

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.

- (a) The district has made school safety an integral part of its strategic plan. There are clearly stated goals and objectives stated. There have been concentrated efforts to involve all law enforcement and emergency responders to make our goals more realistic and obtainable.
- (b) The Superintendent of Schools and the Director of Health meet annually to conduct a needs assessment and cost analysis of all our safety programs. This information along with is used to make educated decisions concerning safety programs.
- (c) The district regularly assesses the performance and cost of our safety programs. We have utilized the services of other state entities and businesses from the private sector to maximize the use of our funds.

Recommendations:

We will constantly monitor our goals and cost in insuring the safety and effectiveness of our safety program.

Fiscal Impact and Timeline:

There will be no additional cost to the district. This is a continual plan.

2. The district has in place a process to collect, revise, and update the appropriate data related to the School Environmental Safety Incident Report.

- (a) Appropriate data for the SREB report is updated regularly through TERMS.
- (b) The District receives reviews of the safety program from the Jackson County Health Department, OSHA, Panhandle Area Consortium, and staff of the Jackson County School Board.
- (c) The district has established and implemented strategies to ensure accuracy and reliability of our program data.

Recommendations:

We will continue to use the agencies, as well as the TERM system to ensure the accuracy and security of our data.

Fiscal Impact and Timeline:

There will be no additional cost to the district. The reporting and collecting of data is a continuous process.

3. The district regularly revisits the organizational structure and staffing levels of the safety and security program and minimizes unnecessary layers and processes meaningful response to a safety crisis.

- (a) The staffing plan has a clear and defined chain of command to ensure a quick and responsible response to a safety crisis.

- (b) On a yearly basis, the Superintendent of Schools, the Deputy Superintendent, and the administrator of health and safety meet to review the program, staffing levels and the administrative process to ensure that the chain of command runs effectively.
- (c) The staffing level includes reasonable lines of authority and responsibility to each organizational level.
- (d) The district reports the organizational and staffing in writing to the Superintendent who in turns reports to the school board.

Recommendations:

We recommend that a continuous evaluation of our staffing and safety plan continue to occur.

Fiscal Impact and Timeline:

There is no fiscal impact to the district. This is a continuous plan.

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

- (a) Each school in the district has a School Safety Team, which was credited by language in the School Improvement Plan. The Safety team with help from the principal, district, and our local emergency responders ensure the students are in an orderly, disciplined learning environment.
- (b) The implementation of the school's safety program is the responsibility of the principal. The principal must work with all the different emergency response agencies to ensure the health and safety of each individual. The principal must also work with guidance counselors and teachers in dealing with troubled students.

Each school has worked with their lead emergency responders to ensure the school staff and schedules are safe at school as well as the different school sponsored events.

All schools distribute a copy of the School Improvement Plan, the Student Handbook, School Rules and Discipline Policy to parents at the beginning of each school year. Copies are available for additional people who enter the system or those who ask for them.

Recommendations:

We need to continue to educate everyone on safety. Terrorism as well as other factors have made safety a paramount issue in our schools and we need to be prepared. We need to continue to have regular drills, table top discussions and a free exchange of ideas and information.

Fiscal Impact and Timeline:

There is no additional cost to the district and this is a continuous process.

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

- (a) Each school safety plan was developed with input from emergency responders and the School Improvement Team, which is composed of administrators, teachers, staff, parents and teachers.
- (b) All local emergency response agencies have a copy of our district crisis response plan. They have been invited to visit our campuses and are encouraged to participate in district emergency drills.
- (c) The District and School Safety Plan are distributed to all administrators and staff. They are reviewed and identified through faculty meetings and classroom discussions.
- (d) On an annual basis, the Superintendent, Director of Health and Safety and the principal review the district safety plan as well as the schools individual safety plan.

Recommendations:

We recommend that we continue to improve the exchange of ideas, tearing down walls and improving our system.

Fiscal Impact and Timeline:

There is no fiscal cost to district and this is a continuous plan.

