

School Safety & Security Best Practices With Their Associated Indicators
2003-2004 School Safety and Security Self-Assessment Form

+Efficiency and Effectiveness

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

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Strategies and Actions to Be Taken

A district safety committee oversees the district's safety and security program. Reviews of school safety self-audits, school accident reports, EMI inspections, and technical assistance as well as County Health Department and Fire Marshall inspections provide information for the committee to annually use to evaluate and revise the district safety program.

Updating of objectives for the program as well as a cost analysis need to be completed during the 2004-05 School Year.

Fiscal Impact and Timeline

Fiscal Impact: Minimal.

Timeline: Objective update of the safety program should be completed by November 2004.

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+Efficiency and Effectiveness

2. The district ensures the accuracy of its discipline and safety and security related data and reports accurate data to the Department of Education.

Related Statutes and Rules

ss. 1006.09(8) and 1006.13(3), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district is in compliance with safety and security related data, which is submitted to the Department of Education. State approved forms and instructions for reporting procedures are followed. Safety and discipline data at each school is electronically reported to the district, reviewed, and then sent to the State using DOE procedures.

Fiscal Impact and Timeline

Fiscal Impact: Minimal.

Timeline: Procedures are already in place for data collection and submission to DOE.

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+Efficiency and Effectiveness

3. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes unnecessary administrative layers and processes.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district safety committee has as a major task the review of the district safety program and evaluating lines of authority, organizational structure, input from other agencies in the county dealing with safety/security, and funding for safety/security initiatives.

Fiscal Impact and Timeline

Fiscal Impact: Approximately \$50,000 is available from federal funds for district safety/security initiatives for the 2004-05 School Year.

Timeline: All projects utilizing this fund source should be completed by June 30, 2005.

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Safety Planning

4. The district has implemented a school safety plan that includes districtwide emergency and safety procedures and identifies those responsible for them.

Related Statutes and Rules

ss. 1001.42(16)a, 1006.10, and 1002.20(22), F.S.

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

A district school safety plan which provides schools with emergency and safety procedures is updated annually by the District Safety Committee and given to principals for disbursement in the schools. We are currently revamping the District Safety and Security Plan in conjunction with the Hendry County Health Department, the Hendry County Sheriff's Department, Hendry County Emergency Management Office, and the Clewiston Police Department.

Fiscal Impact and Timeline

Fiscal Impact: Printing costs estimated at \$2,500.

Timeline: New plan should be completed by September 2004.

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Safety Planning

5. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.

Related Statutes and Rules

s. 119.071, F.S.

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

A cross section of stakeholders contributes to the development and annual review of the district security and safety plan. As mentioned in question 4, several County agencies are involved as well as input from the school level.

Fiscal Impact and Timeline

Fiscal Impact: Minimal.

Timeline: Plan distributed September 2004.

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Safety Planning

6. The district conducts an annual review of all relevant health and safety issues for each educational facility.¹

Related Statutes and Rules

ss. 1006.07(6), 1013.12(1)(b), 1013.12(2)(b), and 1013.12(2)(c), F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Each school conducts an annual safety/security self audit which is submitted to the Assistant Superintendent at the Clewiston Sub Office. These self audits are reviewed by the District Safety Committee. A certified fire safety inspector conducts an annual fire safety review of all schools and district buildings. In addition an annual casualty safety review of all school plans is conducted to ensure compliance with Florida law and deficiencies are reported to the District School Board and are corrected within a reasonable period of time. Fire alarms and extinguishers are inspected annually by an outside vendor. Emergency generators are maintained by Hendry County personnel at specified school sites. Buildings are inspected by an in-district person certified in asbestos inspection. A Health inspector from the Department of Health also completes annual inspections of the schools.

Fiscal Impact and Timeline

Fiscal Impact: \$15,000 is the estimate for repairs or modifications in support of school security/safety.
Timeline: Completion of all inspections by June 30 annually.

¹ Conducting this self-assessment does not meet the requirements of this practice.

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Safety Planning

7. The district has developed emergency response procedures.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
		X	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district has emergency response procedures in place. We are in the process of updating/modifying those procedures with input from the Hendry County Health Department, Hendry County Sheriff's Department, Clewiston Police Department, and the Hendry County Emergency Management Office. Each school is provided with a Security Crisis Management Guidelines Booklet, which covers emergency response procedures. Each school has a site-specific plan to deal with emergency response procedures. Emergency crisis teams are trained and available to each school to provide counseling and support after an emergency. These individuals are counselors or administrators, and are coordinated through the District Student Support/ESE Department.

Fiscal Impact and Timeline

Fiscal Impact: Minimal.

Timeline: Revised plans will be completed by September 2004.

