

# **OPPAGA**

**“Safe Passage”**

## **Holmes District Schools**

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**June 17, 2002**

**OPPAGA Safe Passage**

**GOAL A:** The school district ensures that its safety and security program has clear directions and is effective at meeting its intended purpose in a cost-efficient manner.

**1. Best Practices:** The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.

The Holmes County School District is currently conducting a five-year strategic planning process that encompasses nine areas: environment/safety, finance/funding, human resources, attendance boundaries, technology, break-the-mold, program and organizational delivery/efficiency, and curriculum. However, a district community safety team consisting of 25 members has been established since 1997 to study Holmes County’s environment/safety. The committee is comprised of a broad cross-section of district stakeholders.

Clergy	-	4*	
Business		-	8*
Parent	-	15*	
District employee	-	4*	
Administration/guidance	-	15*	
Local emergency personnel	-		7*

\* Some members fell into multiple categories

The district team began with the rationale statement: “Holmes District Schools, whether small or large, elementary, middle or high are not immune to violence, disaster and other crises. Every day teachers, administrators and school resource officers may be called on to deal with drug incidents, fights, natural and man-made disasters and fatalities. Prompt and effective response from school personnel may mean the difference between a controlled situation and chaos - or even life and death. We cannot prevent crisis situations from arising, but we can prepare ourselves to act in a responsible, organized manner so that our educational day will be productive and our students will be given the necessary individual support.”

The Superintendent of Schools and district level staff pursue on an annual basis, the assessment of appropriate performance and cost efficiency of the safety program. Analyzation of potential cost saving measures, such as outside contracting and privatization, has been conducted. Contractual agreements with the Holmes County Sheriff’s Office, Holmes County Health Department, Life Management, Community Intervention Research Center, etc. provide a school resource officer, health aides, counselors and behavior specialists for students within the district who exhibit the need for such services.

The district regularly updates data for the School Environmental Safety Incident Report through Santa Rosa Gateway Student Records. Several agencies assess the safety and security program for Holmes District Schools. These include the Holmes County Health

Department, OSHA, PAEC, Risk Management and staff from the Holmes County School Board. Additional information is gathered from the BE-BRAVE Hotline and crime reports.

**Recommendations:**

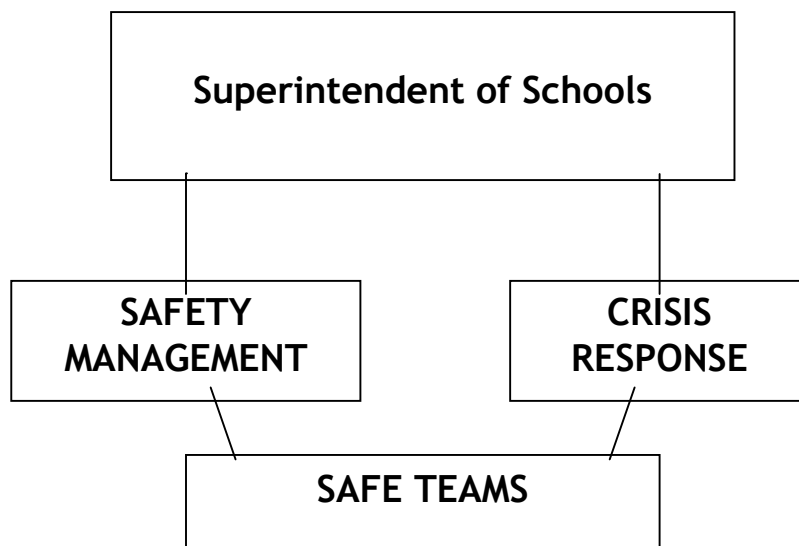
The safety and security of all members of the school community students and employees remain top priority. Safety and Security personnel should ensure that all the district remain a safe, healthy, secure and inviting environment for the school community.

**Fiscal Impact and Timeline:**

There is no cost associated with this recommendation. This will be an ongoing process.