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

- (a) Throughout each year there is communication between the Administrator of Health and Safety and the principals of each school to discuss safety and hazards issues at each school. There is also a Safety and Security Assessment Form that is provided by PAEC for each principal to complete.
- (b) The required fire safety inspections, SRCF reviews, casualty safety reviews, etc. are conducted annually through PAEC.
- (c) The Director of Facilities inspects and oversees that all educational facilities comply with all federal, state and county building codes.

Recommendations:

We recommend that we continue to work closely with PAEC and others to ensure all facilities meet or exceed all standards.

Fiscal Impact and Timeline:

There is no fiscal cost to district and this is a continuous plan.

7. The district has developed emergency response procedures.

- (a) The district has worked very hard through inservice and learning to ensure our district-wide plan and our responses ensure the safety of all concerned.
- (b) In the event of an emergency, the district has a call ladder, simultaneously fax transmission, and e-mail.

- (c) There is a procedure in place for all school counselors to respond to a school in need of counseling and support following an emergency.
- (d) The district as well as each school has a person assigned to the media. The principal has designated a separate staging area for media and parents.

Recommendations:

We will continue to train our SERT Teams in different areas. We will also involve all local responders in more realistic drills in the upcoming year.

Fiscal Impact and Timeline:

There should be little cost to the district. Our local responders do not charge for training our staff. This is a continuous process.

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

- (a) There is a Crisis Management Plan in every classroom in the Jackson County School District. This plan gives step-by-step procedures to follow in the event of almost every emergency including weapons, terrorists, bomb, weather, etc.
- (b) The Crisis Management Plan has emergency contact information for all emergency responders, administrators, and other support staff.
- (c) The Crisis Management Plan was developed with the input from law enforcement and emergency responders. These plans include lock-downs, evaluating and shelter in place.

Recommendations:

We recommend that principals continue to inservice teachers and staff on the checklist and its contents. We feel if teachers and staff know and understand the contents of this checklist there will be fewer deaths and/or injury.

Fiscal Impact and Timeline:

There should be little cost to the district. This will be a continuous plan.

9. The district and each school regularly practice emergency response based on potential safety concerns of each school.

- (a) The school district has developed a procedure to ensure that emergency drills are performed at each educational facility.
- (b) The annual self-assessment is used to identify potential hazards for each facility. When specific hazards are identified, the school system conducts training and drills to ensure safety for each person.
- (c) There is a procedure in place to identify and verify the schools have completed their required number of drills.

Recommendations:

We recommend that schools continue to have emergency drills and encourage local responders to participate in these drills.

Fiscal Impact and Timeline:

There will be no fiscal cost to district and this is a continuous plan.

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

- (a) Floor plans are on file at local fire and police stations.
- (b) The district has blueprints or drawings readily available for review during an emergency.

Recommendations:

We recommend that as changes in facilities occur, this information be passed on to all emergency responders.

Fiscal Impact and Timeline:

There should be little cost to the district and this will be a continuous process.

11. The district's Master Plan for inservice training identifies district and school personnel training needs and provide for appropriate levels of safety training, including classroom management and violence and alcohol, tobacco, and other drug training, for all appropriate personnel.

- (a) The district's Master Inservice Plan includes numerous types of safety training. This training includes classroom management, violence, alcohol, etc.
- (b) The documentation should reflect that the staff has received training based on the District-wide Needs Assessment Plan.
- (c) The district uses a variety of organizations to conduct safety training for its employees. The Department of Education, Emergency Management, local Fire and Rescue, as well as law enforcement sponsored training opportunities.
- (d) Safety training is provided to all personnel in our employment. Administrators, teachers, bus drivers, and other school employees receive training according to their roles and responsibilities.
- (e) Safety equipment is provided to all personnel throughout the district.
- (f) Teachers at each grade level are trained in positive social skills and conflict resolutions.

Recommendations:

The Jackson County School Board needs to expand the training on dealing with disruptive students. We are finding that students are having more difficulty dealing with rules, regulations and authority. Conflict resolution, teaching students positive social skills, violence prevention, oral communication, character education and decision making skills need to be expanded in our inservice to staff and students.

Fiscal Impact and Timeline:

There will be some cost to the district to implement the training. The district will possibly be receiving grant funds or some other source to defray the cost. This will be a continuous effort.

