting.

A monthly safety meeting may be utilized as well to keep drivers informed about incidents or other safety issues as they arise. These monthly meetings shall last no more than 1 to 1 ½ hour and be compensated at twenty-five dollars.

These are the steps to keep safety at the forefront for all drivers.

Emergency Exits

Front-Door Evacuation

1. The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
2. The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
3. The driver should stand facing the students and give the following command: "Remain seated: This is an emergency drill – front door evacuation."
4. The driver should direct the student to walk, don't run, and use the handrail.
5. As students leave the bus, they should proceed in an orderly pattern behind the line leader student assistant to the distance of at least 100 feet (about 50 paces) from the side of the school bus. Designation of a reference point is sometimes helpful.
6. Students should remain quietly in a grouping defined by the line leader assistant until the driver is able to give them further directions.

Rear-Door Evacuation

- 1) The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
- 2) The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
- 3) The driver should stand facing the students and give the following command: "Remain seated. This is an emergency drill – rear door evacuation."
 - a) Train a student to carefully and properly open the rear emergency exit.
 - b) The student must understand not to open the door until the driver gives the command.
- 4) The driver should explain and demonstrate the method to be used for exiting the school bus.
 - a. Two student assistants stand outside with their hands out.
 - b. Students should not jump down, but sit down and scoot out of the back door. Hold both arms out to be guided down.
 - c. A third student assistant may be used as a line leader to move the students quickly away from the bus in an orderly fashion.

Front- and Rear-Door Evacuation

- 1) The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
- 2) The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
- 3) The driver should stand facing the students and give the following command: "Remain seated. This is an emergency drill, front- and rear-door evacuation."
- 4) All students to the front will leave by the front service entrance upon command.
- 5) All students to the rear will leave by the rear emergency door upon command.
- 6) Students in the middle will watch and decide which line is shorter and proceed in that direction.
- 7) Use the same procedures outlined for front-door evacuation or rear-door evacuation, except those students will have to move out by themselves upon command.

Western Boone - PM

Spots	Bus #	Bus Driver
1	SP3	Maria Heaton
2	14	Deanna Garnand
3	13	Diana Oldham
4	20	Janet Christy
5	15	Mark Garnand
6	21	Cristin Aguilar
7	17	Valerie Kyle
8	19	Ron Willcut
9	18	Brad Maddox
10	9	Margaret Beesley
11	5	Rodney Heaton
12	3	Victoria Goss
13	7	Jackie Covington
14	10	Billi Detty
15	12	Debbie Sharp
16	8	Monica Sprong
Handi	4	Cindy Hume
17	11	Jennifer Mundy
18	26	JoAnn Dickey
19	25	Casey Cratty
20	27	Janice Cotton

Bus Evacuations inside Western Boone Jr./ Sr. High School

<u>Bus#</u>	<u>Entry Door#</u>	<u>Evacuation Room #</u>
SP3	21	49
14	21	49
13	21	50
20	21	53
15	21	53
21	21	53
17	23	50
19	23	40
18	23	40
9	23	40
5	23	40
10	23	40
12	23	40
3	23	38
7	23	38
8	23	18
4	28	20
11	28	21
25	28	24
27	28	34

