



**Follow up Interrogatories and  
Responses: Tippecanoe Valley  
School Corporation**

**Rochester, Indiana  
HWY19MH003**

( 108 pages)

**From:** Currie Shawn  
**To:** Harley Sheryl  
**Subject:** FW: TVSC - Document Request Responses  
**Date:** Thursday, March 28, 2019 1:35:44 PM  
**Attachments:** [TSVC - Response 1.pdf](#)  
[TSVC - Response 5.pdf](#)  
[TSVC - Response 9.pdf](#)  
[TSVC - Response 13.pdf](#)  
[TSVC - Response 14.pdf](#)  
[TSVC - Response 16.pdf](#)  
[TSVC - Response 17.pdf](#)  
[TSVC - Response 18.pdf](#)  
[TSVC - Response 7.pdf](#)

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**From:** Zimmerly, Philip <[REDACTED]>  
**Sent:** Thursday, February 14, 2019 9:30 AM  
**To:** Currie Shawn [REDACTED]  
**Cc:** Allen, Benjamin [REDACTED]  
**Subject:** TVSC - Document Request Responses

Hi Shawn,

Please see the attached documents responsive to your request for written documents. Please confirm receipt.

**1. Is there a policy that governs the way a driver services a school bus stop? (i.e.: when to activate lights, minimum wait time for student, directs student to bus, etc.)**

With regard to written policies, see the attached "Expectations" and "Universal Crossing Signal" sheets, which were provided to TVSC bus drivers at the 2018-2019 Bus Driver Orientation Meeting held on or about August 1, 2018. Drivers would also conduct themselves according to the policies and procedures taught to them during their service training provided by IDOE's Transportation Department.

**2. If there is a policy or procedure, can you please forward it?**

With regard to written policies or procedures, see the response to Question 1.

**3. Is there a policy or procedure that students must follow when crossing the roadway to board or disembark a school bus?**

With regard to written policies or procedures, see the attached "Universal Crossing Signal" sheet, attached in response to Question 1.

**4. Same as question 2**

With regard to written policies or procedures, see the response to Question 3.

**5. What training do the students receive?**

With regard to written training, information relating to Bus Transportation is included in Student

Handbooks, which are attached. Parents of students were also provided with the attached information sheet regarding the transportation of students at the beginning of the school year. Individual bus drivers go over bus expectations, including the information concerning the Universal Crossing Signal, with students at the beginning of the school year and throughout the school year.

**6. If there is training can you forward a copy of the syllabus?**

No written syllabus exists.

**7. Please provide a route map that shows the location of all the school bus stops along the State Road 25 corridor.**

Route maps are attached.

**8. How many students use school transportation in that area?**

1189 (Calculated using Transport Method).

**9. Are near misses (accidents) reported to the school?**

The term "near misses (accidents)" is undefined and unclear. However, a copy of School Bus Drivers' Accident Forms and Standard Crash Reports for the last five years is attached.

**10. If so, how many accidents or near misses have occurred along the State Road 25 corridor in the past 5 years?**

See the response to Question 9.

**11. What is the criteria that the Tippecanoe Valley School District follow when establishing a school bus stop? Are sites surveyed before being designated as suitable and who has final approval?**

No written criteria responsive to this request exists, although many criteria are utilized, including the safety of the proposed location, the number of students at the proposed stop, and visibility. The Transportation Director has final approval authority.

**12. Does the Tippecanoe Valley School District follow any establish procedure for designating a location a suitable place for a school bus stop? (i.e. NHTSA or other school industry related organization)**

No written procedure responsive to this request exists, although procedures are utilized.

**13. Prior to this crash, when was the last time the school district reviewed or revised the locations of its school bus stops?**

Bus stops are reviewed by bus drivers at the beginning of each school year. See, e.g., the attached document and documents provided in response to Question 7.

**14. How many buses does the TVSC have?**

A copy of the TVSC bus manifest is attached.

**15. How many drivers does the TVSC have?**

See the response to Question 14.

**16. What towns does the TVSC serve?**

See the attached Bus Routes map.

**17. Approximately how many students are enrolled?**

See the attached ADM Counts.

**18. Does the TVSC have a bus driver's handbook?**

A copy of the packet provided to TVSC bus drivers at the 2018-2019 Bus Driver Orientation Meeting, which served as the bus driver's handbook, is attached.

**19. If so can we get a copy?**

See the response to Question 18.

**20. Do drivers receive any periodic/in-service training?**

Copies of a test given at the 2018 Bus Driver Annual Safety Meeting (June 26, 2018), and agenda from the 2017-2018 and 2018-2019 Bus Driver Orientation Meetings are attached. The instructional portion of the 2018 Bus Driver Annual Safety Meeting included instructional videos provided by IDOE.

**21. If so can we obtain a list to include content and any records showing the incident driver attended?**

See the response to Question No. 20.

Respectfully,

Phil Zimmerly

**Philip Zimmerly**

**Bose McKinney & Evans LLP**

111 Monument Circle | Suite 2700 | Indianapolis, Indiana 46204

[REDACTED] F 317-223-0116

Assistant Contact | Stacey Scott | [REDACTED] | [REDACTED] | F 317-223-0111

*Bose McKinney & Evans LLP is a member of Mackrell International, a network of independent law firms from more than sixty countries and thirty states.*



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**RESPONSE 1**

## EXPECTATIONS

*Remember why each of us is here. We all have a job with the Tippecanoe Valley School Corporation because of the children and families we serve. They are our customers!*

**Here is what I expect of you as a bus driver in the Tippecanoe Valley School Corporation:**

- **Excellence** – You are a professional provider of transportation for children and we need you at your best each and every day. You and your bus publicly represent all 2,200 students and over 320 staff members.
- **Safety** – Your job is one of the most important in the entire school corporation because education will not happen unless the children are transported safely to and from school.
- **Responsibility** – Care for your bus by keeping it clean inside and out and having it serviced at the predetermined intervals. Make sure the mechanics are aware of any problems.
- **Confidentiality** – You will have access to information that could be very harmful to a child, family, or colleague if handled inappropriately. Handle confidential information with extreme care.
- **Loyalty & Cooperation** – The Tippecanoe Valley School Corporation has the right to expect loyalty and cooperation from its employees. In turn, you can expect that we will support you. We will not, however, support poor job performance and/or the improper treatment of students.
- **Quality Bus Discipline**
  - If the school has some type of incentive program for students who behave well, use it to your advantage.
  - Let the students know what you expect from day one.
  - Be firm, fair, and consistent.
  - Treat students and parents/guardians with respect.
  - Expect students to treat each other and you with respect.
  - Build relationships with students. They won't care about what you say unless they know that you care.
  - If there are problems, begin by talking to the student, one-on-one. It's usually best if this is done away from his/her peers.
  - If the problems continue, involve the parent/guardian early on. If the first time the parent/guardian hears about the problem is when the child is being suspended from the bus (unless it's a serious violation), they have every reason to be upset.
  - If you need the assistance of the principal/assistant principal, ask for it. They would much rather be involved early than to be dealing with the child once he/she has been suspended from the bus.
  - Remember, once you have turned a problem over to the administrator, the message the student gets is you cannot handle him/her.
  - Do the paperwork – on time, neatly, and tactfully.

## **UNIVERSAL CROSSING SIGNAL**

Transporting children safely to and from school is the top priority of each Tippecanoe Valley bus driver. Each Tippecanoe Valley school bus driver is expected to use the "Universal Crossing Signal" for any student who must cross the highway while getting on or off the bus. The "Universal Crossing Signal" involves the driver holding his/her hand with the palm facing the student until it is safe to cross. Then, with the thumb pointing up, index finger extended out (pointing), remaining three fingers curled in toward the palm of the hand (like a clenched fist), the driver points at the child and slowly motions from right to left (left to right if loading), indicating that the child should proceed across the road while following proper crossing procedures. The signal used to indicate it is safe to cross is a two-part signal. First, the thumbs up signal indicates that the coast is clear; then the index finger points the direction to travel.

If the bus driver perceives danger while the child is crossing, the horn means "get back to the side of the road you started from". The horn provides the quickest and most reliable signal in this situation. In an emergency, hand signals could be misinterpreted by the child, or hard to see because of glare or darkness.

The school bus driver, properly utilizing all mirrors, is in a position to analyze what the traffic is doing. It is only when the driver is convinced that traffic is controlled that the driver will give the child the signal to cross the highway, utilizing proper crossing procedures while doing so.

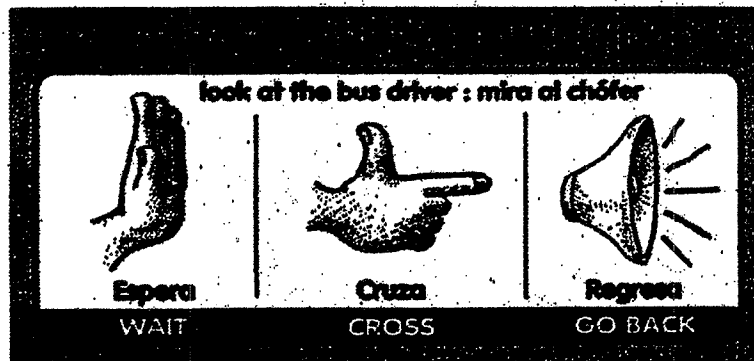
*Additional Information on the Other Side*

## **VISUAL CONTACT BETWEEN DRIVER AND STUDENT IS CRITICAL**

# **UNIVERSAL CROSSING SIGNAL**

## **WAIT FOR THE DRIVER'S SIGNAL TO CROSS**

Students cannot see through the school bus when looking back to see if cars are coming. The school bus driver, properly utilizing all mirrors, is in a position to analyze what the traffic is doing. It is only when the bus driver is convinced that traffic is controlled that the driver gives the child the signal to cross the highway, utilizing proper crossing procedures while doing so.



Use the "Universal Crossing Signal." Hold hand with palm facing the student until it is safe to cross. Then, with your thumb pointing up, index finger extended out (pointing), remaining three fingers curled in toward the palm of the hand (like a clenched fist), driver points at the child and slowly motions from right to left (left to right, if loading), indicating that the child should proceed across the road while following proper crossing procedures.

(NOTE: There has been some confusion about the symbolism of this signal. It is not a "pistol" signal which could evoke the violence that haunts our society. It is a TWO-PART SIGNAL. First, the "thumbs up" signal indicates that the coast is clear; then the index finger points in the direction to travel.)

# **RESPONSE 5**

## **Welcome to our schools!!!**

On behalf of the faculty and staff of Akron and Mentone Elementary Schools, we are excited to welcome you for the 2016-2017 academic year. The elementary school years are an important time in your child's education. We are honored to participate in their overall growth as a person and as a lifelong learner.

The student handbook was developed so parents and students at our elementary schools may gain an understanding of the daily operation of our school and to help answer many commonly asked questions. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information, and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in the handbook, please feel free to contact the school's office for further information.

The teacher, parent, and student relationship is incredibly important for student achievement and a positive school environment. We look forward to collaborating with you as we all join together to support our students to ensure their success.

Sincerely,

Chrissy Mills, Principal  
Akron Elementary School

  
sc@tv

Randy Dahms, Principal  
Mentone Elementary School

  
sr@

### **Perfect Attendance**

Students who do not miss any days throughout the school year and who have zero (0) and less than five (5) incomplete days or tardy days are considered to have perfect attendance.

### **BUS TRANSPORTATION**

Students wanting to ride a bus other than their assigned one will need permission. Parents should write a note to the building principal who will either approve or deny the request. Bus drivers may allow extra passengers only with approval from the principal/assistant principal or designee.

Any student riding a bus to/from school must use corporation transportation for the entire trip. Students are not allowed to change from bus to car or car to bus at Akron or Mentone, or at any other point along the route. (Exception: If a parent delivers or picks up a student at the bus stop or if permission is granted through the superintendent/assistant superintendent.)

### **BUS DAILY SCHEDULE**

Under normal driving conditions, the driver will meet an established time schedule. Students are expected to be at their pick-up point prior to the scheduled bus arrival time (exceptions: stormy, bad weather conditions). If the bus is running late the driver will stop and sound the horn but it not required to wait unless the student is in sight and on the way to the bus.

### **SCHOOL BUS CONDUCT**

The primary responsibility of school bus drivers is the safe transportation of students. Any distractions to the driver due to student behavior on the school bus will not be tolerated.

School bus drivers are responsible to maintain a disciplined environment on their buses and have the authority to do so. As such, drivers are expected to set reasonable standards for student conduct and behavior. Bus drivers will explain specific expectations and procedures to student. While students are on the school bus they are subject to the Tippecanoe Valley School Corporation Student Code of Behavior.

Upon the recommendation of the school bus driver or determination of a school administrator, a student may be denied the privilege of riding the bus. Bus drivers may suspend students for one day per offense; administrators may suspend students up to 10 days per offense and recommend expulsion for the remainder of the semester/school year.