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

- (a) The Jackson County School Board complies with relevant laws and regulations regarding discipline policies and Code of Student Conduct.
- (b) Policies concerning discipline are evaluated yearly with input from different services, including but not limited to, parents, teachers, staff and students.
- (c) The Code of Student Conduct is written clearly, in order that students and parents have a clear understanding.
- (d) The policies are distributed to parents and students at the beginning of each school year.

Recommendations:

Although we put great effort in trying to inform parents and students, we recommend that a more concentrated effort throughout the year be given.

Fiscal Impact and Timeline:

There is little or no additional cost for this effort. Informing parents and students should be a continuous effort.

13. The district's Code of Student Conduct and other policies provide clear procedures for handling actions.

- (a) The Jackson County school Board enforces a zero policy for crime, substance abuse, and victimization.
- (b) The district guidelines allow the school administrator a certain amount of freedom to follow in dealing with offenses that do not require suspension or expulsion.
- (c) Policies are in place to relocate students who are regularly dismissed from class.
- (d) The district has policies in place that addresses anti-harassment, and anti-violence that are consistent with state and federal laws.
- (e) There are guidelines and policies that inform administrators of the current procedures of dealing with students being interviewed by law enforcement and Department of Children and Family services.
- (f) The district's discipline policy explains the difference between probable cause and probable suspicion and the policies and procedures in searching lockers.
- (g) The district discipline policies are consistent with state and federal requirements for students with disabilities.

Recommendations:

We recommend that we continue to educate our staff, teachers and administrators to

Fiscal Impact and Timeline:

There will be little cost to continue the training. This should be a continuous process as new teachers or staff is hired.

- 14. The district has a process in place to minimize danger to students from community members, staff, or other students, and minimize danger to teach from students.**
- (a) Students at the time of registration are reviewed to disclose prior history of expulsions, and arrests dealing with charges or Juvenile Justice actions.
 - (b) The district has a zero tolerance for drugs. All personnel are required to report to the principal or is designee anyone who is suspected of unlawful use of, possession or sale of any controlled substance.
 - (c) The Jackson County School Board requires that all new employees be fingerprinted, drug tested and a background check.
 - (d) The Director of Health and Safety encourages administrators (especially principals and assistant principals) to monitor the website for registered sex offenders.
 - (e) The Jackson County School Board outlines the standards for use of reasonable force by school personnel
 - (f) The health, safety and education for all students are our priority. The School Board, Superintendent and Principal are aware of and support the removal of disobedient, disrespectful, violent and disruptive students from a bus or classroom. The School Board, Superintendent, and Principal have the authority to place such students in an alternative setting, when appropriate and available.
 - (g) Each school has established a process to determine placement of a student when a teacher refuses to admit that student back in her class.

Recommendations:

Fiscal Impact and Timeline:

This is a continuous process and there will be no additional cost to the district.

- 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.**
- (a) The district makes information available to the staff relating to the detection of the early warning signs of violent behavior. Teachers, staff and students are encouraged to share their concerns with the administration or guidance counselors. Health Promotion Wave, a curriculum containing a violence prevention component is taught at some grade levels.
 - (b) The district policy encourages a request for assistance with students who exhibit signs of violence and has a means to facilitate the request.
 - (c) The district provides a team trained in evaluating behavior and academic concerns to assist teachers and staff.
 - (d) Schools have a Student Assistance Team or Child study Team to provide assistance to parents and students experiencing learning and or behavior problems.
 - (e) The district does make available appropriate psychological counseling for students who exhibit signs of violent behavior. All student records as well as all student information is confidential.

- (f) The School Board continuously revises the process in identifying students who exhibit violent behavior. The interpreting of data such as discipline reports, teacher evaluations, and student reports are used to identify these students.

Recommendations:

There needs to be more training in this area. We do a good job of dealing with these students, but there is always room for improvement.

Fiscal Impact and Timeline:

There will be some additional cost to the district, however we feel this can be offered to our staff, teachers and administrators. This should be a continuous process.