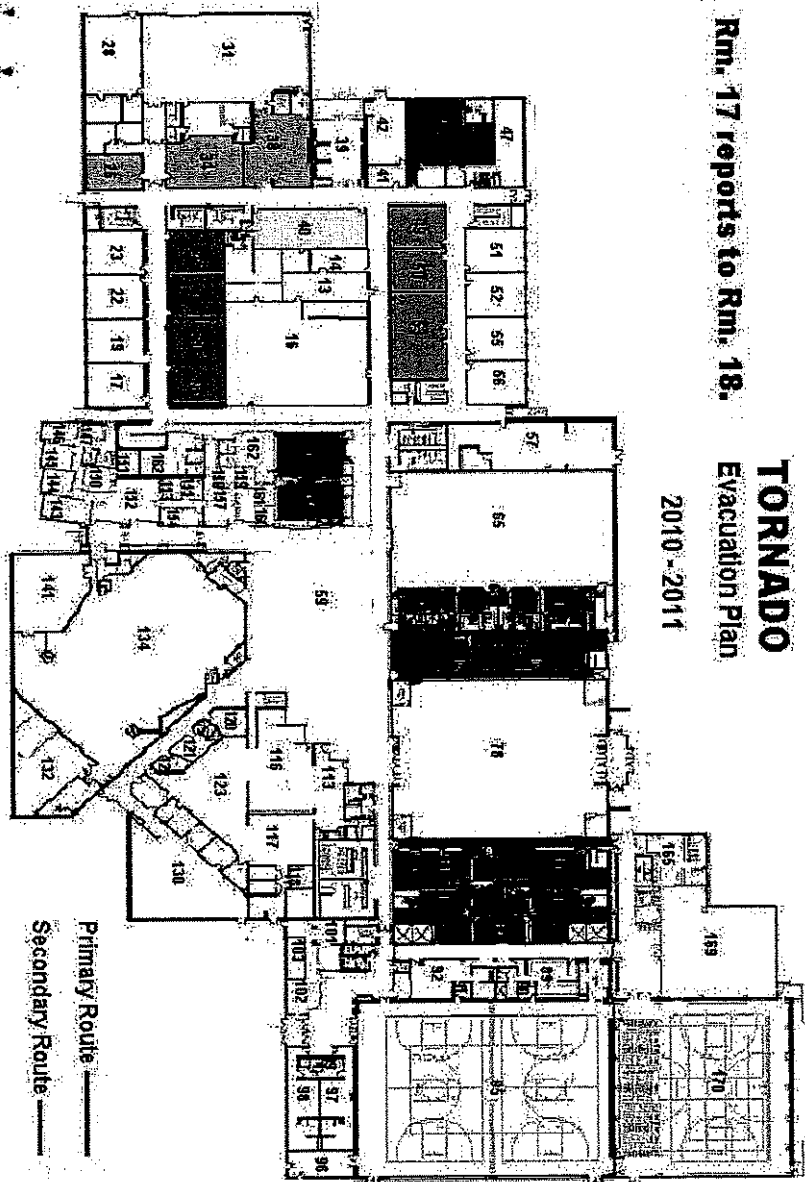
Western Boone Jr. Sr. High School

TORNADO

Rm. 17 reports to Rm. 18.

Evacuation Plan

2010 - 2011



Wells - AM

Wells - AM												
			bus 11 bus 12		bus 3			bus 8				
Spot 6	Spot 7	Spot 8	Spot 9	Spot 10	Spot 11	Spot 12	Spot 13	Spot 14	Spot 15	Spot 16	Side	Side
	Bus 4 Cindy Hume	Bus 11 Jennifer Mundy	Bus 5 Rodney Heaton	Bus 12 Debbie Sharp	Bus 3 Victoria Goss	Bus 10 Billi Detty	Bus 8 Monloa Sprong	Bus 7 Jackie Covington	Bus 9 Margaret Beesley	Day Care Bus	Bus 26 JoAnn Diokey	Bus 25 Casey Cratty

Shuttle Buses: IF SHELTER IS NEEDED, PLEASE REPORT TO THE FOLLOWING LOCATIONS:

Bus 4	Cindy Hume		
Bus 5	Rodney Heaton	Buses 4, 11, 5, 12	Enter Door #16 (cafeteria) - Go past 4th gr classes & take cover near 5th-6th gr hallway. If no room-go to room #189 (Title 1)
Bus 10	Billi Detty		
Bus 7	Jackie Covington	Buses 3, 10, 8, 7, 9	Enter Door #1 (main door) - Go down hallway past MPR.
Bus 9	Margaret Beesley	26, & 25	Take cover in 1st-2nd gr hallway. If no room - go to Rm 203.