It is the students' responsibility to exercise self control and be considerate of others while on the school bus. General expectations for all student passengers include the following.

1. Adhere to rules established by the bus driver
2. Take a seat immediately upon entering the bus (drivers may assign seats).
3. Assume and maintain proper seating position.
4. Remain seated whenever the bus is moving.



5. Refrain from loud, boisterous, and/or profane language.
6. Do not eat food, chew gum, or drink beverages on the bus (exception: special trips when approved by the sponsor and bus driver.).
7. Open windows only with the driver's permission.
8. Exhibit respect of other students and their property.
9. Refrain from defacing or otherwise damaging the bus.
10. Help maintain a clean bus environment.
11. Students will not be allowed to tease, scuffle, trip, hold, hit, or use their hands or body in an objectionable manner.

### **EDUCATION RECORDS**

The following information is presented in accordance with Indiana State Law. Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy entitled Students Records. Generally, the policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. Before education records are disclosed to third parties, the school requires a signed and dated written consent of (a.) a parent of a student who is less than 18 years of age and not attending a post secondary educational institution, or (b.) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interest) and officials of another school, school system, or position of post secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or students.
7. Directory information may be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex date of birth, height, weight, grade level and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filling the "Denial of Permission to Release Certain Directory Information Without Prior Written Consent" form from the

*This Handbook belongs to: \_\_\_\_\_*

# **TVMS Student Handbook**



## **TVSC Vision**

*TVSC does whatever it takes to equip all students to be outstanding – today, tomorrow, and beyond*

## **TVSC Mission**

*TVSC is committed to student success through the development of character, leadership, and literacy*

The Tippecanoe Valley School Corporation's weather related school announcements include Akron Elementary School, the Burket Educational Center, Mentone Elementary School, Tippecanoe Valley Middle School, and Tippecanoe Valley High School.

### **School Bus**

Riding the school bus is a privilege, not a right. The primary responsibility of school bus drivers is the safe transportation of students. Any distractions to the driver due to student behavior can jeopardize the safety of everyone on the school bus. Inappropriate student behavior on the school bus will not be tolerated.

School bus drivers are responsible to maintain a disciplined environment on their buses and have the authority to do so. Drivers are expected to set reasonable standards for student conduct and behavior. Bus drivers will explain specific expectations and procedures to students. While students are on the school bus, they are subject to the Tippecanoe Valley School Corporation Student Code of Behavior.

Upon the recommendation of the school bus driver or determination of a school administrator, a student may be denied the privilege of riding the bus. Bus drivers may suspend students for one day per offense. Administrators may suspend students up to 10 days per offense and recommend expulsion for the remainder of the semester/school year.

## **Section 2 – General TVMS Procedures and Policies**

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### **Concerns**

Concerns are best resolved at the lowest possible level. If you have a concern regarding your son/daughter, please follow the “chain of command” listed below:

1. Contact the individual (teacher or coach) involved in the situation.
2. Contact the person’s immediate supervisor if you wish to appeal the outcome of a conference (athletic director or principal)
3. Contact the superintendent if you wish to appeal further.
4. Request an audience with the board of trustees.

### **Medication**

If under exceptional circumstance, a student is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal’s designee will administer the medication in compliance with the following guidelines:

1. Signed parental or guardian written consent including the reason for the medication must be received by the school before any medication may be administered.
2. Prescription medication must have the original prescription label on the container which includes:
  - a. name of student
  - b. dosage
  - c. name of medication
  - d. date medication ordered
  - e. time to be administered
  - f. prescribing physician

### **Agendas**

Students are encouraged to carry their agendas at all times. Teachers may require the agenda for class daily. Teachers must sign the pass page if the student is to leave class for any non-academic reason. Failure to bring the agenda or failure to have passes left voids the student right to leave the room. The exception to this will be if the student is called to the office by office personnel.

### **Stick Passes**

Stick passes with teacher names on them may be used for academic purposes (as determined by the teacher). These include, but are not limited to; library, locker for supplies, visiting another teacher, etc. NO STUDENT SHOULD BE IN THE HALLWAY WITHOUT A PASS DURING CLASS TIME.

# Tippecanoe Valley High School

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8345 S. S.R. 19  
Akron, IN 46910  
Phone: 574-598-2100



## MISSION

Tippecanoe Valley School Corporation is committed to student success through the development of character, leadership, and literacy.

## CORE VALUES

Tippecanoe Valley School Corporation embraces the core values of collaboration, leadership, character, and achievement.

## THE VISION STATEMENT

Tippecanoe Valley School Corporation does whatever it takes to equip all students to be outstanding – today, tomorrow, and beyond.

While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, Tippecanoe Valley High School administrators may apply further consequences to a student ejected from a contest due to the student violating the Student Handbook.

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## Transportation

### SCHOOL BUS

#### Student Conduct

The primary responsibility of school bus drivers is the safe transportation of student. Any distractions to the driver due to student behavior can jeopardize the safety of everyone on the school bus. Inappropriate student behavior on the school bus will not be tolerated.

School bus drivers are responsible to maintain a disciplined environment on their buses and have the authority to do so. As such, drivers are expected to set reasonable standards for student conduct and behavior. Bus drivers will explain specific expectations and procedures to student. While students are on the school bus they are subject to the Tippecanoe Valley School Corporation Student Code of Behavior.

Upon the recommendation of the school bus driver or determination of school administrator, a student may be denied the privilege of riding the bus. Bus drivers may suspend students for one day per offense; administrators may suspend students up to 10 days per offense and recommend expulsion for the remainder of the semester/school year.

It is the student's responsibility to exercise self-control and be considerate of others while on the school bus. General expectations for all student passengers include the following:

1. Adhere to rules established and posted by the bus driver
2. Take a seat immediately upon entering the bus (drivers may assign seats)
3. Assume and maintain proper seating position/keep body out of aisle way.
4. Remain seated whenever the bus is moving
5. Refrain from loud, boisterous, and/or profane and / or inappropriate and / or unacceptable language
6. Do not eat food, chew gum, or drink beverages on the bus (Exception: special trips when approved by the sponsor and bus driver)

7. Open windows only with the driver's permission
8. Exhibit respect of other students and their property
9. Refrain from defacing or otherwise damaging the bus
10. Help maintain a clean bus environment
11. Students will not be allowed to tease, scuffle, trip, hold, hit, or use their hands or body in an objectionable manner
12. Quiet at all railroad crossings

### Bus Assignment

Students wanting to ride a bus other than their assigned one will need permission. Parents must write a note to the building principal for permission asking approval for an alternative designation other than the normal deliver of the student. For example, a student wanting to get off at a town for work or at a grandparents house or any other non-normal drop off point will need a note. The principal will either approve or deny the request. Bus drivers may allow extra passengers only with approval from the principal or designee.

Any student riding a bus to or from school must use corporation transportation for the entire trip. Students are not allowed to change from bus to car or car to bus at Akron, Mentone, Burket, or at any other point along the route. Students who are not route passengers must ride buses denoted as shuttle buses. (Exception: If a parent delivers or picks up a student at the bus stop or if permission is granted through the superintendent/assistant superintendent.)

### Daily Bus Schedule

Under normal driving conditions, the driver will meet an established time schedule. Students are expected to be at their pick-up point prior to the scheduled bus arrival time (exception: stormy, bad weather conditions). If the bus is running late the driver will stop and sound the horn, but is not required to wait unless the student is in sight and on the way to the bus.

## STUDENT DRIVING REGULATIONS

Driving to school is a privilege granted by the student's parent and school. During the first week of school, students are informed of the procedure for obtaining a parking permit. Students must turn in a vehicle registration form, signed by the parent, the owner of the vehicle, and the student driver; then purchase a parking tag for \$10.00. This tag must be displayed in the rear view mirror at all times while the vehicle is on school property. Vehicles parked on school property without proper identification may be cited or towed at the owner's expense. Safe driving is to and from school events/school grounds is an expectation, if students do not meet this expectation their parking permit and or driver's license may be revoked.



**Tippecanoe Valley School Corporation**

Below please find information regarding the transportation of students in the Tippecanoe Valley School Corporation. After reading and discussing the information with your child, please complete the form at the bottom and return it to the bus driver. School bus transportation takes the cooperation of parents, drivers, students, and other school personnel. The support you give our transportation efforts is greatly appreciated. Thank you.

1. Under normal driving conditions, the driver will meet an established time schedule. Students are expected to be at their pick-up point **PRIOR** to the scheduled bus arrival time (exception: stormy, bad weather conditions).
2. Please listen to WRSW (Warsaw 107.3 FM), WROI (Rochester 92.1 FM), or watch WNDU-TV (South Bend Channel 16), WSBT-TV (South Bend Channel 22) for bus delays due to weather. **PLEASE DO NOT CALL THE SCHOOL, BUS GARAGE, OR SCHOOL OFFICIALS.** The school phone lines must be kept open for official business. Whenever the bus is running late the driver will **STOP** and sound the horn, but is not required to wait unless the student is in sight.
3. Students wanting to ride a bus other than their assigned one need written permission. Parents should write a note to the building principal who will either approve or deny the request. A note is also required if a student is to be dropped off at a location different than her/his normal destination.
4. Bus drivers may allow extra "guest passengers", someone who normally does not ride their route, only with the approval of the route driver at least one day in advance. If there is sufficient seating on the bus to transport the guest(s), the driver will grant permission. If there is not sufficient seating space on the bus, the driver will **politely** deny the request and other arrangements for transportation will need to be made.
5. Bus drivers are responsible to maintain a disciplined environment on their buses and have the authority to do so. As such, drivers are expected to set reasonable standards for student conduct and behavior. Bus drivers will explain specific expectations and procedures to students.
6. Information contained in each school's 2018/2019 student handbook applies for the transportation of students. Student misbehavior and/or inappropriate conduct will result in disciplinary action, which may include loss of bus riding privileges. The driver has the right to suspend a student for 1 day. TVSC administrators can suspend students for additional days if necessary.

General expectations for all student passengers include the following:

- Adhere to rules established by the bus driver
- Assume and maintain proper seating position;
- Remain seated whenever the bus is moving;
- Refrain from loud, boisterous, and/or profane language;
- Cell phones must be turned off and remain in a pocket, backpack, etc. at all times. The use of a cell phone on the bus is not allowed unless otherwise specified by the bus driver.
- Do not eat food, chew gum, or drink beverages on the bus (exception: special trips only when approved by the sponsor and bus driver);
- Open windows only with the driver's permission;
- Respect other students and their property;
- Refrain from harassing, threatening, bullying, hazing, or intimidating another person;
- Refrain from defacing or otherwise damaging the bus; and
- Help maintain a clean bus environment.

**Students that refuse to abide by the rules of the bus may lose their bus riding privileges by being suspended from the bus.**

Bus Number, Driver, Telephone:     **Bus #**    

Please complete this section, cut it off, and return it to the driver by Friday, August 10, 2018. Thank you.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the above rules and discussed them with my child/children.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Bus Number \_\_\_\_\_ Parent/Guardian Telephone Number \_\_\_\_\_

**Please list on the back any IMPORTANT HEALTH RELATED INFORMATION FOR YOUR CHILD/CHILDREN of which the bus driver should be aware.**

List below any **IMPORTANT HEALTH RELATED INFORMATION FOR YOUR CHILD/CHILDREN** of which the bus driver should be aware