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Safety Planning

8. The district has provided each school with an emergency checklist.

Related Statutes and Rules

s. 1006.07(4), F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
		X	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

An emergency checklist has been completed in consultation with the Hendry County Health Department, Hendry County Office of Emergency Management, Clewiston Police Department, and the Hendry County Sheriff's Department personnel. This checklist will be provided to each teacher and it is the principal's responsibility to see that all teachers are trained and familiar with procedures outlined in the checklist.

Fiscal Impact and Timeline

Fiscal Impact: \$1,250 is projected for printing.

Timeline: Checklists will be provided to schools in July 2004.

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Safety Planning

9. The district and each school regularly practice emergency responses based on potential safety concerns at each site.

Related Statutes and Rules

s. 1006.7(4)(a), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Schools conduct a minimum of ten (10) emergency drills per year, (5 fire, 2 tornado, and 3 of principal's choice). In addition two (2) bus evacuation drills are completed each year. Drills are documented and results sent to the Assistant Superintendent's Office in Clewiston for school drills. Documentation of transportation drills is maintained by the district transportation department.

Clewiston High School conducted a multi-agency mock drill involving the Clewiston Police Department, Hendry County Sheriff's Department, and Hendry County Emergency Management. Other agencies which observed the drill were FLDLE, Ft. Myers Police Department, Collier County Sheriff's Office, Collier County Schools, and Hendry County Commission.

Upthegrove Elementary practiced a school wide campus evacuation.

Fiscal Impact and Timeline

Fiscal Impact: None.

Timeline: Completed annually.

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Safety Planning

10. The district provides emergency response agencies with floor plans and blueprints as appropriate.

Related Statutes and Rules

ss. 1013.01 and 1013.13, F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district is currently updating floor plans and maps for local emergency response agencies as part of meetings between the school district and emergency response agencies.

Fiscal Impact and Timeline

Fiscal Impact: None.

Timeline: To be completed by August 2004.

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Safety Planning

11. The district’s Master Plan for In-Service Training identifies district and school personnel training needs and provides for appropriate levels of safety training, including classroom management and violence and alcohol, tobacco, and other drugs training, for all appropriate personnel.

Related Statutes and Rules

ss. 1012.98 (4)(b)4. and 1012.98(4)(b)5., *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Strategies and Actions to Be Taken

This section is labeled “in progress” because the district is continually evaluating and modifying safety training for personnel. Currently, school staff receive training in Blood Borne Pathogens, use of fire extinguishers, chemicals and hazardous materials (Right to Know), lab safety in secondary schools, first aid, CPR training, crisis prevention, school discipline, and classroom management. This list is being constantly revised.

Fiscal Impact and Timeline

Fiscal Impact: \$2,000

Timeline: Completed annually.

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Discipline Policies and Code of Student Conduct

12. The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.

Related Statutes and Rules

ss. 1006.07(2) and 1006.07(2)(c), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district has a Code of Student Conduct which is annually reviewed and revised by a committee of teachers, administrators, parents, and students. The Code of Student Conduct is in compliance with current and relevant laws and regulations regarding discipline policies. All students are provided a copy of the Code of Student Conduct annually and it's content is reviewed with students at the school level.

Fiscal Impact and Timeline

Fiscal Impact: \$1,950 for printing costs.

Timeline: Code of Conduct is reviewed and revised each spring and submitted to the schools for disbursement to students in August annually.

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Discipline Policies and Code of Student Conduct

13. The district’s code of student conduct and other policies provide clear procedures for handling disciplinary actions.

Related Statutes and Rules

ss. 1006.09(9) and 1006.13(3), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district code of student conduct provides clear procedures for handling disciplinary actions. Discipline policies are consistent with State and Federal requirements and provide for due process. Alternatives to suspensions and expulsions are provided for in the discipline policy and are appropriately and consistently used. A list of offenses is provided which apply to zero tolerance as well as mandatory reporting to a local law enforcement agency.

Fiscal Impact and Timeline

Fiscal impact none.

Timeline: Code of Conduct is reviewed and revised each spring and given to schools for disbursement to students in August.

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School Climate and Community Outreach

14. The district has a process in place to minimize danger to students from community members, staff, or other students, and minimize danger to teachers from students.

Related Statutes and Rules

ss. 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1012.799, 1003.31, and 1003.32, F.S.

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Registration procedures require students to self-disclose at registration legally required information regarding prior disciplinary history of expulsions, arrests, and juvenile justice actions. The Hendry County Clerk of Court monthly sends a list of students charged with crime/misconduct and the status of these individuals within the court system. New employees are also required to self disclose any criminal charges and are fingerprinted as part of the hiring process. Principals are provided with the State of Florida website for the identity of registered sex offenders who reside in the vicinity of their school community. There is also a district process whereby placement of a student is determined when a teacher withholds consent for the return of a student to the teachers classroom due to disciplinary reasons.