**2. Best Practices:** The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes administrative layers and processes.

Annually, the Superintendent of Schools and the district staff assess program and staffing levels of the Safety and Security Program to minimize administrative layers and processes and to ensure that staff can respond to safety crisis. Teacher, staff, parent and student surveys are utilized in the review. The Crisis Prevention/Intervention Manual and Crisis Response Manual serve as references for the District Safety Team and individual school SAFE teams. Each school’s SAFE team has assigned each staff member responsibilities to perform in the event of a crisis.



The district reports organizational structure, administrative staffing and reasonable lines of authority and spans of control. These findings are distributed to and reviewed annually with school board members.

**Resources:**

School Board Policies/Procedures Manual  
Crisis Prevention/Intervention Manual  
Crisis Response Manual  
District Team Responsibilities (Crisis)  
SAFE Teams (\*defined responsibilities and authority)  
Organization Chart  
Board Minutes  
Teacher, Staff, Parent & Student Surveys  
Service Summaries (drill)  
Program Comparisons  
Job Descriptions  
Staffing Plan

**GOAL B:** The school district has comprehensive plans and procedures to ensure the safety and security of students and employees.

**1. Best Practices:** The district has implemented a school safety plan that includes district-wide emergency and safety procedures and identifies those responsible for them.

A written school improvement plan at each school identifies school safety goals and procedures. The district has adopted and implemented a comprehensive school safety plan, which is made up of a risk management plan, crisis prevention/intervention plan and crisis response plan which provide emergency and safety procedures for employees and students. Interagency agreements are in place with local emergency agencies and officials to ensure immediate assistance.

**Resources:**

School-approved written mission statement  
School Improvement Plan, Goals & Procedures  
Crisis Prevention/Intervention Manual  
Crisis Response Manual  
Public Safety Coordination  
DOJJ Coordination  
Student Registration Form  
Emergency Coordination  
After-School Events Criteria & Coordination  
Mutual Aid Agreements  
PAEC Agreement  
Student Code of Conduct  
In-service Documentation  
Job Descriptions  
Employee Performance Evaluation  
Alternative Referral Procedure/Criteria School

**2. Best Practices:** The district has developed a checklist for each educational facility that provides step-by-step emergency procedures.

A Crisis Response Plan is provided and posted in each classroom in the district. Emergency responses include: Early/Emergency Closing of Schools, Nuclear Incident, Drug Incident, Chemical Spills & Railroad Accidents, Fire, Serious Injury or Illness, Sexual Battery On Campus, Severe Weather, Severe Disruptions Involving Criminal Acts, Bomb Threat, School Bus Accidents, and Anthrax/Other Biological Agents. Additionally, maintenance and food service have been provided with emergency procedures per Risk Management recommendations.

The school district in cooperation with the Holmes County Emergency Operation Center (EOC) has provided each school principal and the Superintendent with emergency mobile radios. The Superintendent may contact all school administrators simultaneously. The radios also monitor and have communication capabilities with the Emergency Operations Center and Sheriff's Office. Other procedures include simultaneous E-mail and phone. The crisis prevention/intervention plan addresses media response and has been distributed to each school SAFE Team and support service administrator. The Crisis Response Plan includes emergency contact numbers and provisions for backup communication with faculty, support service administrators and emergency agencies. Each school has developed evacuation procedures regarding school transportation.

**Recommendations:**

While each school has determined evacuation procedures, these should be shared with the local fire departments, Sheriff Office, Emergency Medical Service and Emergency Operations Center. Additionally, secondary and tertiary evacuation locations should be established.

**Fiscal Impact and Timeline:**

Secondary and tertiary evacuation locations and evacuation procedures will be distributed to emergency agencies by August 1, 2002 with little to no cost to the district.