**AUGUST 2017**

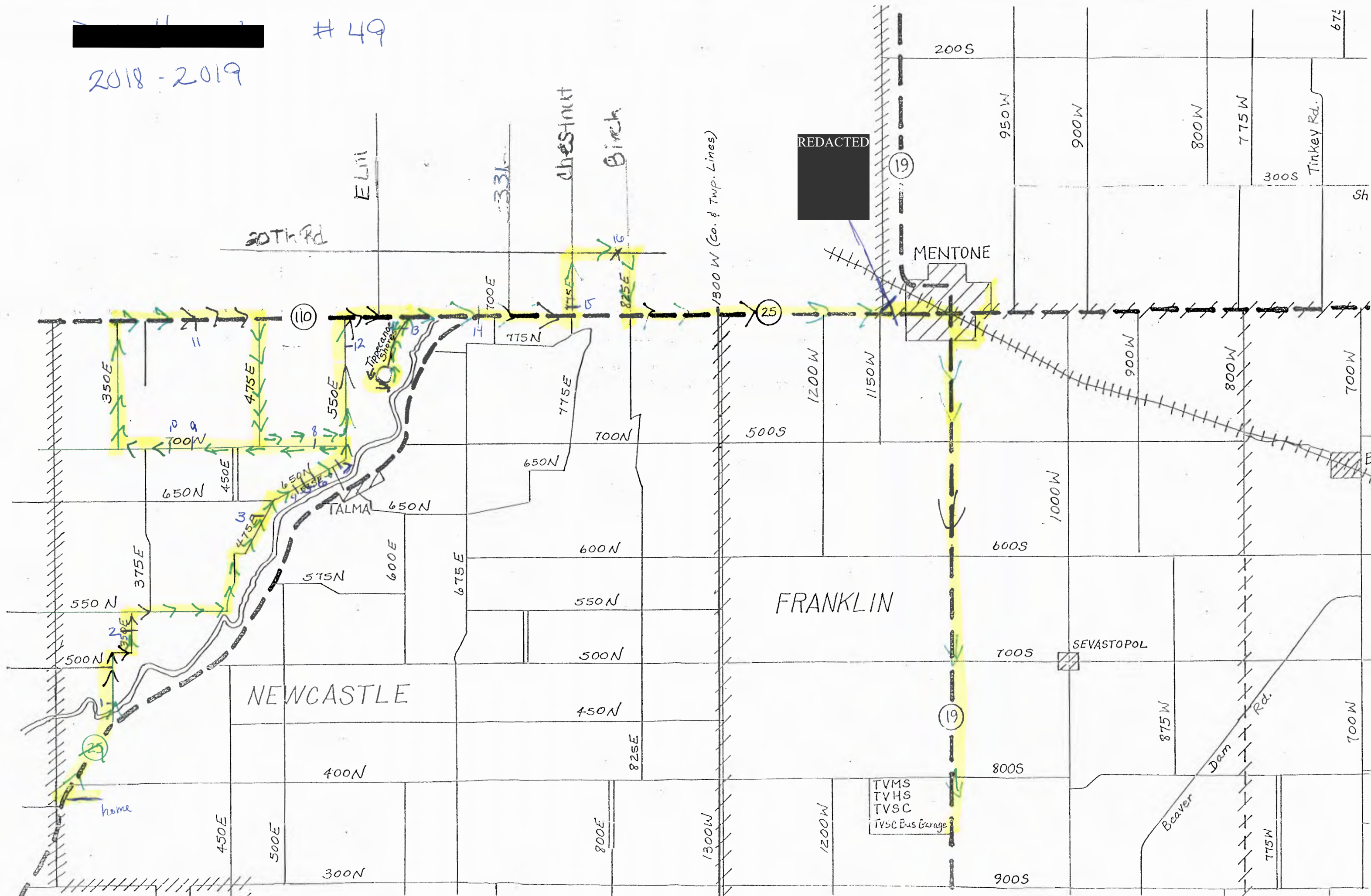
Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Health Concern \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Health Concern \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

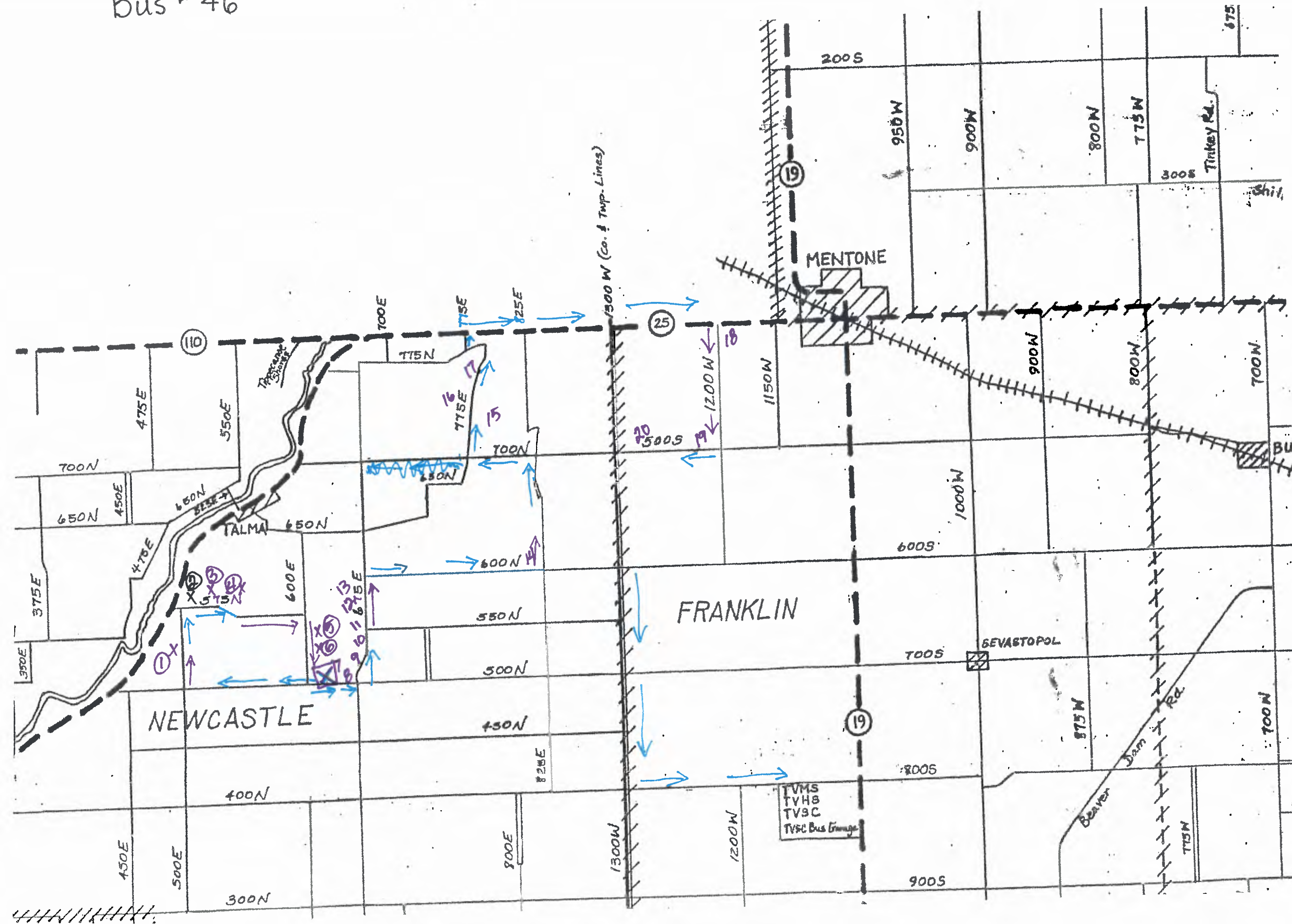


# **RESPONSE 7**

2018 - 2019



2018-2019  
Tina Agnew  
Bus # 46







# RESPONSE 9

## SCHOOL BUS DRIVERS' ACCIDENT FORM

Drivers of school conveyances involved in accidents (regardless of the seriousness of the accident or whether any children or other persons are injured) shall file an accident report with the transportation director.

## ACCIDENT

Date of Accident 5/27/15 Time 7:35 pm

Place St Rd 25 between 400N. & 500N. (Meisner Trailer Ct.  
(Between what streets, or nearest intersecting road, or nearest house)

Weather day light - Clear Pavement dry

Accident Involved TV3C School bus #36 & 1 Car  
(pedestrian, train, cycle, automobile, other object)

## BUS INFORMATION

Bus Number 36 Make Thomas Year 2014 Capacity 72

Driver [REDACTED] Address REDACTED

**REDACTED**

**EDACTED**

Driver's License Number [REDACTED]

Damage to Bus rear bumper & rear side fender (passenger side),  
(right rear)

## OTHER VEHICLES

Driver's Name \_\_\_\_\_ Type Vehicle \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Vehicle License No. \_\_\_\_\_

Owner of Vehicle \_\_\_\_\_

Address \_\_\_\_\_

Insurance Company Arthur J. Gallagher Risk Management Services, Inc.Address 650 E. Camel Drive, Suite 400

## INJURIES

Camel, IN 46032No. of passengers in bus 9 No. of passengers injured 1① Nature of injuries 1 student complained of slight knee pain.Where and by whom treated treated at scene with an ice pack by a paramedic

## STATEMENT OF DRIVER

Briefly describe how accident occurred, giving direction and speed of your vehicle and other (if collision), width of roadway, nature and condition of roadway, weather, etc.

weather clear, daylight, dry road. Bus stopped on St. Rd. 25 with lights & stop arm activated, heading north to load students at trailer Ct. Bus was hit from rear by a car following also heading north on St Rd 25.

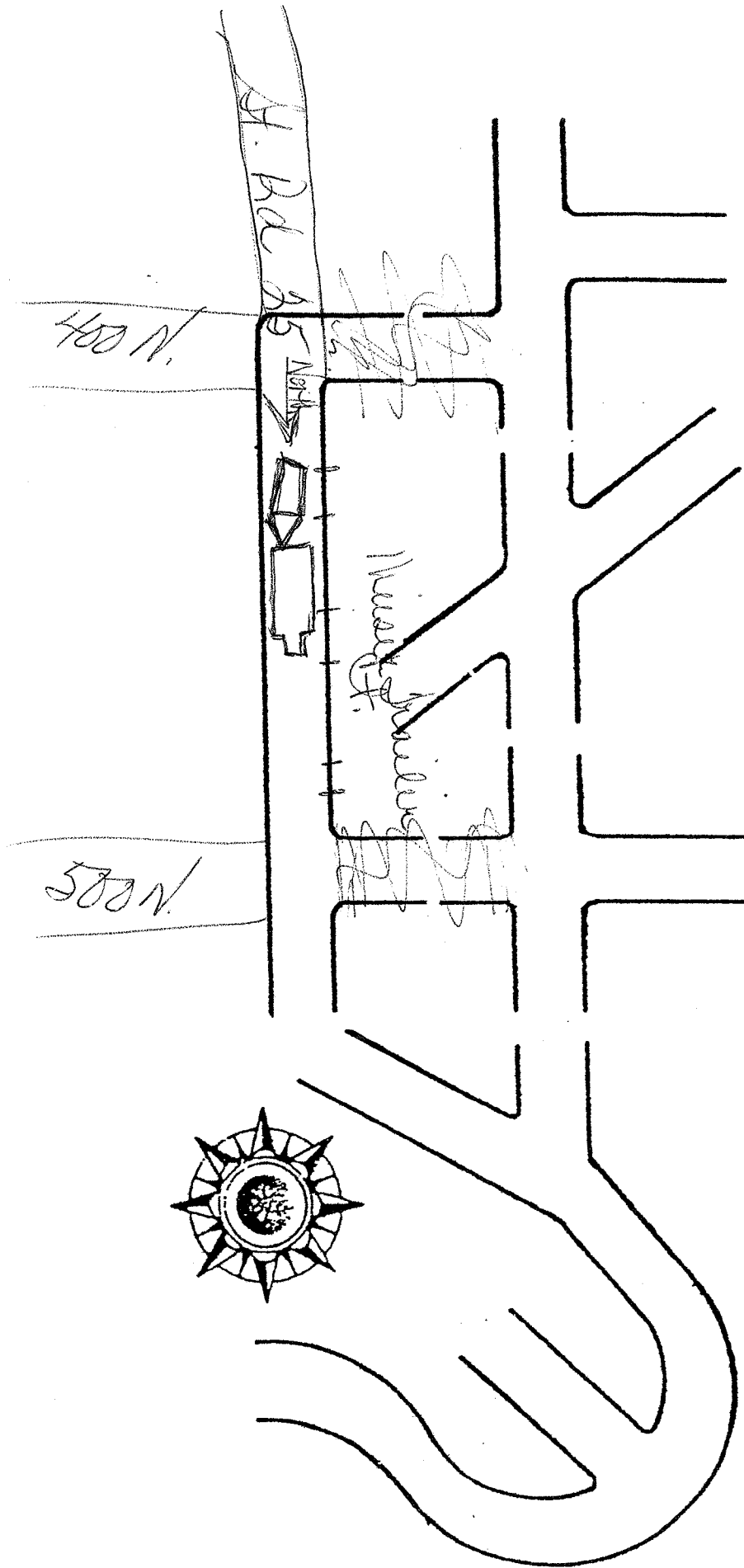
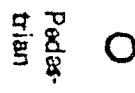
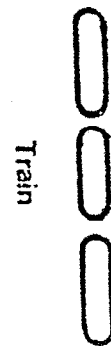
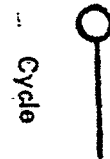
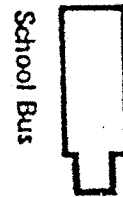
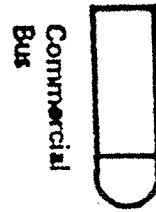
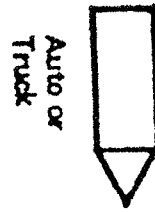
Illustrate accident on diagram on next page.