Fiscal Impact and Timeline

Fiscal impact minimal.

Timeline: Ongoing.

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School Climate and Community Outreach

15. Each school has a system in place to identify students that exhibit early warning signs of, or pose a threat of future violent behavior.

Related Statutes and Rules

s. 1002.22(3)(d), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	In			
	Yes	No	Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

School counselors are trained to help identify students that exhibit early warning signs or pose a threat of future violent behavior. Schools have the services of the District Student Services Office to help with students who exhibit early warning signs of behavior. County Mental Health services are also available.

Fiscal Impact and Timeline

Fiscal Impact: \$2,000 for training activities.

Timeline: Ongoing during the school day.

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School Climate and Community Outreach

16. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.

Related Statutes and Rules

ss. 1003.22(1), 1003.22(4), 1006.13(3), and 1006.141, F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
		X	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

School resource officers are available at all schools. At the elementary level, a resource officer presents D.A.R.E. to fifth graders. Each school has established a school safety hotline “Be Brave” sponsored by the Sheriff’s Department and used to report safety or possible criminal activities. A teen summit is conducted annually for secondary students where leadership skills, positive actions, and decision-making are discussed. Schools participate in Too Good for Drugs, and Too Good for Violence, programs arrived at reducing drug abuse and violence. Each school reports safety and security results in an annual report to the public. School improvement committees annually review school climate surveys, which involve staff, parents, community, and students. Parents are notified in a timely manner concerning school entry health examinations and immunizations for students.

Fiscal Impact and Timeline

Fiscal Impact: \$35,000 for Too Good for Drugs, Too Good for Violence and Teen Summit.
Timeline: Completed Annually.

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Safety Programs and Curricula

17. The district fosters a positive learning climate and culture by assessing the school climate and implementing relevant scientifically based curricula and programs at each school.^{2*}

Related Statutes and Rules

ss. 1004.04 and 1004(b)(2), *F.S.*

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

School climate surveys are completed annually at each school by parents, staff, community members, and students. Information from these surveys is used to plan school improvement and school safety. This information is also shared in the school’s annual school report to parents.

Curricula and programs at the school level include DARE, Too Good for Drugs, Too Good for Violence, Character Education and Teen Summit. Middle and secondary students participate in the standardized surveys; Florida Substance Abuse Youth Survey, Florida Youth Tobacco Survey, and Florida Youth Risk Behavior Survey.

Fiscal Impact and Timeline

Fiscal Impact: Approximately \$35,000 as noted in item 16.

Timeline: Ongoing annually.

² Article IX, Section 4, Florida Constitution.

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Safety Programs and Curricula

18. The district has an approved Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district has an approved Safe and Drug Free School plan, which is reviewed annually.

Fiscal Impact and Timeline

Fiscal Impact: Minimal

Timeline: Ongoing annually

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Safety Programs and Curricula

19. Based on the district's prevention needs assessment process, the district implements scientifically based violence and drug prevention programs and curricula for each school. ^{3*}

Related Statutes and Rules

s. 1003.32, F.S.

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

As a result of needs assessment within the district, schools are currently using the following curricula; Too Good for Drugs, Too Good for Violence, Keys to Character.

Fiscal Impact and Timeline

Fiscal Impact: See items 16, 17

Timeline: Ongoing annually

^{3*}These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

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Safety Programs and Curricula

20. Each school has a system in place to identify, assess, and minimize the risk for students indicating a threat of, or exhibiting suicidal behavior.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district has training available that teaches instructional and non-instructional staff warning signs associated with students who pose a risk for suicidal behavior. School counselors have received this training and are available on an as needed basis.

Fiscal Impact and Timeline

Fiscal Impact: Minimal

Timeline: Ongoing annually

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Facilities and Equipment

21. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district utilizes architects who incorporate Crime Prevention Through Environmental Design (CPTED) principles in the maintenance, renovation, and construction of district educational facilities. Safety needs are assessed whenever facilities are renovated.

Fiscal Impact and Timeline

Fiscal Impact: Dependent upon approved projects.

Timeline: Ongoing

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Facilities and Equipment

22. The district has procedures that govern access to each educational facility and its students and access is limited to authorized students and visitors.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

Entrances to educational facilities are as limited as possible considering the layout of each facility. All schools have a clearly marked central point for receiving visitors. Each facility has a procedure in place regarding the release of students to parents, guardians, or other persons. Buildings are secure when not in use. Each principal maintains a key control program to account for all keys at his/her facility.

Fiscal Impact and Timeline

Fiscal Impact: None

Timeline: Ongoing

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Facilities and Equipment

23. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

New playgrounds in the district are constructed following recommended US Consumer Product Safety Commission guidelines and materials. All new playgrounds also meet ADA Standards. EMI is consulted regularly for playground safety and conducts inspections of school programs as requested. As a result of the most recent district inspection, some playground materials were removed and cushion barriers established around all equipment.