**Resources:**

- Crisis Response Plan
- Crisis Prevention/Intervention Plan (media guidelines & suggested responses)
- Communications Methods
- Emergency Mobile Radios/EOC Records
- Phone Trees/Recall lists
- Media Contact Plan
- Command Centers established
- Staging Areas established
- School SAFE Team Coordination Plans
- Roles and Responsibilities (SAFE TEAM)

**3. Best Practices: The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.**

A broad cross-section of school community including parents, community representatives, local emergency agencies, teachers, staff and students are involved in the comprehensive school safety plan emergency procedures. These safety plans and emergency procedures have been provided to each school advisory council, school principal, teacher and each support service administrator. In April 2002, the Holmes County School District WebMaster, included the Crisis Prevention/Intervention Manual and Crisis Response Plan in a section entitled "In Times of Crisis" on the Holmes County School District website. Additionally, copies of these documents are available upon request at the district office.

Each summer, the district safety team meets to review and revise its plans; however, it became necessary to meet in the fall to revise the response plan to include Anthrax/Other Biological Agents, to the response manual.

**Resources:**

Stakeholders identified (PTA School officials, Emergency Management Officials & Staff)

Written interagency Agreements current

"In Times of Crisis" Pamphlet

School-based Plans and Procedures

Annual District Team Workshop

Written Public Request procedures in place

HCSB Website

School Advisory Members

Review Criteria Annually

School Board Minutes

Memos, Instructional & Non-instructional In-service Documented

**4. Best Practice: The district provides emergency response agencies with floor plans and blueprints as appropriate.**

The district provides current floor plans of each facility to the Sheriff's Office, Bonifay Police Department and local community fire departments. The district maintains copies of blueprints and drawings of each educational facility, which are readily available for review during an emergency. Additionally, each school maintains crisis kits with a drawing of the educational facility.

**Recommendations:**

It is recommended that a copy of the blueprints/drawings of each educational facility be maintained at the district office in a flat file.

This will enable the prints to be more easily accessed and will insure their aid in maintaining their good condition.

**Fiscal Impact and Timeline:**

The cost to the district would be the cost of the flat file. The facilities/safety administrator should look into the cost and report to the school board by September 2002.

**Resources:**

- Summer Review minutes
- School Crisis Kits
- File: Facilities Administrator
- File: Local Emergency Agencies

**5. Best Practices: The district and each school regularly practice emergency responses based on potential hazards at each site.**

The district school board has developed and implemented procedures for various emergency drills in accordance with state law. The district uses its annual self-assessment to identify the potential hazards for each educational facility and has developed and implemented procedures for practicing responses to identified hazards. Documentation of required drills are on file at each school and in the office of the facilities administrator. Additionally, the district requests that upon completion of the drill a "service summary" be completed. The service summary is a self-assessment including nature of crisis, dates on site, team members on site, school personnel involved in direct service to students, types of services provided by Crisis Intervention Team, media involved, appropriate training, special problems, and future recommendations.

**Resources:**

- Documented Drills
- Service Summaries
- Audits and SREF reviews (PAEC inspector)
- Hazard Identification forms
- Crisis Response Plan
- Health Department Inspections

**6. Best Practices: The district's Master Plan for In-Service Training identifies district and school personnel who need safety training and provides an appropriate level of safety training for all personnel.**

The district has in place an in-depth Master Plan for In-Service Training. The minimum safety training for all staff members has been identified. The individual school is responsible for training based on the in-service needs assessment and staff members' responses have been documented at school sites and at the district office. These

trainings include CPR, First Aid, Bloodborne Pathogens Exposure Control Plan, Conflict Resolution, Anthrax, etc.

Training opportunities provided by the Department of Education, as well as other entities have been utilized.

**Recommendations:**

While minimum safety training for all employees has been identified, annual job-related updates should be considered, more specifically, safety training for facilities/maintenance crews, custodial, etc.

**Fiscal Impact and Timeline:**

Cost incurred by the district would be the number of non-instructional staff time's daily rate of pay per day. The actual cost of the training would also need to be considered.

The safety coordinator will provide an in-service needs assessment and determine the feasibility of conducting the training by February 2003.

**Resources:**

- Job Specific Training
- Master Plan for In-Service Training
- AEC Safety Updates
- Bloodborne Pathogens Workshops
- Hepatitis B Training & Immunization
- Identified Safety Equipment
- Training and Risk Management procedures distributed & documented
- Training Schedules
- List of Attendees

**GOAL C:** The school district has developed a clearly written code of student conduct and communicated with students and parents.