Dated 5/27/15 2015

[Signature]  
(Driver)

Dated 5/27/ 2015

[Signature]  
(Transportation Director)





## INDIANA OFFICER'S STANDARD CRASH REPORT

### Electronic Version

Page	1	of	5
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Local ID

201502648

Date of Crash	Day of Week	Actual Local Time	County	Township	# Motor Vehicles	# Injured	# Dead	# Commercial Vehicles	# Deer
10/13/2015	TUE	4:26 PM	KOSCIUSKO	FRANKLIN	2	1	0	1	0
Road Crash Occurred On			Nearest/Intersecting Road/MileMarker/Interchange		If not an intersection, number of feet from	Direction	Road Classification		
S SR 19			W 600 S				STATE ROAD		
Inside Corporate Limits?	City/Town or Nearest City/Town				Property?	Crash Latitude		Crash Longitude	
NO	MENTONE				OTHER				
Driver #1		Driver #2		Driver #3			Driver #4		
KINDIG, CAROL S.		CONAWAY, STEVEN J.							

Driver Contributing Circumstances										Vehicle Contributing Circumstances										Area Information									
Primary Cause					Vehicle 1					Primary Cause					Vehicle 1														
Vehicle 2					Vehicle 2					Vehicle 2					Vehicle 2														
Vehicle 3					Vehicle 3					Vehicle 3					Vehicle 3														
Vehicle 4					Vehicle 4					Vehicle 4					Vehicle 4														
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Hit and Run									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					NO									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					School Zone									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					NO									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Rumble Strips									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					NO									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Locality									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					RURAL									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Light Condition									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					DAYLIGHT									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Weather Conditions									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					CLOUDY									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Surface Condition									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					DRY									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Type of Median									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					NONE									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Type of Roadway Junction									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					FOUR WAY INTERSECTION									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Road Character									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					STRAIGHT/LEVEL									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Roadway Surface									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					ASPHALT									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Construction									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					If Yes, Construction Type									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					NO									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Traffic Control Devices									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					STOP SIGN									
<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>					Traffic Control Device Operational?									

Total Estimate of all damage in the Crash:	Was this crash the result of aggressive driving?
\$10,001 TO \$25,000	NO

Other Property Damage (1)	State Property	Owner's Name and Address
Other Property Damage (2)	State Property	Owner's Name and Address

Witness/Other Participant				Non-Motorist		
<input type="checkbox"/>	Witness	#	Name	(Last Name, First Name, MI)		
<input type="checkbox"/>	Other Participant					
Address etc.				Non-Motorist Type		Non-Motorist Action
Phone #		Location at Time of Crash		Apparent Physical Condition		
<input type="checkbox"/>	Witness	#	Name	Cited?	Direction	
<input type="checkbox"/>	Other Participant					
Address etc.				Street/Highway		
Phone #		Location at Time of Crash		Traffic Control? If yes, was traffic control operational?		

**Type of Crash** RIGHT ANGLE

Time Notified 4:26 PM	Time Arrived 4:37 PM	Other Location of Investigation			
Assisting Officer WIESEHAN, DON		ID No. KCSD26	Agency Kosciusko County Sheriff's Dept	Investigation Complete? YES	Photos Taken? YES
Assisting Officer CLARK, JEFF		ID No. KCSD39	Agency Kosciusko County Sheriff's Dept	Date of Report 10/13/2015 16:53:00	
Investigating Officer MARSHALL, JAMES		ID No. KCSD30	Agency Kosciusko County Sheriff's	Reviewing Officer HEPLER, BRANDON	

**Narrative**

Vehicle 1 (V1) was east bound on CR 600 S. V1 was stopped at the stop sign at the intersection of SR 19. Vehicle 2 (V2) was north bound on SR 19. After stopping at the stop sign, the driver of V1 proceeded across the intersection. V1 pulled in front of V2. The driver of V2 was unable to stop or avoid colliding with V1. The front of V2 struck the front right side of V1. V2 did not have a stop sign. V1 is a school bus and had 11 children on board at the time of the crash.

The driver of V2 was taken by ambulance to Kosciusko Community Hospital for further treatment. One of the students on the bus complained of a minor cut above her eye but refused any medical treatment.

\*\*\*END\*\*

Local ID	201502648
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## UNIT INFORMATION

Page 4 of 5

Local ID

201502648

Driver's Name (Last, First, MI) 2 CONAWAY, STEVEN J.				Safety Equipment Used AIRBAG DEPLOYED + HARNESS							
Address (Street, City, State, Zip) [REDACTED]				Safety Equipment Effective YES							
MENTONE, IN 46539				Ejection/Trapped NOT EJECTED OR TRAPPED							
Date of Birth [REDACTED]		Age 30		Gender MALE		EMS No. 0626		Immed Attn YES		Driver Injury Status NON-INCAPACITATING	
Driver's License # [REDACTED]			Lic Type OP	CDL Class	Lic State IN	Nature of Most Severe Injury MINOR BLEEDING					
Apparent Physical Status <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Had Been Drinking <input type="checkbox"/> Handicapped <input type="checkbox"/> Ill <input type="checkbox"/> Asleep/Fatigued <input type="checkbox"/> Drugs/Medication <input type="checkbox"/> Unknown			Restrictions <input type="checkbox"/> Glasses/Contact Lenses <input type="checkbox"/> Outside Rearview Mirror <input type="checkbox"/> Daylight Driving <input type="checkbox"/> Automatic Transmission <input type="checkbox"/> Special Controls <input type="checkbox"/> Employment Only <input type="checkbox"/> Motorcycle Only <input type="checkbox"/> To/From Employment <input type="checkbox"/> Employer's Vehicle Only <input type="checkbox"/> State-Owned Vehicles <input type="checkbox"/> PP Chauffeurs Taxi Only <input type="checkbox"/> Power Steering <input type="checkbox"/> Special Restrictions <input type="checkbox"/> Probation DWI <input type="checkbox"/> Probation HTV <input checked="" type="checkbox"/> None			Location of Most Severe Injury HEAD					
Test Given		Type Given <input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Breath <input type="checkbox"/> SFST <input type="checkbox"/> PBT		Alcohol Results PBT		Certified Test <input type="checkbox"/> Pending		Drug Results		If Cited? <input type="checkbox"/> Infraction <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	
Veh# 2		Color Red		Vehicle Year 2009		Make Chevrolet		Model LTS		Style 4W	
# Occupants 1		Lic Year 2016		License # [REDACTED]		License State IN		Initial Impact Area <input type="checkbox"/> Undercarriage <input type="checkbox"/> Trailer <input type="checkbox"/> None <input type="checkbox"/> Unknown		Front [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] Rear	
# Axles 2		Speed Limit 55		Insured By [REDACTED]		Phone Number (000) 000-0000		Area Damaged (Multiples) <input type="checkbox"/> Undercarriage <input type="checkbox"/> Trailer <input type="checkbox"/> None <input type="checkbox"/> Unknown		Front [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] Rear	
Vehicle Identification # KL1TD66EX9E [REDACTED]				Registered Owner's Name (Last, First, MI) CONAWAY, BARBARA M. <input type="checkbox"/> Same as Driver							
Address (Street, City, State, Zip) [REDACTED]				Vehicle Use PERSONAL (FARM, COMPANY)							
Towed? To By REICHERTS				Due to Disabling Damage REICHERT				Emergency Run? Fire? NO			
License #		Address (Street, City, State, Zip)		Vehicle Type PASSENGER CAR/STATION WAGON							
Veh Year		Make		Pre-Crash Vehicle Action GOING STRAIGHT							
License #		Address (Street, City, State, Zip)		Direction of Travel NORTH							
Veh Year		Make		Type of Primary/Secondary Roadway One Way Traffic <input type="checkbox"/> One Lane <input type="checkbox"/> Two Lanes <input type="checkbox"/> Multi-Lanes (3 or more)							
Commercial Vehicle: Carrier's Name and Address				Two Way Traffic <input checked="" type="checkbox"/> Two Lanes <input type="checkbox"/> Multi-Lane Divided (3 or more) <input type="checkbox"/> Multi-Lane Undivided 2 way left turn <input type="checkbox"/> Multi-Lane Undivided (3 or more) <input type="checkbox"/> Private Drive <input type="checkbox"/> Alley							
HAZMAT Proper Shipping Name:				State DOT#				Event Collision With ANOTHER MOTOR VEHICLE			
US DOT#		ICC#		CMV Inspection		If Yes					
Gross Vehicle Weight Rating		Cargo Body Type									
HAZMAT Placard		HAZMAT Release of Cargo		HAZMAT 4-Digit ID#		Hazard Class #					

## Diagram

## SCHOOL BUS DRIVERS' ACCIDENT FORM

Drivers of school conveyances involved in accidents (regardless of the seriousness of the accident or whether any children or other persons are injured) shall make out and file an accident report with the superintendent.

## ACCIDENT

Date of Accident 3-17-17 Time 7:50 Am  
 Place South of Co. Rd. 700. <sup>460 FT So.</sup> 1/2 mile on St RR 19  
 (Between what streets, or nearest intersecting road, or nearest house) House # 9348 S. St RR 19  
 Weather ICE & snow Pavement yes slick  
 Accident Involved Automobile + School Bus  
 (pedestrian, train, cycle, automobile, other object)

## BUS INFORMATION

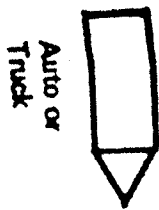
Bus Number 27 Make Thomps Year 2011 Capacity 72  
 Driver Connie Shewman Address REDACTED

**REDACTED**

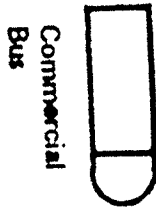
Driver's License Number REDACTED  
 Damage to Bus Front Bumper + Hood

## OTHER VEHICLES

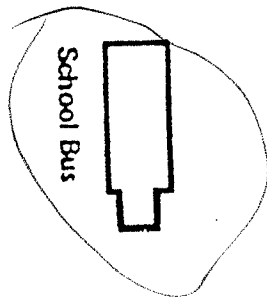
Driver's Name Kearstena Turner Type Vehicle CAR SATURN  
 Address [REDACTED] S [REDACTED] WARSAW IN Phone [REDACTED]  
 Vehicle Make SATURN Year 2006 Model ION  
 Driver's License Number [REDACTED] License No. [REDACTED]  
 Owner of Vehicle GAVIN M. HUCKS  
 Address [REDACTED] E [REDACTED] S AKRON IN 46910



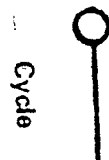
Auto or  
Truck



Commercial  
Bus



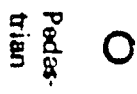
School Bus



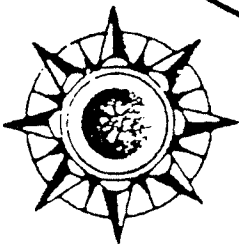
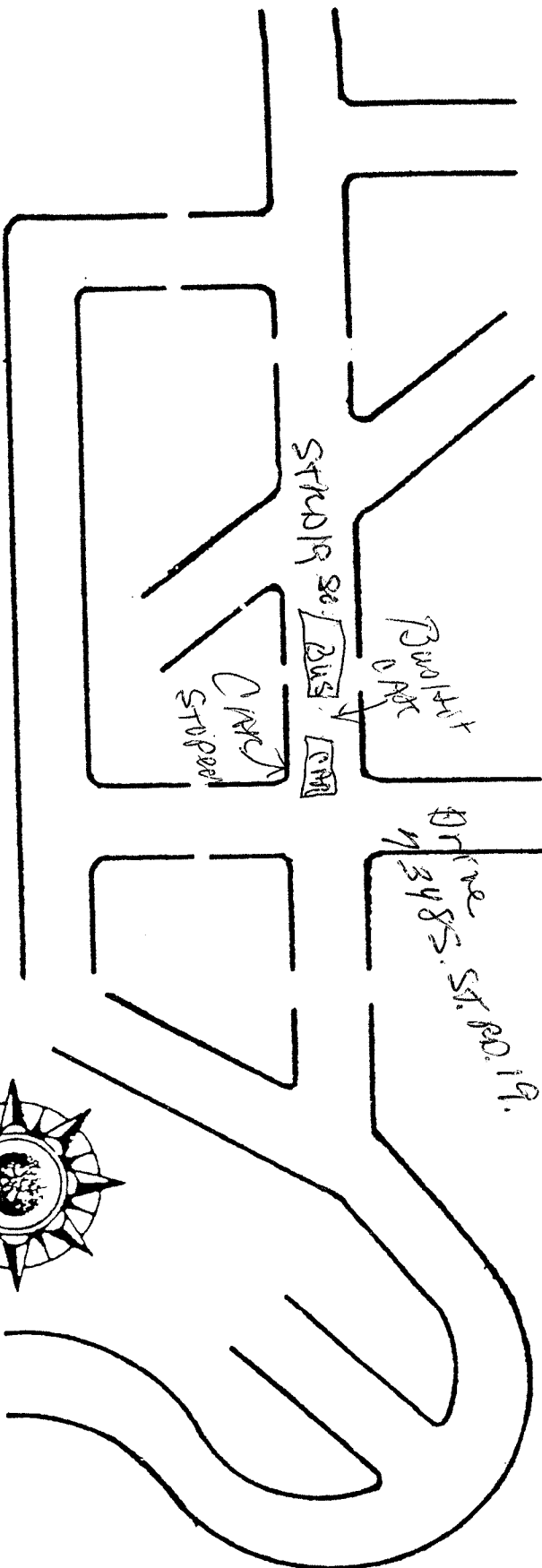
Cycle



Train



Pedestrian



## Blaine Conley

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**From:** Brett Boggs  
**Sent:** Friday, March 17, 2017 9:18 AM  
**To:** Aaron Zolman; Adam Heckaman; Bryan Murphy; Bryan Murphy; Stan Miller; Stan Miller; Todd Hoffman; Todd Hoffman  
**Cc:** Blaine Conley  
**Subject:** This Morning's Bus Accident  
**Attachments:** 20170317\_082706.jpeg; 20170317\_082246.jpeg

Dear School Board Member.