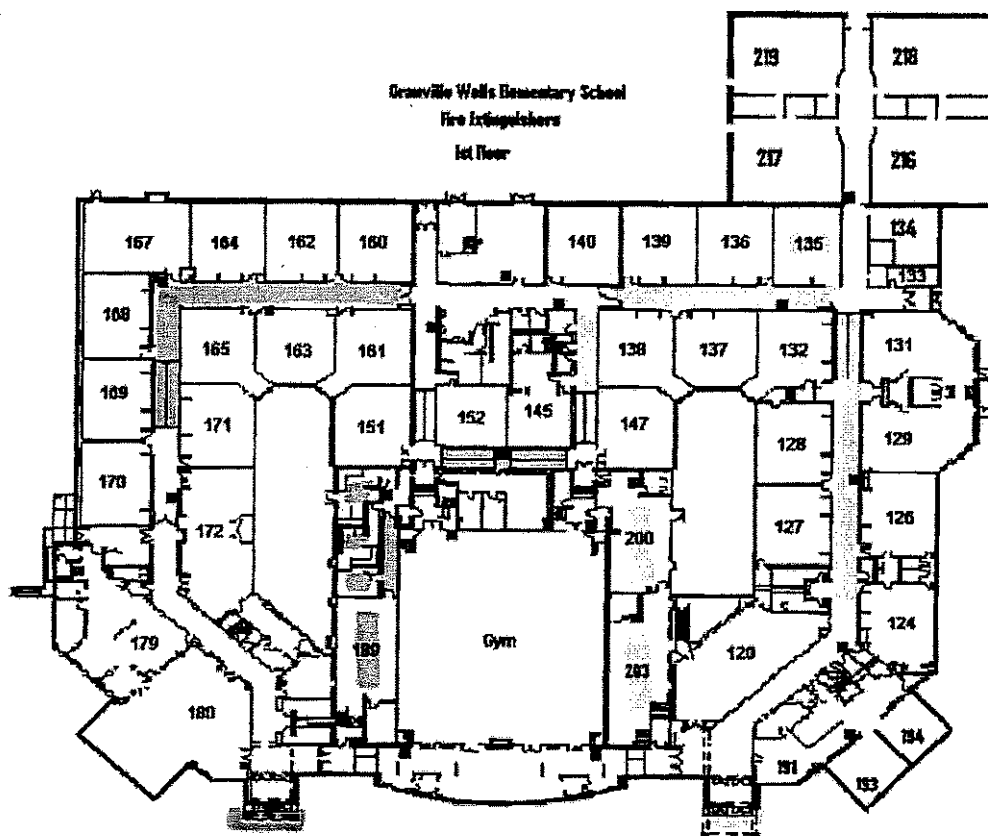
Wells - PM

Spot 6	Spot 7	Spot 8	Spot 9	Spot 10	Spot 11	Spot 12	Spot 13	Spot 14	Spot 15	Side	Side
Bus 10 Billi Detty	Bus 12 Debbie Sharp	Bus 7 Jackie Covington	Bus 3 Victoria Goss	Bus 11 Jennifer Mundy	Bus 4 Cindy Hume	Bus 8 Monloa Sprong	Bus 9 Margaret Beesley	Bus 5 Rodney Heaton	Day Care Bus	Bus 26 JoAnn Diokey	Bus 25 Casey Cratty









IF SHELTER IS NEEDED, PLEASE REPORT TO THE FOLLOWING LOCATIONS:

Buses - 10, 12, 7, 3, 11 Enter Door #16 - Go past 4th grade classes and take cover near 5th-6th grade hallway. If no room - go to room #189.
 Buses - 4, 8, 9, 5, 26, 2 Enter Door #1 - Go down hallway past MPR. Take cover in 1st-2nd grade hallway. If no room - go to room #203.










Shuttle bus:
 Bus 12 to drop off students if riding.



Thorntown - AM

Bus 17 Spot 2	Bus 13 Spot 3	Bus 20 Spot 4	Ttown Spot 5	Spot 6	Spot 7	Spot 8	Spot 9	
								
Bus 19 Ron Willcut	Bus 15 Mark Garnand	Bus 21 Cristin Aguilar	Bus 14 Deanna Garnand	Bus 18 Brad Maddox	Bus 20 Janet Christy	Bus 17 Valerie Kyle	Bus 13 Diana Oldham	
Shuttle Buses:								
Bus 19	Ron Willcut	IF SHELTER IS NEEDED, PLEASE REPORT TO THE FOLLOWING LOCATIONS:						
Bus 15	Mark Garnand							
Bus 21	Cristin Aguilar	Buses 19, 15, 21, 14, & 18				Enter Door #12 - Go to Music Room		
Bus 14	Deanna Garnand							
Bus 18	Brad Maddox	Buses 20, 17 & 13				Enter Door #11 - Go to the Art Room		