**1. Best Practice:** The district and each school have established disciplinary policies and a code of student conduct that are well defined.

The Holmes County School District is in compliance with relevant laws and regulations regarding discipline policies, including the code of student conduct. At the time of registration, students are required to disclose information regarding prior disciplinary history of expulsions, arrests resulting in a charge and juvenile justice actions. The district enforces a zero tolerance policy for criminal offenses, substance abuse and victimizations. Anti-harassment, anti-violence and search and seizure policies are in place. In addition, the district maintains procedures regarding the relocation of students who are dismissed from classes.

The policy regarding interviewing students by law enforcement agencies and/or the Department of Children and Family Services is presently being advertised and up for adoption in July, 2002.

**Recommendations:**

Copies of the DRAFT policy should be sent to the Sheriff's Office and the Department of Children and Family Services for language review regarding the interview process.

**Fiscal Impact and Timeline:**

Policy adoption should be complete by August 2002 at no additional cost to the district.

**Resources:**

- HCSB Policy
- DRAFT Policy # 8.341
- Laws & Regulations Cross-indexed
- Annual review & revisions clearly identified
- Registration forms evidence disclosure as warranted
- Department of Juvenile Justice Documentation
- Alternative School Referral Procedures
- BE-BRAVE Agreement
- Written Reasonable Force Policy
- Code of Student Conduct

**2. Best Practice:            The district revises its code of student conduct and informs all stakeholders as to the final product.**

The Holmes County School Board and administrators review discipline policies and revise those policies with input from teachers, staff, parents and students on an annual basis via a public hearing. The Code of Student Code is clearly written and avoids the use of technical terminology. At the beginning of each school year, the handbook is reviewed with students. In turn, the student verifies that he/she has had the policies reviewed with him/her and acknowledges receipt of a copy of the handbook. In addition, the last page of the handbook contains a letter to the parent. The parent attaches his/her signature upon receipt of the handbook. These acknowledgement pages are then returned to the school where they remain on file.

**Resources:**

- Policy Review Documented
- Meeting Documented
- Policy Advertisement Documented
- Revisions Clearly Identified
- Parent, Teacher, Student Surveys
- School Advisory Reviews

Written Code of Conduct Distributed  
File: Acknowledgement Forms at School  
Public Hearing Documented

**GOAL D: The school district identifies, minimizes, and protects others from disruptive and /or violent student behavior.**

**1. Best Practices: Each school has a system in place to identify the early warning signs of student violence.**

Via the Crisis Prevention/Intervention Plan, the district provides the staff with information concerning the early warning signs of violence and facilitates and encourages requests for students who exhibit signs of violence. While profiling of students is discouraged, a checklist has been provided to SAFE Teams and counselors to identify those students exhibiting signs of violence.

The district Safe Drug Free Schools coordinator has scheduled training during August 2002 on the Early Warning Signs of Violence.

The district makes available psychological counseling for students who exhibit early warning signs of violence and has procedures in place to maintain legal confidentiality of information regarding these students.

**Resources:**

Early Warning Signs of Violence Checklist  
SDFS Grant & Program Review  
Training Documented  
BE-BRAVE Hotline  
Documented Conflict Resolution Training  
Child Study Team Procedures  
Psychological Services  
CIRC Contractual Services  
Life Management Contractual Services  
List of Counselors available  
Holmes County School Board Policy  
Secure Files with Limited Access

**2. Best Practice: The district identifies and implements parent and community outreach strategies to promote safety in the home and community.**

Zero tolerance and victimization are addressed through cooperative agreements with Department of Juvenile Justice. The district works with local law enforcement agencies, Emergency Operation Center, Holmes County Health Department, Juvenile Justice Advisory Council, Teen Court, and other community agencies to address safety and security.

Information regarding the necessary school entry health examinations and immunizations for all students is provided through news media and “welcome-to-school” packets.