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

- (a) The district has a cooperative agreement with the Department of Juvenile Justice, Elder Care, Children and Family Services to assist in our philosophy of zero tolerance and crime victimization.

The district also works with agencies such as the Community Traffic Safety Team, Teen Court, the Juvenile Justice Advisory Council, and Crime Stoppers to address safety issues and keep our schools safe.

Information regarding the necessary school-entry health examinations and immunizations for all students is provided via the news media, memorandums and newsletters to parents.

Recommendations:

We feel the current process is adequate and do not anticipate any changes. However, if opportunities to improve occur, we will certainly take advantage of the situation.

Fiscal Impact and Timeline:

There is little cost to the district. This is also a continuous process.

17. The district fosters a positive learning climate by assessing the school climate and implementing relevant scientifically-based curricular and programs at each school.

- (a) The district provides an annual assessment to each student and parent addressing school climate, discipline, threats, and other safety-related issues.
- (b) Curricula and programs for improving school culture and climate are incorporated into the curriculum.
- (c) The district has adopted and implemented a Character Education Program. The district has contracted with CARE (Chemical Addiction Recovery Effort) to provide drug prevention education within specific grade levels. Programs such as “Too Good for Drugs”, Health Promotion Wave, Hand Across The Border, anti-smoking, and abstinence are integrated throughout the district.
- (d) Surveys given out for School Improvement Plans, as well as other surveys, are used to determine whether change is needed in our programs and policies.

- (e) Students participate in scheduled administration of standardized surveys such as the Youth Risk Behavior Survey and others to assess the need for change.

Recommendations:

As times have changed, the culture and climate of our school population has changed. We need to constantly train our administrators, counselors and teachers on good customer relations and pro-social skills.

Fiscal Impact and Timeline:

This should be a continuous process and have little cost to the district.

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

- (a) A cross section of stakeholders was involved in the development of the Crisis Management Plan. These plans and procedures have been provided to each school advisory council member, school principal, teacher, and other school district employees.
- (b) The Crisis Management Plan is evaluated and revised on an annual basis. Changes are made as needed to reflect the changes in society, safety or circumstance.
- (c) The district has a drug, tobacco and alcohol policy. Coaches as well as other school employees are aware of, and are expected to adhere and enforce this policy.
- (d) The district annually publicizes the Safe and Drug Free Policy after it has been reviewed and revised.

Recommendations:

We recommend that we continue with our present strategies. Although we work on it, we realize that some of our students are not tobacco, alcohol and drug free. We continue to enhance and support such activities as Hands Across The Border, Project Graduation (an all night party for senior to stay drug and alcohol free), as well as other programs.

Fiscal Impact and Timeline:

There is some cost for some of the programs we provide. This effort will continue and hopefully increase participation. This will be a continuous process.

19. Based on the districts prevention needs assessment process, the district implements scientifically based violence and drug prevention program and curricula for each school.

- (a) The district reviews and makes available to school sources of violence prevention, drug prevention and other safety related curriculum and programs.
- (b) Programs such as LMS classes, CARE, Too Good for Drugs, and others are made available to schools. In these classes, violence prevention, conflict resolution and communication skills were taught with an emphasis on drugs, alcohol, and sex education.

- (c) There are several programs from School Improvement Team to Hands Across the Border that students have input in that contributes to school safety.
- (d) Students are taught violence prevention, conflict resolution, and communication/behavior making skills at each grade. There is not one single class that does this but there is a constant flow of information that flows to the students. These are in the form of our zero policy on violence and drugs, our presence of SRO, the Hot Line Number, the discipline code, and the Student and Parent Hand Book.
- (e) The district has a strong partnership with local law enforcement, Children and Family Services, Juvenile Justice, Teen Court and other agencies in implementing and maintaining its safety program.
- (f) Like any big organization, we are constantly evaluating and changing. We are constantly analyzing data submitted through TERMS and student/parent surveys in an effort to improve, eliminate, or add programs.

Recommendations:

We recommend the district expand our programs relating to violence, conflict resolution, and other programs designed to reduce violence. The Health Promotion Wave – complete Health Education and Violence Program has been purchased and has been implemented.