This morning between 7:30 and 7:45 a bus driven by Con Shewman was involved in an accident with a car driven by Kirsten (Turner) Hucks. The accident occurred just north of TVHS on State Road 19 at the Tucker Farm. The car was traveling south and was turning into the drive of the yellow house next to [REDACTED] home. Con said there was no turn signal to indicate she was turning into the drive. He was unable to stop because of the road conditions and struck the Saturn auto in the back. You can see the car was severely damaged. The bus's bumper and grill were damaged, but it was drivable. There were 36 students on the bus. No one was hurt. They were all taken to TVHS to be checked out by the Head School Nurse Debbie Potter. All parents will be notified. The driver of the car was transported by ambulance to be checked out. Her husband, [REDACTED], was a passenger in the car. He indicated she was not injured. The bus driver will be sent to complete a drug screen.

Fortunately, everyone appears to be okay. That's all I have for now.

Brett

Sent via the Samsung Galaxy S® 5 ACTIVETM, an AT&T 4G LTE smartphone









## SCHOOL BUS DRIVERS' ACCIDENT FORM

Drivers of school conveyances involved in accidents (regardless of the seriousness of the accident or whether any children or other persons are injured) shall file an accident report with the transportation director.

## ACCIDENT

Date of Accident 10-26-2018 Time 3:25 p.m.

Place Tippecanoe Valley Middle School backside of school  
(Between what streets, or nearest intersecting road, or nearest house) bus pick-up

Weather Clear Pavement dry

Accident Involved automobile  
(pedestrian, train, cycle, automobile, other object)

## BUS INFORMATION

Bus Number 49 Make THOMAS Year 2017 Capacity 92

Driver Deborah Howard Address REDACTED  
REDACTED

Driver's License Number REDACTED

Damage to Bus scratches to passenger side rear corner

## OTHER VEHICLES

Driver's Name \_\_\_\_\_ Type Vehicle \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Vehicle License No. \_\_\_\_\_

Owner of Vehicle \_\_\_\_\_

Address \_\_\_\_\_



Auto or  
Truck



Commercial  
Bus



School Bus



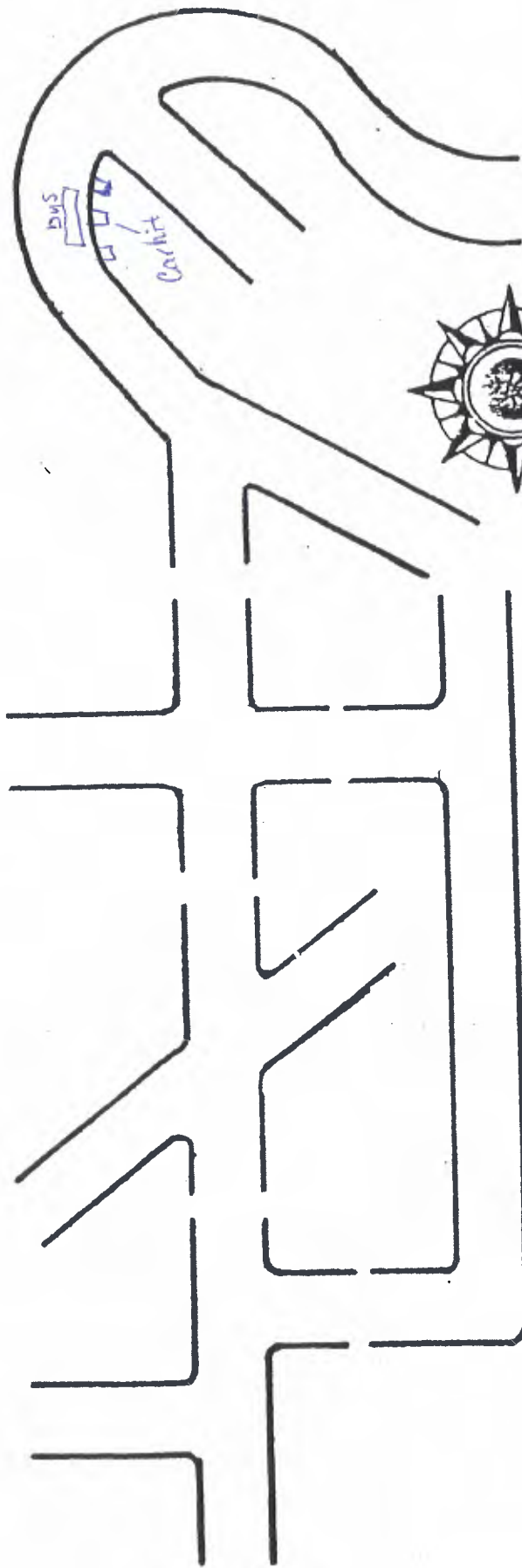
Cycle



Train



Pedas-  
trian



must have swung out to turn and clipped back end  
of parked car with my rear corner.







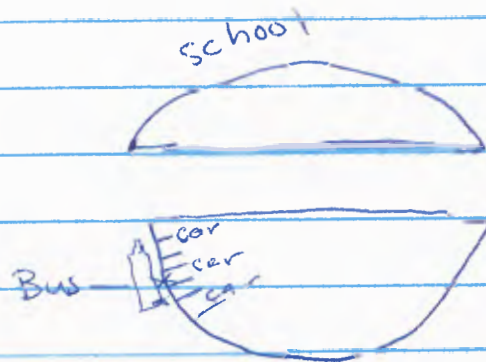




10-26-18

3:25pm

Friday after noon Tippecanoe Valley Middle School had dismissed. The students came out and boarded the buses. We were given the all clear to leave. When it was my turn to leave I started to go that is when I scraped one of the cars parked on my right side. The bus directly behind me let me know that I had hit it as I was not aware of it. I got out of line and went right back. Mr Backus middle school principal and Mr. Conley were there. I was told to file a report. There were no injuries as I was just starting to leave. The parked vehicle was scraped on the back between the tail lights, the right back corner of my bus has scratches on it.





## INDIANA OFFICER'S STANDARD CRASH REPORT

Electronic Version

903252641

Page 1 of 6

Local ID

201800352116

Date of Crash 10/30/2018	Day of Week Tue	Actual Local Time 7:15 AM	County FULTON	Township NEWCASTLE	# Motor Vehicles 1	# Injured 1	# Dead 3	# Commercial Vehicles 0	# Deer 0
Road Crash Occurred On SR25N			Nearest/Intersecting Road/Mile Marker/Interchange CR500N		If not an intersection, number of feet from 1585	Direction S	Road Classification STATE ROAD		
Inside Corporate Limits? NO		City/Town or Nearest City/Town ROCHESTER			Property?		Crash Latitude		Crash Longitude
Driver #1 SHEPHERD, ALYSSA L			Driver #2		Driver #3		Driver #4		

Primary Cause	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Primary Cause	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Driver Contributing Circumstances					Vehicle Contributing Circumstances				
<input type="checkbox"/> Alcoholic Beverages					<input type="checkbox"/> Engine Failure or Defective				
<input type="checkbox"/> Illegal Drugs					<input type="checkbox"/> Accelerator Failure or Defective				
<input type="checkbox"/> Prescription Drugs					<input type="checkbox"/> Brake Failure or Defective				
<input type="checkbox"/> Driver Asleep or Fatigued					<input type="checkbox"/> Tire Failure or Defective				
<input type="checkbox"/> Driver Illness					<input type="checkbox"/> Headlight(s) Defective or Not On				
<input type="checkbox"/> Unsafe Speed					<input type="checkbox"/> Other Lights Defective				
<input type="checkbox"/> Failure to Yield					<input type="checkbox"/> Steering Failure				
<input type="checkbox"/> Disregard Signal					<input type="checkbox"/> Window/Windshield Defective				
<input type="checkbox"/> Left of Center					<input type="checkbox"/> Oversize/Overweight Load				
<input type="checkbox"/> Improper Passing					<input type="checkbox"/> Insecure/Leaky Load				
<input type="checkbox"/> Improper Turning					<input type="checkbox"/> Tow Hitch Failure				
<input type="checkbox"/> Improper Lane Usage					<input type="checkbox"/> Other				
<input type="checkbox"/> Following Too Closely					<input checked="" type="checkbox"/> None				
<input type="checkbox"/> Unsafe Backing					Environment Contributing Circumstances				
<input type="checkbox"/> Overcorrecting					<input type="checkbox"/> Glare				
<input type="checkbox"/> Ran off Road					<input type="checkbox"/> Roadway Surface				
<input type="checkbox"/> Wrong Way on One Way					<input type="checkbox"/> Holes/Ruts in Surface				
<input type="checkbox"/> Pedestrian's Action					<input type="checkbox"/> Shoulder Defective				
<input type="checkbox"/> Passenger Distraction					<input type="checkbox"/> Road Under Construction				
<input type="checkbox"/> Restriction Violation					<input type="checkbox"/> Severe Crosswinds				
<input type="checkbox"/> Jackknifing					<input type="checkbox"/> Obstruction Not Marked				
<input type="checkbox"/> Cell Phone Usage					<input type="checkbox"/> Lane Marking Obscured				
<input type="checkbox"/> Other Telematics					<input type="checkbox"/> View Obstructed				
<input type="checkbox"/> Driver Distracted					<input type="checkbox"/> Animal/Object in Roadway				
<input type="checkbox"/> Speed/Weather Conditions					<input type="checkbox"/> Traffic Ctl Inop/Missing/Obscure				
<input type="checkbox"/> Unsafe Lane Movement					<input type="checkbox"/> Utility Work				
<input type="checkbox"/> Other					<input type="checkbox"/> Other				
<input checked="" type="checkbox"/> None					<input checked="" type="checkbox"/> None				

Area Information	
Hit and Run	NO
School Zone	NO
Rumble Strips	NO
Locality	RURAL
Light Condition	DARK (NOT LIGHTED)
Weather Conditions	CLEAR
Surface Condition	DRY
Type of Median	
Type of Roadway Junction	NO JUNCTION INVOLVED
Road Character	STRAIGHT/LEVEL
Roadway Surface	ASPHALT
Construction	If Yes, Construction Type
NO	
Traffic Control Devices	LANE CONTROL
Traffic Control Device Operational?	NA
Was this crash the result of aggressive driving?	NO

Total Estimate of all damage in the Crash:

\$10001 TO \$25000

Other Property Damage (1)	State Property	Owner's Name and Address
Other Property Damage (2)	State Property	Owner's Name and Address

Witness/Other Participant			Non-Motorist	
<input type="checkbox"/> Witness	#	Name	(Last Name, First Name, MI)	
<input checked="" type="checkbox"/> Other Participant	1	ROBERT GIFFORD REID		
Address etc.			Non-Motorist Type	Non-Motorist Action
S CLAYPOOL INDIANA			PEDESTRIAN	GETTING OFF OR ON SCHOOL BUS
Phone #			Apparent Physical Condition	
			UNKNOWN	
<input checked="" type="checkbox"/> Witness	#	Name	Cited?	Direction
<input type="checkbox"/> Other Participant	2		NO	EAST
Address etc.			Street/Highway	
ROCHESTER INDIANA			SR25N	
Phone #			Traffic Control?	
			YES	
Location at Time of Crash			If yes, was traffic control operational?	
BEHIND VEHICLE 1			YES	



## INDIANA OFFICER'S STANDARD CRASH REPORT

### Electronic Version

**903252641**

Local ID

Page

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of

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201800352116

Date of Crash 10/30/2018	Day of Week Tue	Actual Local Time 7:15 AM	County FULTON	Township NEWCASTLE	# Motor Vehicles 1	# Injured 1	# Dead 3	# Commercial Vehicles 0	# Deer 0																																																																																																																																																																																																																																																
Road Crash Occurred On SR25N			Nearest/Intersecting Road/Mile Marker/Interchange CR500N		If not an intersection, number of feet from 1585		Direction S		Road Classification STATE ROAD																																																																																																																																																																																																																																																
Inside Corporate Limits? NO		City/Town or Nearest City/Town ROCHESTER			Property?		Crash Latitude		Crash Longitude																																																																																																																																																																																																																																																
Driver #1 SHEPHERD, ALYSSA, L			Driver #2		Driver #3			Driver #4																																																																																																																																																																																																																																																	
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Local ID

201800352116

**Type of  
Crash**

COLLISION WITH OBJECT IN ROAD

<b>Time Notified</b> 7:31 AM	<b>Time Arrived</b> 7:37 AM	<b>Other Location of Investigation</b> SEE NARRATIVE			
<b>Assisting Officer</b> RICK BROWN		<b>ID No.</b> 163	<b>Agency</b> ISP PERU 16	<b>Investigation Complete?</b> NO	<b>Photos Taken?</b> YES
<b>Assisting Officer</b> JEREMY PEREZ		<b>ID No.</b> 1675	<b>Agency</b> ISP PERU 16	<b>Date of Report</b> 10/30/2018	
<b>Investigating Officer</b> TROTTER, T		<b>ID No.</b> 8171	<b>Agency</b> ISP PERU 16	<b>Reviewing Officer</b> BROWN	

**Narrative**

V1, a beige 2017 Toyota Tacoma, was south bound on SR25 approaching 4684 N SR 25. A School Bus was stopped in the north bound lane at 4684 N SR 25. The school bus had its red lights activated and stop arm extended.