**Resources:**

Documented Programs

Documented Meeting (School Advisory, DOJJ, Teen Court, HCHD, EOC, etc.)

Sample Materials

File: Agreements

**3. Best Practice:** The district conducts a hazards analysis to determine the potential safety and security issues facing each school.

SAFE Teams meet regularly to identify possible safety and security hazards and make appropriate recommendations for corrective action. Appropriate measures are in place to respond to early warning signs of violence and reduce the number of violence risk factors.

Extended day programs are available at Bonifay Middle School and Bonifay Elementary School. The USDA grant identifies “ to give youth an opportunity to take part in activities that will increase their awareness of life options and improve their personal life skills, thereby increasing their ability to be productive members of the community” as a goal for the program.

**Resources:**

Audit Documented

BE-BRAVE Hotline, Alcohol Awareness, Tobacco Free, etc

USDA Grant (Holmes County Extension Agent)

File: Support Services (USDA Grant)

Documented Conflict Resolutions

Teen Court

**4. Best Practice:** Based on the needs identified in the school hazards analysis, the district implements appropriate violence and drug prevention programs for each school.

The district continues to provide a successful, approved SDFS plan. This plan is reviewed and updated annually.

The district’s Safe Drug Free Schools program provides drug prevention education, conflict resolution, anti-tobacco and sexually transmitted diseases components. Results of the program review are published annually and are available through the Safe Drug Free Schools coordinator.

The district utilizes court records, finger printing and background checks of new employees to track charges and convictions of students and employees. In addition, the district cooperates with agencies such as Department of Education, Department of

Juvenile Justice, Sheriff's Office, Teen Court, the Circuit Court, and others in developing, implementing and maintaining its safety programs.

**Resource:**

- Approved Plan and Revisions
- DOJJ records
- Finger Printing of employees
- Self-Report Portion on employment application
- Arrest reports/Collaboration with Sheriff's Office
- Correspondence w/other governmental & private agencies
- Program Audit
- Current SDFS Annual Progress Report
- SESIR Report

**5. Best Practice:**            **The district has crime watch and school safety hotlines available in all school.**

Since 1998, the district, in cooperation with the Holmes County Sheriff's Office, has maintained the BE-BRAVE school safety hotline. The hotline is open 24 hours a day, 7 days a week. Students, parents and others are informed about the hotline through memos, news media, wall posters, parent conferences, pencils, refrigerator magnets and bumper stickers. Brochures are also made available.

**Resources:**

- Sheriff's Office
- Program Documented
- Materials on hand
- Training Documented

**6. Best Practice:**            **The school board adopts curricula and programs aimed at protecting students, teachers, bus operators, administrators, and school personnel.**

Programs are made available through SDFS coordinator. These Programs are selected through input from the SDFS advisory council, which is made up of parents, teachers, students and community leaders. The coordinator presents all programs to the School Board for approval.

**Resources:**

- SDFS Advisory Council
- Tobacco Free Coalition, etc.
- Code of Student Conduct
- DCT Annual Meeting
- PAEC In-Service
- School Board Policies

Training Documented  
District Media Center Catalog  
BE-BRAVE Program  
District Risk Management Manual  
Survey results documented  
Training/Meeting  
Vocational Service Organizations (FCCLA, FFA, etc.)

**GOAL E: Educational facilities and equipment are safe and in good working condition.**

**1. Best Practice: The district conducts an annual review of all relevant health and safety issues for each educational facility.**

In accordance with Florida law and regulations, school principals report safety and discipline data to the Department of Education through Santa Rosa Gateway Student Records.

The Panhandle Area Education Consortium provide to the district fire/safety inspections, playground safety inspections, casualty/safety services and SREF reviews. These services are conducted annually.

The annual review results are received and work orders are issued for corrective action. These corrections are made within a reasonable time period.