Fiscal Impact and Timeline:

There will be little cost to the district. This program has already been purchased and will be a continual process.

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

- (a) The district provides the staff with early detection signs of violent or suicidal techniques.
- (b) Parents, teachers, staff, as well as students are encouraged to assist in reporting these behaviors to the administrative/guidance staff.
- (c) If a student is identified with no characteristics of posing a risk to himself or others, the district solicits help and assistance from other local support groups and agencies in order to minimize the risk to all individuals.
- (d) and (e) Guidelines are in place to manage students who may be determined at-risk of suicide. These guidelines include students presently enrolled as well as students entering the system. The district works closely with different agencies, private as well as state to ensure the safety of all our students.

Recommendations:

Fiscal Impact and Timeline:

21. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “Safe School Design” principals.

- (a) and (b) Crime prevention through Environmental Design Principals are used in the maintenance, renovation, and construction of educational facilities in Jackson County. An architect is hired only after the Director of Facilities and other school administrators confer on all issues involving the safety and security of the educational facility. The “Safe School Design” principals are then incorporated into the planning and construction of the facility.

The final plans are then submitted to the Department of Education for approval. All renovation and construction plans are approved by the Department of Education before work begins.

Recommendations:

We recommend that the district proceed with its’ present course of action. We are continually striving to maintain strong, safe facilities for our students and staff.

Fiscal Impact and Timeline:

There are no additional cost, to continue these actions.

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

- (a) The district endeavors to limit the number of entrances to each facility.
- (b) Each school has a central receiving point of entrance. All visitors are “steered” into these entrances through limited access from other points as well as signs and posted information.
- (c) Each school has specific areas designated for bus pick-up/drop-off as well as parental pick-up and drop-off.
- (d) All locking devices on doors are designated to allow egress from any building per code requirements.
- (e) Buildings are secured when unoccupied and key control systems are in place to account for all keys. Janitors, as well as other personnel are instructed to inspect all facilities daily.

Recommendations:

The district will continue to use the “Safe School Design” to ensure that Ingress and Egress to our campus are monitored. Our goal is “not to lose” a student, therefore, we continue to do everything possible to keep track of our students whereabouts.

Fiscal Impact and Timeline:

There is little or no cost to the district to continue this practice.

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

- (a) Many of the playgrounds have been in place for a number of years and are showing signs of aging. The district has used the U.S. Customer Product Safety Commission Guidelines in the renovation and construction of playgrounds.

- (b) Playground maintenance and repair is an on-going endeavor. The district encourages principals and maintenance personnel to conduct maintenance checks several times throughout the year.
- (c) The district is in the process of procuring the services of a certified playground inspector to do an annual evaluation of all playground equipment.
- (d) The supervision of all students at all times is a priority. Playgrounds are supervised when children are present and are using the area during school hours.

Recommendations:

Recommendations have been made to the district to have an employee certified in playground construction. We are presently working with a qualified inspector but we feel our needs would be better served with an inspector by the Jackson county School District.

Fiscal Impact and Timeline:

The cost to the district would be minimal. Playground maintenance and inspections should be a continuous action.

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

- (a) Only three (3) schools have security cameras in place on campus. As Jackson County constructs new facilities and as funds become available, security cameras will be scheduled for installation.
- (b) The district has trained personnel that inspect the security and safety equipment annually.
- (c) First aid and emergency kits as well as other basic emergency supplies are maintained at each school. Duplicate records for students and staff are maintained at the district office.
- (d) The Supervisor of Transportation complies with all federal, state and district policies to ensure that all fleet equipment meets or exceeds all safety requirements.

Recommendations:

We recommend the district invest in more security systems at its earliest date. This would be a great cost to the district and there fore may have to be accomplished in stages. The time to implement this is based on dollars made available to the district.

Fiscal Impact and Timeline:

This would be a great cost to the district and there fore may have to be accomplished in stages. The time to implement this is based on dollars made available to the district.

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

- (a) The district provides fire and first aid kits for each individual facility.
- (b) The district has provided appropriate safety equipment for students and instructional personnel in instructional areas where dangerous equipment or chemicals are found.