The school bus was picking up children from 4684 N SR 25.

4 juvenile children were crossing the south bound lanes of SR 25 to get to the school bus. V1 continued south on SR 25 and for an unknown reason failed to stop for the School Bus extended stop arm. V1 collided with the 4 juveniles that were crossing the roadway.

3 of the juveniles suffered fatal injuries on the scene. The fourth juvenile was airlifted from the scene to a Ft. Wayne Hospital.

V1 came to rest 165 feet south of the south edge of the middle entrance road to the trailer park. The School Bus never moved from the scene during the investigation.

The 9 year old female victim came to final rest 87 feet south of the south edge of the entrance in the grassy area to the west of the roadway. Both 6 year old boy victims came to rest approximately 53 feet south of the south edge of the entrance. Both boys were in the middle of the south bound lane of SR25. The fourth victim, was removed and was being loaded on the helicopter upon my arrival. I do not know his final rest.

Driver 1 of the beige Toyota, was read implied consent and she agreed to a blood draw. She was brought to Woodlawn Hospital in Rochester for the blood draw. After the blood draw, she was taken to the Fulton County Sheriff's Department for an interview. Multiple witnesses were brought to the Fulton County Sheriff's Department and interviewed by Indiana State Police detectives. Refer to incident #18ISPC012359.

Based on the facts of this investigation, it is this officer's opinion that failing to stop for an extended school bus arm, is the primary cause of this crash.

On November 7, 2018 I spoke with an agent with [REDACTED]. I was able to obtain the phone number and policy number for V1. That information has been added to this report.

## NON-DRIVER INJURED INFORMATION

903252641

Page 5 of 6

Local ID  
201800352116

Injured Pre-crash Location: Veh# PEDESTRIAN			Safety Equipment Used		
Name (Last, First, MI) [REDACTED]			Safety Equipment Effective?		
Address (Street, City, State, Zip) [REDACTED]			Ejection/Trapped		
ROCHESTER IN 46975			EMS No. Immed Attn Injury Status NO NO FATAL		
Date of Birth [REDACTED]	Age 11	Gender FEMALE	Nature of Most Severe Injury INTERNAL		
Position in or on Vehicle <div><div><input type="checkbox"/> Front</div><div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div></div><div><input type="checkbox"/> Rear</div></div>			Location of Most Severe Injury ENTIRE BODY		
			Test Given Type Given <input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Breath <input type="checkbox"/> SFST <input type="checkbox"/> PBT		
			Alcohol Results Certified Test <input type="checkbox"/> Pending Drug Results		
			PBT		
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Name (Last, First, MI) [REDACTED]			Safety Equipment Effective?		
Address (Street, City, State, Zip) [REDACTED]			Ejection/Trapped		
ROCHESTER IN 46975			EMS No. Immed Attn Injury Status NO NO FATAL		
Date of Birth [REDACTED]	Age 6	Gender MALE	Nature of Most Severe Injury INTERNAL		
Position in or on Vehicle <div><div><input type="checkbox"/> Front</div><div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div></div><div><input type="checkbox"/> Rear</div></div>			Location of Most Severe Injury ENTIRE BODY		
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Address (Street, City, State, Zip) [REDACTED]			Ejection/Trapped		
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Name (Last, First, MI) [REDACTED]			Safety Equipment Effective?		
Address (Street, City, State, Zip) [REDACTED]			Ejection/Trapped		
TIPPECANOE IN 46570			EMS No. Immed Attn Injury Status SAM1 YES INCAPACITATING -		
Date of Birth [REDACTED]	Age 11	Gender MALE	Nature of Most Severe Injury INTERNAL		
Position in or on Vehicle <div><div><input type="checkbox"/> Front</div><div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div></div><div><input type="checkbox"/> Rear</div></div>			Location of Most Severe Injury ENTIRE BODY		
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			Alcohol Results Certified Test <input type="checkbox"/> Pending Drug Results		
			PBT		

## NON-DRIVER INJURED INFORMATION

903252641

Page 5 of 6

Local ID  
201800352116

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Address (Street, City, State, Zip) [REDACTED]			Ejection/Trapped		
ROCHESTER IN 46975			EMS No.	Immed Attn NO	Injury Status FATAL
Date of Birth [REDACTED]	Age 11	Gender FEMALE	Nature of Most Severe Injury INTERNAL		
Position in or on Vehicle			Location of Most Severe Injury ENTIRE BODY		
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Injured Pre-crash Location: Veh# PEDESTRIAN			Safety Equipment Used		
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Address (Street, City, State, Zip) [REDACTED]			Ejection/Trapped		
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Date of Birth [REDACTED]	Age 6	Gender MALE	Nature of Most Severe Injury INTERNAL		
Position in or on Vehicle			Location of Most Severe Injury ENTIRE BODY		
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Alcohol Results PBT			Drug Results		
Certified Test <input type="checkbox"/> Pending					
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Date of Birth [REDACTED]	Age 6	Gender MALE	Nature of Most Severe Injury INTERNAL		
Position in or on Vehicle			Location of Most Severe Injury ENTIRE BODY		
<div><div><input type="checkbox"/> Front</div><div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div></div><div><div><input type="checkbox"/> Rear</div></div></div>			Test Given Type Given <input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Breath <input type="checkbox"/> SFST <input type="checkbox"/> PBT		
Alcohol Results PBT			Drug Results		
Certified Test <input type="checkbox"/> Pending					
Injured Pre-crash Location: Veh# PEDESTRIAN			Safety Equipment Used		
Name (Last, First, MI) [REDACTED]			Safety Equipment Effective?		
Address (Street, City, State, Zip) [REDACTED]			Ejection/Trapped		
TIPPECANOE IN 46570			EMS No. SAM1	Immed Attn YES	Injury Status INCAPACITATING -
Date of Birth [REDACTED]	Age 11	Gender MALE	Nature of Most Severe Injury INTERNAL		
Position in or on Vehicle			Location of Most Severe Injury ENTIRE BODY		
<div><div><input type="checkbox"/> Front</div><div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div><div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div></div><div><div><input type="checkbox"/> Rear</div></div></div>			Test Given Type Given <input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Breath <input type="checkbox"/> SFST <input type="checkbox"/> PBT		
Alcohol Results PBT			Drug Results		
Certified Test <input type="checkbox"/> Pending					

## PROPERTY/WITNESS INFORMATION

903252641

Page 6 of 6


Local ID  
201800352116

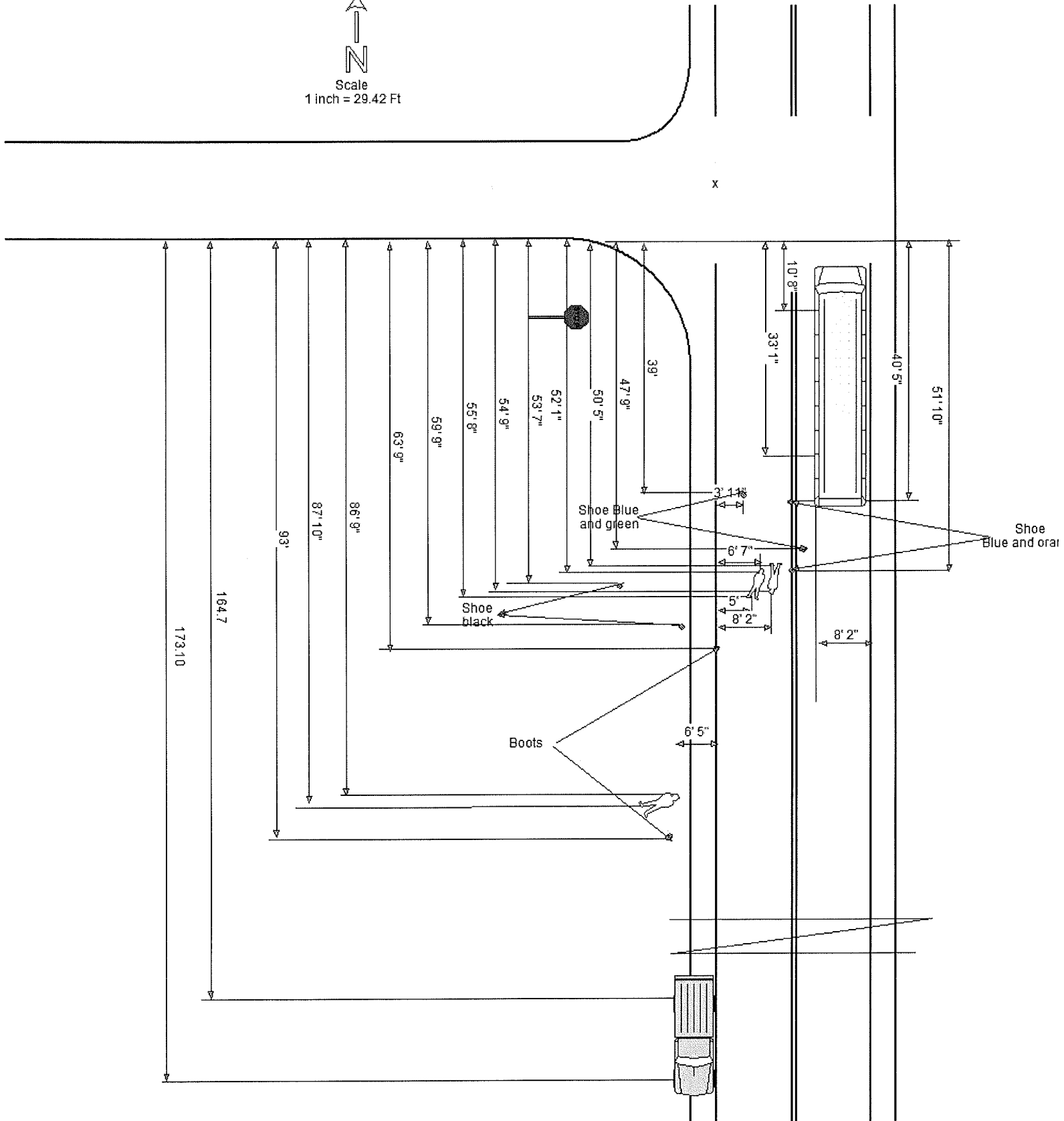
## Other Property Damage

Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address
Other Property Damage	#	State Property	Owner's Name and Address

## Witness/Other Participant

<input checked="" type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant	3	HOBERT WHEELER	317-459-6208
Address etc.		Location at Time of Crash	
MCCORDSVILLE INDIANA		BEHIND SCHOOL BUS	
<input type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant			
Address etc.		Location at Time of Crash	
<input type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant			
Address etc.		Location at Time of Crash	
<input type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant			
Address etc.		Location at Time of Crash	
<input type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant			
Address etc.		Location at Time of Crash	
<input type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant			
Address etc.		Location at Time of Crash	
<input type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant			
Address etc.		Location at Time of Crash	
<input type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant			
Address etc.		Location at Time of Crash	
<input type="checkbox"/> Witness	#	Name	Phone #
<input type="checkbox"/> Other Participant			
Address etc.		Location at Time of Crash	

  
 Scale  
 1 inch = 29.42 Ft



201800352116  
 10-30-2018  
 SR25 at 4684N  
 Driver Alyssa Sheperd

Investigated By: Trip Trotter

## SCHOOL BUS DRIVERS' ACCIDENT FORM

Drivers of school conveyances involved in accidents (regardless of the seriousness of the accident or whether any children or other persons are injured) shall file an accident report with the transportation director.