**Resource:**

Data Audits  
Safety Audits  
DOE Forms  
SREF Review  
Strategic Planning  
Action Plans  
Budget  
Recommendation/Follow-up Correction  
PAEC Loss Reports/Risk Management Reports  
School Accountability Report

**2. Best Practice: The district designs educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles.**

The district incorporates Crime Prevention Through Environmental Design principles in the maintenance, renovation and new construction of district educational facilities. The architect chosen to design the new Poplar Springs School will incorporate these principles in his design of the new facility. Renovation projects within the district demonstrate the utilization of a safety needs assessment and safety designs are revised or added to the

facility. All renovation and construction plans incorporate “safe school design” principles and final plans are submitted to the Department of Education for approval before construction begins.

**Resources:**

New PSHS Construction Plan  
Approval Process by CBI  
Plans reviewed by Safety/Risk Management

**3. Best Practice:** The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.

Each educational facility’s entrance in Holmes County is clearly marked with signage. Visitor procedures are also posted at the entrance.

Procedures and policy for the release of students to parents or person(s) listed on emergency card are documented in school board policy and the student code of conduct.

Personnel have been charged with responsibility of securing the buildings once unoccupied and key control systems are in place to account for all keys. A list of those maintaining keys is on file at each school and at the county office.

**Resources:**

Parent/Teacher/Student Surveys  
Sign-in Procedures  
Signage  
Code of Student Conduct, pg. 17  
School Safety Inspections  
Designated Personnel for locking building  
Documented Key Control

**4. Best Practice:** The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.

US Consumer Product Safety Commission guidelines regarding playground construction, maintenance and supervision are on file at each educational facility. Presently, playgrounds are inspected on a regular basis by teachers, custodial staff, and administration for obvious problems. As of May 2002, PAEC will be able to provide services to Holmes County in the way of a certified playground inspector. Beginning August 2002, the PAEC Certified Playground Inspector will be making annual inspections of playgrounds at the applicable educational facilities, identify deficiencies at which time the district shall perform timely repairs/replacement.

Duty teachers and aides monitor children’s play while on the playground.

**Recommendations:**

The safety coordinator should initiate a system whereby each playground undergoes an annual inspection by the PAEC Certified Playground Inspector. The Certified Playground Inspector shall document deficiencies and corrective action completed in a timely manner.

**Fiscal Impact and Timeline:**

Through incorporating PAEC resources, the cost to the district should be minimal. The annual inspection by a CPI should begin school year 2002-2003.

**Resources:**

- CPSC Criteria for Playgrounds on site
- Certified Playground Inspector
- Scheduled Inspection, repair or replacement schedule
- Duty Schedules/Supervisory plan
- Supervisory Training

**5. Best Practice: Each educational facility has appropriate equipment to protect the safety and security of property and records.**

While there are no security cameras present in the educational facilities in Holmes County, all schools are equipped with security alarm systems. Alarm systems within the district are selected and designed by qualified, contracted agents. The security equipment is inspected and reviewed annually by safety and security professionals.

Each educational facility maintains evacuation and disaster kits that include copies of student emergency contact cards and basic equipment as required by the district crisis prevention/intervention plan.

Holmes County schools are partially fenced, providing security to areas such as playground and athletic parks.

**Resources:**

- Alarms, Locks, etc.
- Documented Contract Agreements
- Crisis Kits inspected and on hand

**6. Best Practice: The district provides appropriate safety equipment and information to prevent injuries to students and others.**

Via vocational/science/physical education programs and in-service training, students and school personnel are trained in the appropriate safety procedures for dealing with

dangerous tools, equipment and chemicals. Documentation records can be accessed through lesson plans and in-service training records at the individual schools. Safety equipment including eye wash units, welding helmets, masks, gloves, goggles and belts are provided to minimize the number of injuries to students and staff.

First aid supplies are located in the school health aide's office. These supplies are also in mobile form in the event of a crisis. Fire extinguishers are mounted in strategic areas, inspected and meet all safety regulations.