Playground equipment is regularly inspected at each school site by school or district employees. Deficiencies noted are given high priority for repair. Playground areas are supervised during the day when children are present.

Fiscal Impact and Timeline

Fiscal Impact: \$10,000 - \$30,000 annually to repair or update equipment

Timeline: Ongoing

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Facilities and Equipment

24. Each educational facility has appropriate equipment to protect the safety and security of property and records.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Strategies and Actions to Be Taken

The majority of our educational facilities do not have a security system. Records at the school level are kept in secure locked areas. School buses and other fleet equipment are secured in compounds when not in use.

Fiscal Impact and Timeline

Fiscal Impact: Currently providing security systems for each school is cost prohibitive.

Timeline: Ongoing

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Facilities and Equipment

25. The district provides appropriate safety equipment and information to prevent injuries to students and others.

Related Statutes and Rules

s. 1006.063, F.S.

Does the District Meet the Best Practice? (Please provide explanation)	Yes	No	In Progress	N/A
		X	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

All educational facilities are equipped with first aid kits and fire extinguishers. District maintenance personnel are provided with needed safety equipment. High school science labs are equipped with safety equipment in instructional areas. Appropriate personnel are trained in the appropriate safety procedures for dealing with tools, equipment, or chemicals. All necessary protective equipment is provided to students participating in athletic activities to minimize the number and severity of injuries.

Fiscal Impact and Timeline

Fiscal Impact: An ongoing activity making sure our students and employees are safe is part of the annual budgeting process.

Timeline: Ongoing

School Safety & Security Best Practices With Their Associated Indicators

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Facilities and Equipment

26. The district follows environmental and food safety health practices and regulations.

Related Statutes and Rules

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district has a Food Service Manual that outlines food safety health practices and regulations. All school cafeterias maintain a copy of state and local food service regulations and abide by such regulations. Employees receive ongoing training in food handling, preparation, and safety. School cafeterias are inspected at least quarterly by the County Health Department.

Fiscal Impact and Timeline

Fiscal Impact: Minimal

Timeline: Ongoing

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Transportation

27. The district has procedures to create a safe and orderly process for students arriving at or leaving each school campus.

Related Statutes and Rules

ss. 1006.21, 1006.22, 1006.23, *F.S.*; Rules 6A-2.001 and 6A-3.0171(2)(e)2.b., *F.A.C.*

Does the District Meet the Best Practice? (Please provide explanation)	In			
	Yes	No	Progress	N/A
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

The district has a school safety transportation plan. Where feasible, schools have separate drop-off and pick-up areas for school buses, and private passenger vehicles. Children are monitored by school personnel as they arrive and depart from school. Crossing guards from the Hendry County Sheriff's Department are utilized at crucial intersections for traffic control and student safety.

Fiscal Impact and Timeline

Fiscal Impact: Minimal

Timeline: Ongoing

School Safety & Security Best Practices With Their Associated Indicators
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Transportation

28. The district has implemented policies, procedures, and practices that ensure the safety of transported students.

Related Statutes and Rules

ss. 316.6145, 1006.22(12)(c), and 1012.45, *F.S.*; Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, *F.A.C.*

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

All new school buses are purchased with appropriate safety equipment. School bus routes and stops are regularly reviewed for safety. All individuals who transport children in our district are properly licensed, trained, and qualified. The District Drivers Handbook defines unacceptable levels and types of violations by individuals transporting students and specific consequences. Background checks on individuals who transport students are conducted. Students are instructed in safe riding practices and rules to follow while being transported. The district has a checklist on how to respond to transportation accidents or emergencies.

Fiscal Impact and Timeline

Fiscal Impact: Minimal

Timeline: Ongoing

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Transportation

29. School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with state laws and state Department of Education rules.

Related Statutes and Rules

s. 1006.22, F.S., and Rules 6A-3.0171(2)(e) and 6A-3.0171(8), F.A.C.

Does the District Meet the Best Practice? (Please provide explanation)

Yes	No	In Progress	N/A
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategies and Actions to Be Taken

School bus drivers are required to complete a pre-trip inspection of their bus. Any deficiencies must be corrected before buses are used to transport students. Mechanics perform bus inspections every twenty days and these individuals are trained and certified consistent with required procedures in the Florida School Bus Safety Inspection Manual. Each school bus in our district used to transport students meets mechanical, safety, and maintenance requirements as outlined in the before mentioned manual.

Fiscal Impact and Timeline

Fiscal Impact: Part of yearly budget

Timeline: Ongoing

Board Approved Date: May 11, 2004

Superintendent's Signature : Original Signature on File