Thorntown - PM

Spot 2	Spot 3	Spot 4	Spot 5	Spot 6	Spot 7	Spot 8	Spot 9	Spot 10
								
Bus 13 Diana Oldham	Bus 20 Janet Christy	Bus 14 Deanna Garnand	Bus 19 Ron Willcut	Bus 18 Brad Maddox	Bus 15 Mark Garnand	Bus 17 Valerie Kyle	Bus 21 Christin Aguilar	Bus 27 Janice Cotton
IF SHELTER IS NEEDED, PLEASE REPORT TO THE FOLLOWING LOCATIONS:								
Buses 13, 20, 14, 19, & 18					Enter Door #12 - Go to Music Room			
Buses 15, 17 & 21					Enter Door #11 - Go to the Art Room			

Physical Performance Test Standards Rule 8

School Bus Driver Physical Performance Standards and Measurements

575 IAC 1-8-1 Exiting the bus. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 1.

- 1) Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver's seat and exiting from the rearmost emergency door.
- 2) The measurement is pass/fail.

575 IAC 1-8-2 Quick reaction time between accelerator and service brake. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 2.

- 1) Driver shall demonstrate quick reaction time between accelerator and service brake.
- 2) In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less.

Physical Performance Test Standards

575 IAC 1-8-3 Climbing and descending bus service door steps. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 3.

- 1) Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward-facing position two (2) times without stopping.
- 2) The measurement is pass/fail.

575 IAC 1-8-4 Opening and closing bus service door. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 4.

- 1) Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position.
- 2) The measurement is pass/fail.

Physical Performance Test Standards

575 IAC 1-8-5 Operating hand controls or steering wheel. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 5.

- 1) Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.
- 2) The measurement is pass/fail.

The physical performance test will be completed once every 2 years in compliance with IC 20-27-3-4.

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE FOUR

JOB CLASSIFICATIONS: Corporation School Bus Driver and Bus Monitor (180 days)

PERSONAL LEAVE: (following successful completion of the 90-Day Probationary Period)

Returning employees will receive five (5) days of paid personal leave. If a new employee's probationary period ends in the month of August or September, 5 personal days will be granted for the first year. For those whose probationary period ends in the following months they will be given the corresponding number of personal days for that year: October-4, November-4, December-3, January-3, February-2, March-2, and April-1. If a new employee's probationary period ends in May-July, they will be eligible for five days for the upcoming school year. Personal leave days may be used at the employee's discretion and with the supervisor's approval. At the end of the school year, all unused personal leave will transition into sick leave. Personal leave days may not be used for days when an employee is not regularly scheduled to work (summer, school breaks, etc.). A new allotment of personal days will be given in August.

Note: Unpaid time is not allowed unless specified by our eLearning Day policy or all personal leave has been exhausted. If all personal leave is exhausted, the employee will only be granted unpaid time off for extenuating circumstances which must be approved by the supervisor and/or superintendent. Sick leave cannot be used without first using all personal leave and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

BEREAVEMENT LEAVE: (following successful completion of the 90-day Probationary Period)

Five (5) days of bereavement pay, falling within a seven-day calendar period beginning with the day of the death or the day following such death, are given to an employee grieving the loss of the following family members: spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepchildren, or any other member of the family unit living in the same household no matter what the degree of relationship. In case of the death of other family members and/or close friends, bereavement leave of one (1) day is allowed, up to a maximum of two (2) days per year.

PERFECT ATTENDANCE BONUS:

An attendance bonus is earned at the rate of \$100.00 per school quarter for perfect attendance (using no personal, sick, or unpaid days), payable the first pay period after the quarter in which it was earned. An additional \$100.00 bonus will be paid for each school quarter with perfect attendance, to be paid in the first pay period after the last day of school. If the driver has perfect attendance during the entire school, their perfect attendance bonus would total \$800.00 for the school year. Bereavement leave does not count against the perfect attendance bonus.