**Resources:**

- PAEC Facility Inspections
- School Board Policy
- Family & Consumer Science Lesson Plans
- Agriculture Class Lesson Plans
- Local Policies
- Equipment Inventory at related schools

**7. Best Practice:** The district follows environmental and food safety health practices and regulations.

All food service facilities are inspected regularly by the Holmes County Health Department. Food service personnel have received information and materials pertaining to their safety-related duties, rights and responsibilities under Florida law, federal law and OSHA. Copies of health regulations are maintained at each food service facilities. A copy of emergency plans sand procedures have been distributed to each food service employee, and a documentation receipt has been received and is maintained with the food service director.

**Resources:**

- Food Safety Audits
- Documented Training
- Regulations on site
- PAEC Risk Management Manual at each facility

**GOAL F:** The district takes steps to ensure the safety and security of students and staff during transportation.

**1. Best Practice:** The district has procedures to create safe and orderly process for students arriving at or leaving school campus.

The district has developed a Pupil Transportation Safe Driver Plan, which encompasses operation of a school bus, operation of a school bus transporting students, applicants for the position of school bus operator, review of driving record, pre-employment point system, point system for existing bus operators, court disposition of traffic citations,

defensive driving school, serious violations, appeal procedures, reporting responsibilities, corrective action, DUI, training and deletion of points.

The Department of Transportation monitors driveways of each facility every 3 years. Additionally, they meet requirements set forth by SREF. Each school has procedures ensuring the safety of children arriving and leaving school including students who walk/bike to school, car riders and/or bus riders.

Separate drop-off and pick-up points are designated at each educational facility.

**Resources:**

- PAEC Risk Management & Control Manual
- SREF Edition 2002 Criteria met
- Multi-travel Mode Programs
- Documented bell schedule allowing for a staggered student release plan
- School Advisory Review of needs
- Separate areas designated
- Signage in place

**2. Best Practice:** The district has implemented policies, procedures, and practices that ensure the safety of transported students.

Buses purchased by the Holmes County School District have the appropriate and required restraint system.

The Transportation Director has been charged with designating school bus routes. In determining these routes, the Transportation Director confers with drivers, parents, and others as to potentially dangerous pick-up and drop-off sites. Routes and stops are reviewed periodically.

Personnel involved in transporting students are properly licensed, trained and qualified. Documentation is on file at the Holmes County School Board.

The district has drafted a safe driver plan that defines the threshold for unacceptable levels and types of violations by all persons transporting students and specifies consequences for those who exceed the threshold.

The Code of Student Conduct addresses safe riding practices and rules of conduct. Appropriate evacuation drills are conducted according to state law and transportation accidents emergency response is addressed in the Crisis Response Plan.

**Resources:**

- Bus Safety Restraint Criteria
- Annual and As needed route reviews
- Annual reviews & approval of routes by HCSB

Documented Driver Criteria  
Pupil Transportation Safety Plan  
Code of Student Conduct - bus rules  
Documented evacuation drills  
Crisis Response Plan

**3. Best Practice: School buses, including operated by schools, charter schools, and contractors, are inspected and maintained in accordance with state laws and state Department of Education rules.**

All school bus operators perform a pre-trip inspection of school buses in order to identify deficiencies, which are to be corrected before buses are used to transport students. Inspection forms may be reviewed at the Holmes County School Board. School bus inspections are conducted every 20 days by trained and certified technicians. Inspection forms are also on file for perusal. These procedures are monitored periodically by the Department of Transportation. Buses are only returned to service to transport students when all safety and mechanical systems meet the requirements of the Florida School Bus Safety Inspection Manual.

Beginning August 2002, bus operators will be required to hang a yellow placard or tape in the emergency door window during post-trip inspection to indicate that the bus has been thoroughly checked for children. The placard is clearly visible to the compound managers for easy monitoring. The bus operator is required to hang the placard every time the bus is parked and exited.

**Resources:**

Pre-trip Records  
Correction Records  
Trained Inspectors (documented)  
Inspection Records  
Current Florida Manual on hand

**APPROVED BY THE HOLMES COUNTY SCHOOL BOARD in regular session on June 17, 2002.**

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**Rickey D. Callahan, Chairman**

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**Myron Hudson, Superintendent**