## ACCIDENT

Date of Accident 1-20-19 Time 7:05 AM

Place W LAKE ST & Helper Dr Warsaw  
(Between what streets, or nearest intersecting road, or nearest house)

Weather 21° Pavement DRY

Accident Involved 2005 INTERNATIONAL 430  
(pedestrian, train, cycle, automobile, other object)

## BUS INFORMATION

Bus Number 28 Make THOMAS Year 2011 Capacity 42

Driver MARK MATTHEY Address REDACTED

Driver's License Number REDACTED

Damage to Bus Small dent on fender

## OTHER VEHICLES

Driver's Name Ramsay, Donald E Type Vehicle VAN TRUCK

Address [REDACTED] WARREN IN Phone [REDACTED]

Vehicle Make Freightliner Year 2011 Model B2B

Driver's License Number [REDACTED] Vehicle License [REDACTED]

Owner of Vehicle ZIMMER INC.

Address [REDACTED] WARREN IN 46580



Auto or  
Truck



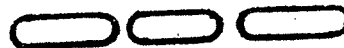
Commercial  
Bus



School Bus



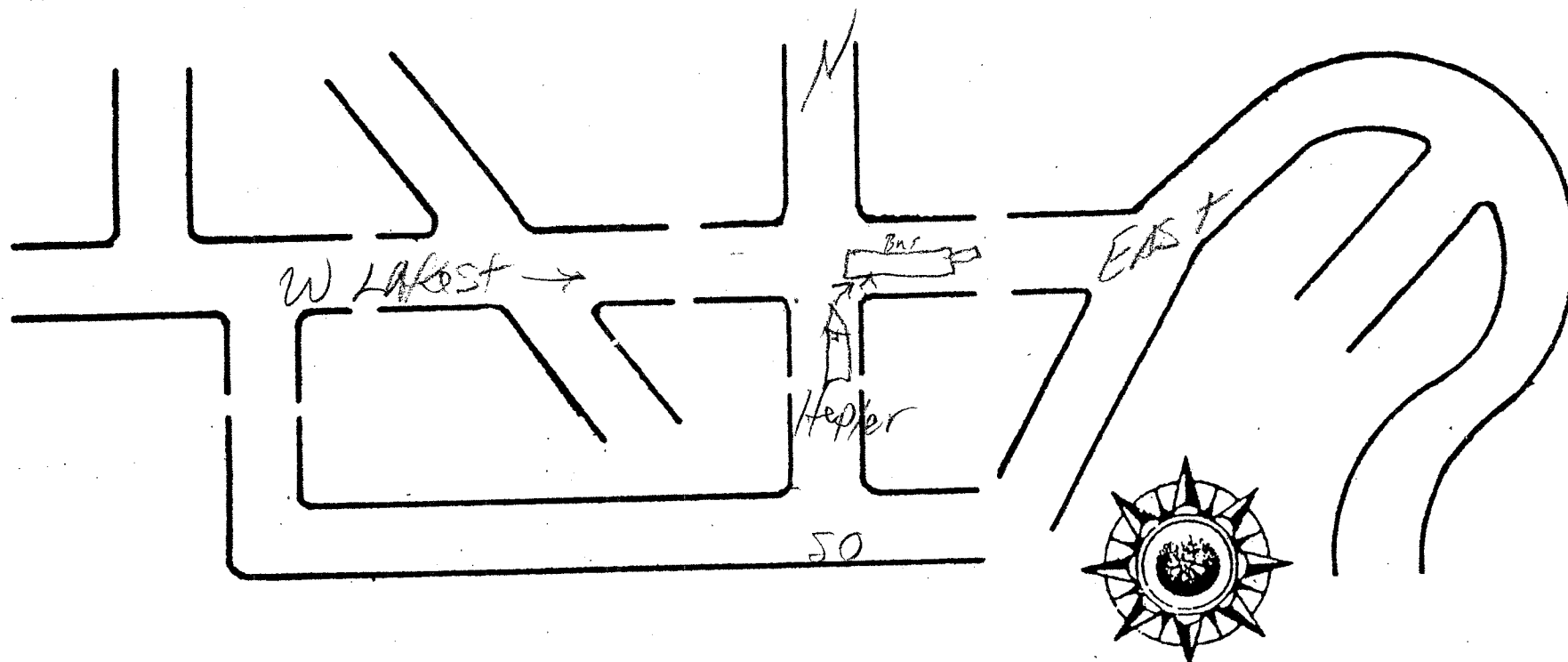
Cycle



Train



Pedas-  
trian







For Customer Support refer to the appropriate platform below:

OrderPoint

Accurant for Insurance

Lexis.com

REPORT ATTACHED

PAGE COUNT: 5

CLIENT :  
DIVISION :  
ADJUSTER :  
CLAIM :

TRANSACTION # : 766234281  
DATE : 01/28/2019

DATE OF LOSS : 2019-01-24      TIME OF LOSS :  
STREET : W LAKE STREET  
CITY : WARSAW  
COUNTY : KOSCIUSKO  
STATE : IN

INVESTIGATING AGENCY : WARSAW PD  
REPORT NUMBER : 19010160  
REPORT TYPE : Auto Accident  
PARTY 1 : DONALD RAMSEY  
PARTY 2 : MARK MARTIN  
PARTY 3 :

CAR :                      MAKE :                      YEAR :  
TAG :

DRIVER LICENSE :  
ADDITIONAL INFO :

POLICY #:  
POLICY STATE:  
LOSS KIND:

NOTE :

THANK YOU FOR YOUR ORDER!

Local ID

19010160

**Type of  
Crash**

RIGHT ANGLE

Time Notified 7:08 AM	Time Arrived 7:15 AM	Other Location of Investigation AT SCENE ONLY			
Assisting Officer		ID No.	Agency	Investigation Complete? YES	Photos Taken? YES
Assisting Officer		ID No.	Agency	Date of Report 01/24/2019	
Investigating Officer RIEDER, C		ID No. 164	Agency WARSAW PD	Reviewing Officer HODGES C	

**Narrative**

DRIVER #1 STATED HE WAS STOPPED ON HEPLER DR AT THE STOP SIGN AT THE INTERSECTION OF W LAKE ST IN VEHICLE #1. DRIVER #1 STATED HE WAS PREPARING TO MAKE A RIGHT HAND TURN ONTO W LAKE ST AND OBSERVED VEHICLE #2 EASTBOUND ON W LAKE ST APPROACHING HEPLER DR. DRIVER #1 STATED HE BELIEVED VEHICLE #2 WAS GOING TO TURN RIGHT ONTO HEPLER DR, SO DRIVER #1 PROCEEDED TO TURN RIGHT ON W LAKE ST IN VEHICLE #1. DRIVER #1 STATED VEHICLE #2 CONTINUED EASTBOUND ON W LAKE ST, CAUSING A COLLISION. DRIVER #1 STATED THE FRONT DRIVER'S SIDE OF VEHICLE #1 STRUCK THE REAR PASSENGER'S SIDE OF VEHICLE #2. DRIVER #1 STATED VEHICLE #2 DID NOT HAVE ITS TURN SIGNAL ACTIVATED. I OBSERVED SIGNIFICANT FRONT DRIVER'S SIDE DAMAGE TO VEHICLE #1.

DRIVER #2 STATED HE WAS EASTBOUND ON W LAKE ST APPROACHING THE INTERSECTION OF HEPLER DR IN VEHICLE #2. DRIVER #2 STATED HE INTENDED TO TRAVEL STRAIGHT EASTBOUND ON W LAKE ST. DRIVER #2 STATED VEHICLE #1 WAS STOPPED ON HEPLER DR. DRIVER #2 STATED WHILE HE WAS PASSING THROUGH THE INTERSECTION, VEHICLE #1 PULLED OUT AND STRUCK VEHICLE #2. DRIVER #2 STATED THE FRONT END OF VEHICLE #1 STRUCK THE REAR PASSENGER'S SIDE OF VEHICLE #2 BEHIND THE REAR TIRES. I OBSERVED SIGNIFICANT DAMAGE TO THE REAR PASSENGER'S SIDE OF VEHICLE #2.

Local ID	19010160
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Page 4 of 4

2		Driver's Name (Last, First, MI) MARTIN, MARK, A		Safety Equipment Used UNKNOWN	
Address (Street, City, State, Zip) [REDACTED]				Safety Equipment Effective? N/A	
WARSAW		IN		46580	
Date of Birth [REDACTED]		Age 77		Gender MALE	
Driver's License # [REDACTED]		Lic Type OP		CDL Class IN	
Apparent Physical Status <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Had Been Drinking <input type="checkbox"/> Handicapped <input type="checkbox"/> Ill <input type="checkbox"/> Asleep/Fatigued <input type="checkbox"/> Drugs/Medication <input type="checkbox"/> Unknown		Restrictions <input checked="" type="checkbox"/> Glasses/Contact Lenses <input type="checkbox"/> Outside Rearview Mirror <input type="checkbox"/> Daylight Driving <input type="checkbox"/> Automatic Transmission <input type="checkbox"/> Special Controls <input type="checkbox"/> Employment Only <input type="checkbox"/> Motorcycle Only <input type="checkbox"/> Temp From Employment		Employer's Vehicle Only State-Owned Vehicles PP Chauffeurs Taxi Only Power Steering Special Restrictions Probation DWI Probation HTO None	
Test Given NONE		Type Given <input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Breath <input type="checkbox"/> SFST <input type="checkbox"/> PBT		Nature of Most Severe Injury	
Alcohol Results PBT		Certified Test <input type="checkbox"/> Pending		Drug Results	
Veh# 2		Color YEL		Vehicle Year 2011	
# Occupants 1		Lic Year 2010		License # [REDACTED]	
# Axles 2		Speed Limit 45		Insured By [REDACTED]	
Vehicle Identification# 4U2ABRDU [REDACTED]		Registered Owner's Name (Last, First, MI) TIPPECANOE VALLEY SCHOOLS		Address (Street, City, State, Zip) 8343 S SR 19	
AKRON		IN		46910	
Towed? NO		To By [REDACTED]		Due to Disabling Damage NO	
License#		Address (Street, City, State, Zip)		Vehicle Use COMMERCIAL (TAXIS, COMMON, CONTRACT)	
Veh Year		Make		Emergency Run? NO	
Lic State		Lic Year		Fire? NO	
Registered Owner's Name (Last, First, MI) [REDACTED]		Same as Driver <input type="checkbox"/>		Vehicle Type SCHOOL BUS	
License#		Address (Street, City, State, Zip)		Pre-Crash Vehicle Action GOING STRAIGHT	
Veh Year		Make		Direction of Travel EAST	
Lic State		Lic Year		Type of Primary/Secondary Roadway <input type="checkbox"/> One Way Road <input type="checkbox"/> One Lane - One Way <input type="checkbox"/> Two Lanes - One Way <input type="checkbox"/> Multi-Lanes (3 or more) - One Way <input type="checkbox"/> Multi-Lane w/ Grass Median Only <input type="checkbox"/> Multi-Lane w/ Center Turn Lane <input type="checkbox"/> Multi-Lane w/ Curb Raised Median <input type="checkbox"/> Multi-Lane w/ Cable Barrier	
Registered Owner's Name (Last, First, MI) [REDACTED]		Same as Driver <input type="checkbox"/>		<input type="checkbox"/> Two Lanes - Two Way <input type="checkbox"/> Multi-Lane Divided (3 or more) - Two Way <input type="checkbox"/> Multi-Lane Undivided Two Way Left Turn <input checked="" type="checkbox"/> Multi-Lane Undivided (3 or more) - Two Way <input type="checkbox"/> Multi-Lane w/ Concrete Barrier <input type="checkbox"/> Multi-Lane w/ Metal Guardrail Median <input type="checkbox"/> Private Drive <input type="checkbox"/> Alley <input type="checkbox"/> Ramp	
License#		Address (Street, City, State, Zip)		Event Collision With 1. ANOTHER MOTOR VEHICLE	
Veh Year		Make			
Commercial Vehicle: Carrier's Name and Address 2 TIPPECANOE VALLEY SCHOOLS		State DOT#			
8343 S SR 19		WARSAW		IN	
HAZMAT Proper Shipping Name:		State DOT#			
US DOT# 0000000000		ICC#		CMV Inspection <input type="checkbox"/> If Yes	
Gross Vehicle Weight Rating LESS THAN 10,001#		Cargo Body Type BUS			
HAZMAT Placard NO		HAZMAT Release of Cargo NO		HAZMAT 4-Digit ID#	
HAZMAT Class #					