LONGEVITY BONUS YEARS EXPERIENCE WITH WESTERN BOONE SCHOOLS:

Completed Years Driving with Western Boone:	Year 7 & 8:	receive \$200 bonus
	Year 9 & 10:	receive \$300 bonus
	Year 11 & 12:	receive \$400 bonus
	Year 13 & 14:	receive \$500 bonus
	Year 15+	receive \$600 bonus

HEALTH INSURANCE: (30 hours/week required to receive insurance)

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,500 for single coverage, \$12,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium. Employees enrolled in the health insurance plan have access to a free clinic as well as free telehealth services.

LONG-TERM DISABILITY and ACCIDENTAL DEATH and DISMEMBERMENT

INSURANCE: (30 hours/week required to receive insurance)

Long-term disability and accidental death and dismemberment insurance are provided at a cost of \$1.00 to the employee.

LIFE INSURANCE: (30 hours/week required to receive insurance)

Life insurance coverage in the amount of \$50,000 is provided at a cost of \$1.00 to the employee.

DENTAL INSURANCE: (30 hours/week required to receive insurance)

Corporation contribution: \$200/year.

VISION INSURANCE: (30 hours/week required to receive insurance)

Corporation contribution: \$50.00/year.

SUPPLEMENTAL OPTIONS (Upon request for employees with 30 hours/week):

- Additional Life Insurance for employee, spouse and family available
- Health Savings Account available for employees on the High-Deductible Health Insurance Plan

TAX-DEFERRED RETIREMENT SAVINGS 403(b) PLAN:

After one year of service, employees are eligible for a tax-deferred annuity (established in lieu of a pension plan), whereby 3.75% of the employee's base-pay is contributed by the school corporation to a 403(b) savings account specifically for that employee. With a minimum personal contribution of \$50.00, the school corporation will contribute an additional amount to each employee's 403(b) savings account as follows: \$200.00 for 1-5 years of service, \$400.00 for 6-10 years of service, and \$600.00 for 11+ years of service. Employees are eligible to make additional contributions up to the maximum legal limit. Special rules regarding the use of these savings accounts are available upon request.

PRESCHOOL PROGRAM

The school corporation will waive half the tuition costs associated with the preschool program at Thorntown Elementary School and Granville Wells Elementary School for children of all non-certified regularly scheduled employees. Students must meet eligibility requirements established by the district to enroll in the program.

***RETIREMENT: For all persons employed as of December 31, 2012 (Grandfathered and Frozen):**

Upon retirement, employees with 10 or more continuous years of service will receive \$100 per year of service accrued as of December 31, 2012.