- (c) The district ensures that all instructors train students in safety procedures when dealing with dangerous tools, equipment, and chemicals. School personnel are also trained prior to the handling and use of tools and/or chemicals.
- (d) The district provides all necessary protective equipment to minimize the number of injuries related to athletic activities.

Recommendations:

We recommend that our present plan be continued. We analyze on-going reports each year to determine if changes need to be made. Every coach in Jackson County went to an injury prevention inservice prior to school starting.

Fiscal Impact and Timeline:

There will be no additional cost to the district. We anticipate doing this on an annual basis.

26. The district follows environmental and food safety health procedures and regulations to prevent injuries to students and others.

- (a) The district has contracted the management of the food service program for the Jackson County School District to Sodexo. Sodexo has assured the district that all food and health procedures and regulations are being followed.
- (b) All personnel have received information pertaining to safety related duties, rights and responsibilities under federal and state laws. All personnel review MSDS sheets, safety committee meetings, wall posters, and other safety procedures.
- (c) The district complies with all federal and state requirements for faculty safety.
- (d) Copies of regulations of the Jackson County Health Department are kept on file. All federal and state requirements are kept on file.
- (e) Written emergency procedures are distributed and placed in highly visible areas for each cafeteria employee to read. The district has a Drug-Free Work Place, all incidents are investigated to determine the cause and these documents are kept on file.

Recommendations:

We recommend the continuation of our current policies. Each employee receives training to ensure the safety of all employees. We also drug test every employee to ensure we have a drug-free work place.

Fiscal Impact and Timeline:

There should be little cost to the district and this should be a continuous process.

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

- (a) The school bus service driveways at each school meet the requirements of the Florida Building Code.
- (b) All schools have procedures in place to ensure the safety of students arriving or leaving school, including walkers, car riders, bus riders, etc.
- (c) Every effort has been made to provide separate drop-off and pick-up areas for school buses and parents and other private vehicles. When existing schools are

renovated or constructed, separate drop-off and pick-up areas are provided and separate vehicle and pedestrian areas are designated if they do not already exist.

Recommendations:

We recommend continued effort be made to ensure our campus' remain safe for students coming or leaving our campus. Every effort has been made to ensure that students are safe, parents and children can find each other, and a safe entrance and exit from school is guaranteed.

Fiscal Impact and Timeline:

Existing facilities meet all requirements when possible.

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

- (a) The district has strictly followed the state and federal guidelines to ensure all our students are transported to and from school safely. All new buses are equipped with appropriate safety restraints
- (b) The Director of Transportation designates school bus routes only after conferring with drivers, parents, and other interested parties as to potential hazards. These routes are reviewed throughout the year.
- (c) All persons driving school buses are licensed, properly trained and qualified.
- (d) The district has adopted a safe driver plan that defines unacceptable levels and types of violations by persons transporting students and specific consequences for those people out of compliance.
- (e) The principal of each school reviews the "bus rules" for each driver to ensure they follow state, district, and school rules. After approval, the rules and practices are given to students and parents to ensure that all students are transported safely.
- (f) All drivers are given a Jackson County School Board Drivers' Handbook, which clearly states the steps drivers are to take in case of an emergency. This handbook also explains the duties and response that all district staff will take when an accident or other emergency occurs.

Recommendations:

We recommend continued efforts to ensure the safety of transporting students in Jackson County.

Fiscal Impact and Timeline:

There should be no additional cost of operation to the district.

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

- (a) All school bus operators perform pre-trip inspections of all school buses and make sure that all deficiencies are corrected before they transport students.
- (b) Bus inspections occur every 20 days by trained technicians to ensure the safety of all our buses. These inspections are consistent with the required procedures and criteria in the Florida School Bus Safety Manual.

- (c) Buses are returned to service only after they are safe. They must meet all the safety and mechanical systems requirements stated in the Florida School Bus Safety Manual.
- (d) The Director of Transportation has a process in place to ensure the routine servicing and repair work is completed. All work is put on the computer, along with a schedule for each bus. The Director of Transportation and his staff, to ensure the work is complete, monitor this process. The state also monitors this process every three (3) years to ensure the safety of all.