Board Approved: 5/8/2023

**Western Boone County Community School Corporation
2025-26 School Calendar**

Adopted 2/12/24
Revised 3/10/25

Monday	Tuesday	Wednesday	Thursday	Friday	Explanatory Notes
AUGUST 2025					
4-T	5-T	6-S	7	8	T = Teacher Day
11	12	13	14	15	S = Students 1st Day
18	19	20	21	22	
25	26	27	28	29	
SEPTEMBER 2025					
1-LD	2	3	4	5	LD= Labor Day (NO SCHOOL)
8	9	10	11	12	MT=Mid Term (22 days)
15	16	17	18	19	
22	23	24	25	26	
29	30				
OCTOBER 2025					
		1	2	3-E	E=End of 9 weeks (42 days)
6	7	8	9-EPT	10	EPT-Elementary Parent-Teacher Conferences (K-6) 2:00-7:00 pm
13	14	15-SPT	16-EPT	17	SPT-Secondary Parent-Teacher Conferences (7-12) 5:00-8:30 pm
20-FB	21-FB	22-FB	23-FB	24-FB	FB=Fall Break (NO SCHOOL)
27	28	29	30	31	
NOVEMBER 2025					
3	4	5	6	7-MT	MT=Mid Term (28 days)
10	11	12	13	14	TB= Thanksgiving Break (NO SCHOOL)
17	18	19	20	21	
24	25	26	27-TB	28-TB	
DECEMBER 2025					
1	2	3	4	5	E = End of 2nd 9 weeks (48 days)
8	9	10	11	12	SM = End of 1st Semester (90 days)
15	16	17	18	19-E,SM	CB= Christmas Break (NO SCHOOL)
22-CB	23-CB	24-CB	25-CB	26-CB	
29-CB	30-CB	31-CB			
JANUARY 2026					
			1-CB	2-CB	T = Teachers Return 1/2 (Elem) Full (7-12)
5-T	6-S	7	8	9	S = Students Return
12	13	14	15	16	MLK = Martin Luther King Day (No School), Snow Make-up Day
19-MLK,SMD	20	21	22	23	EL = eLearning Day
26	27	28-EL	29	30-MT	MT=Mid Term (18 days)
FEBRUARY 2026					
2	3	4	5	6	WB=Winter Break (No School), Snow Make-up Day
9	10	11	12	13	
16-WB,SMD	17-WB,SMD	18	19	20	
23	24	25	26	27	
MARCH 2026					
2	3	4	5	6	E= End of 3rd 9 weeks (46 days)
9	10	11	12	13-E	SB=Spring Break (NO SCHOOL)
16	17	18	19	20	
23-SB	24-SB	25-SB	26-SB	27-SB	
30	31				
APRIL 2026					
		1	2	3	MT=Mid Term (20 days)
6	7	8	9	10	
13	14	15	16	17-MT	
20	21	22	23	24	
27	28	29	30		
MAY 2026					
				1	MD= Memorial Day
4	5	6	7	8	E= End of 4th 9 weeks (44 days)
11	12	13	14	15	SM= End of 2nd Semester (90 days)
18	19	20	21-E,SM	22-T	T=Teacher Record Day -1/2 day *move to end of SMD if needed
25 - MD	26-SMD	27-SMD	28-SMD	29-SMD	SMD=Snow Make-up Day if needed

*EL=eLearning Days scheduled on the calendar will be used for staff professional development unless needed for a Snow Make-Up Day. Students will not physically attend school on eLearning days. WBOCSC can only use 3 traditional eLearning Days for the 2025-26 school year. *After the use of 3 eLearning Days for any unscheduled closures, bulk or Snow Make-Up Days will be utilized until all days are made up.

EDUCATION & OPERATION FUND COMPARISON REPORT

As of August 31, 2025, the Education Fund cash balance was \$5,490,237. The Education Fund expenditures for August 2025 were \$1,177,749. As of the end of August 2025, a total of 59% of the 2025 appropriation was expended.

As of August 31, 2025, the Operation Fund cash balance was \$3,826,741. The Operation Fund expenditures for August 2025 were \$513,690. As of the end of August 2025, a total of 54% of the 2025 appropriation was expended.

Western Boone County Community School Corporation has investments in the form of various interest-bearing accounts, deposits and treasuries with financial institutions and has earned interest as follows:

<u>Financial Institution</u>	<u>2025 YTD Interest Earned</u>
Home National Bank	\$356,231.93 Interest
Raymond James	\$4,434.64 Income
Raymond James	\$7,255.29 Change in Value
North Salem State Bank	\$45,348.25 Interest

FYI: The August 2025 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site

American Royal National Judging Contest

Kansas City, Missouri

October 15-October 20

The Senior 4H Judging Team consisting of Chris Hall, Maycee Reed, Kylee Trent, and Zoey Trent placed third in the state livestock judging contest to advance to a national contest at the American Royal in Kansas City, Missouri on October 19th. The rules of this national contest state that participants must be 14 to enter, so alternate, Emma Hosfield will be judging in place of Zoey at the contest. The Junior Team placed fifth in the state contest, and earned the privilege to travel with the senior team.

We will be leaving after school on October 15th and driving to Illinois. On Thursday, October 16th we are doing workouts at farms in Illinois before continuing to Missouri where we will stay Thursday evening. On Friday, October 17th we are meeting up with the Purdue University Livestock Judging Team for workouts at farms in Missouri both Friday and Saturday. We will participate in the contest at the American Royal on Sunday, October 19th with an awards program that evening. We will be getting up and returning home on Monday, October 20th.

We will be driving a 15 passenger van rented and insured through Boone County 4H. Additional chaperones throughout the trip will be Todd Smith, Tyler and Courtney Wilt, and Josh and Stephanie Merrill.