Stop No.	Student's Name	Grade	Stop No.	Student's Name	Grade	Stop No.	Student's Name	Grade
1	1		31			61		
2	2		32			62		
3	3		33			63		
4	4		34			64		
5	5		35			65		
6	6		36			66		
7	7		37			67		
8	8		38			68		
9	9		39			69		
10	10		40			70		
11	11		41			71		
12	12		42			72		
13	13		43			73		
14	14		44			74		
15	15		45			75		
16	16		46			76		
17	17		47			77		
18	18		48			78		
19	19		49			79		
20	20		50			80		
21	21		51			81		
22	22		52			82		
23	23		53			83		
24	24		54			84		
25	25		55			85		
26	26		56			86		
27	27		57			87		
28	28		58			88		
29	29		59			89		
30	30		60			90		

Bus #	Driver	(Area)	Phone	Cap.	Chassis	Body	Year	Lic. #	VIN Number	Purchase Date
*1		(S)	REDACTED	72	Thomas	Thomas	2009	30936	4UZABRDU9	6/26/2008
*2	Spare			72	Thomas	Thomas	2009	30937	4UZABRDU09	6/26/2008
*3		(N)		72	Thomas	Thomas	2013	10119	4UZABRDU0	6/11/2012
*10	Spare			66	Freightliner	Thomas	2004	11657	4UZAAXCT0	7/2/2003
*11	Spare			66	Freightliner	Thomas	2005	11655	4UZAAXCT55	7/13/2004
*12	Spare			66	Freightliner	Thomas	2005	11656	4UZAAXCT7	7/13/2004
*14	Spare			72	Freightliner	Thomas	2006	12121	4UZAAXCT5	7/11/2005
*15	Spare			72	Freightliner	Thomas	2006	12123	4UZAAXCT7	7/11/2005
*#16	Spare (Spec. Needs)			72	Freightliner	Thomas	2006	13724	4UZAAXCT6	7/11/2005
*17	Spare			72	Thomas	Thomas	2007	30519	4UZABRCT57	8/22/2006
*18	Spare (Auction)			72	Thomas	Thomas	2007	30909	4UZABRCT77	8/9/2006
*20	Burket AM/PM	Shuttle		72	Thomas	Thomas	2008	30520	4UZABRCT98	12/18/2006
*21	Spare (Auction)			72	Thomas	Thomas	2008	30521	4UZABRCT48	12/19/2006
*22	Spare			72	Thomas	Thomas	2008	30522	4UZABRCT68	12/20/2006
*23		(S)		72	Thomas	Thomas	2010	72354	4UZABRDU	7/30/2009
*#25	(Spec. Needs)			48	Thomas	Thomas	2010	72355	4UZABRDU	7/30/2009
*26	Building Trades tool bus	cell		66	International	Thomas	1993	13044	1HVBPEPC	4/13/1993
*27		(N)		72	Thomas	Thomas	2011	74635	4UZABRDU	2/8/2010
*28	West Haven	Shuttle		72	Thomas	Thomas	2011	74636	4UZABRDU	2/8/2010
*29		(S)		72	Thomas	Thomas	2012	15194	4UZABRDU	7/1/2011
*30	Spare			72	Thomas	Thomas	2011	74638	4UZABRDU	2/8/2010
*31		(N)		72	Thomas	Thomas	2012	1360	4UZABRDU	7/1/2011
*32		(S)		72	Thomas	Thomas	2013	14484	4UZABRDU	6/11/2012
*33		(N)		72	Freightliner	Thomas	2014	14486	4UZABRDU	8/26/2013
*34		(N)		72	Freightliner	Thomas	2014	15608	4UZABRDU7	8/26/2013
*35		(N)		72	Freightliner	Thomas	2014	16903	4UZABRDU	8/26/2013
*36	Robert Reid	(N)		72	International	Thomas	2014	16323	4UZABRDU4	7/1/2014
*37		(S)		72	International	Thomas	2014	16902	4UZABRDU	7/1/2014
*38		(S)		72	Freightliner	Thomas	2016	10448	4UZABRDU	7/1/2015
*39		(S)		72	Freightliner	Thomas	2016	16904	4UZABRDU	7/1/2015
*#40	(Spec. Needs)			54	Freightliner	Thomas	2016	10051	4UZABRDU5	7/1/2015
*AB41	Activity Bus (white)			14	Chevrolet	Thomas	2015	10908	1GB3G2BF	12/14/2015

*41		(S)	REDACTED	72	Freightliner	Thomas	2017	10447	4UZABRDU9		7/1/2016
*42		(S)		72	Freightliner	Thomas	2017	10463	4UZABRDU0		7/1/2016
*43		(N)		72	Freightliner	Thomas	2017	11214	4UZABRDU2		7/1/2016
*46		(N)		72	Freightliner	Thomas	2018	15873	4UZABRDU3J		6/28/2017
*47		(N)		72	Freightliner	Thomas	2018	15874	4UZABRDUX		6/28/2017
*48				72	Thomas	Thomas	2019		4UZABRFD3		7/2/2018
*49				72	Thomas	Thomas	2019		4UZABRFD5		7/2/2018
*50				72	Thomas	Thomas	2019		4UZABRFD7		7/2/2018
51	Athletics and Misc.			21	GMC	BlueBird	1995	14629	1GDHG31K2S		2/1/1996
*AB44	Activity Bus (white)			14	Chevrolet	Thomas	2016	43607	1GB3GRBF		12/19/2016
*#AB45	Activity Bus (white)			14	Chevrolet	Thomas	2018	14743	1GB3GSBG1H		2/13/2017
AB5	Activity Bus (white)			14	Cherolet	Thomas	2018	22720	1GB3GRBC		12/11/2018

Trade-in Value & Date			Mileage								
*29	Spare- \$3,500. 5/27/2010		144942	66	International	Thomas	1994	13576	1HVBBAAC4R		3/4/1994
*40	Spare- \$3,500. 5/27/2010		144525	66	International	Thomas	1997	15607	1HVBBAAP8V		8/12/1997
*41	Spare- \$3,500. 5/27/2010		145506	66	International	Thomas	1997	15606	1HVBBAAPX		8/12/1997
*38	Spare-\$2,300. 7/1/2011		147885	66	International	Thomas	1996	15194	1HVBBAAPX		11/11/1996
*43	Spare- \$5,000. 7/1/2011		142721	66	International	Thomas	1998	16322	1HVBBAAP		10/1/1998
*3	Spare-\$1500 6/11/2012			66	Freightliner	Thomas	2001	10119	4UZ3CFAA		6/1/2000
*33	Spare-\$3,000. 6/11/2012			66	International	Thomas	1996	14484	1HVBBAAP		10/9/1995
*34	Spare-\$2,000. 8/26/2013			66	International	Thomas	1996	14486	1HVBBAAP		10/4/1995
*39	Spare-\$2,500. 8/26/2013			66	International	Thomas	1997	15608	1HVBBAAP6		8/12/1997
*46	Spare-\$4,000. 8/26/2013			66	International	Thomas	2000	16903	1HVBBAAP		7/13/1999
*44	Spare-\$3,000. 7/1/2014			66	International	Thomas	1999	16902	1HVBBAAP		7/13/1999
*42	Spare -\$2,000 7/1/14	SOLD		66	International	Thomas	1998	16323	1HVBBAAP		10/1/1998
*4	Spare-\$1,000. 7/1/2015			66	Freightliner	Thomas	2001	10448	4UZ3CFAA		6/1/2000
*45	Spare-\$1,500. 7/1/2015			66	International	Thomas	1999	16904	1HVBBAAP		7/13/1999
*5	Spare-\$1,000. 7/1/2016			66	Freightliner	Thomas	2001	10447	4UZAAXB		7/10/2001
*6	Spare-\$1,000. 7/1/2016			66	Freightliner	Thomas	2001	10463	4UZAAX		7/10/2001
*9	Spare-\$1,500 7/1/2016			66	Freightliner	Thomas	2004	11214	4UZAAXC		7/2/2003

Bus #

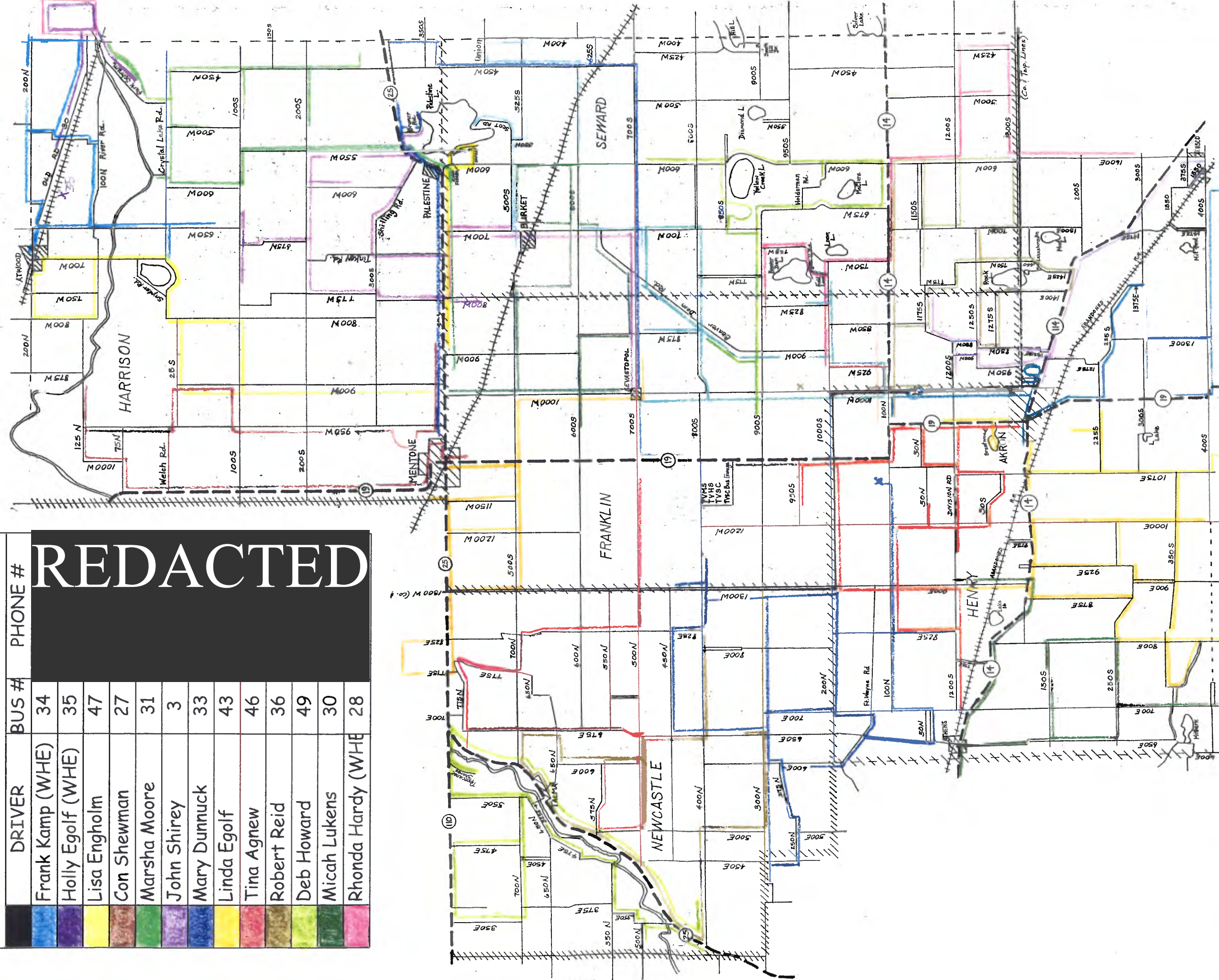
*7	Spare-\$2000 7/1/2018		Scrapped	66	Freightliner	Thomas	2002	11212	4UZAAXBW		6/24/2002
*8	Spare-\$2000 7/1/2018		Scrapped	66	Freightliner	Thomas	2002	11213	4UZAAXBW02		6/24/2002
*13	Spare\$2000 7/1/2018		Scrapped	66	Freightliner	Thomas	2005	12122	4UZAAXCT		7/13/2004
*#24	Spare-\$600 -7/1/2018		Scrapped	20	International	Thomas	1992	12631	1HVBBPEF		4/29/1992

Bus&VehList 2/2019



2018-2019 NORTH Bus Routes

DRIVER	BUS #	PHONE #
Frank Kamp (WHE)	34	REDACTED
Holly Egolf (WHE)	35	REDACTED
Lisa Engholm	47	REDACTED
Con Shewman	27	REDACTED
Marsha Moore	31	REDACTED
John Shirey	3	REDACTED
Mary Dunnuck	33	REDACTED
Linda Egolf	43	REDACTED
Tina Agnew	46	REDACTED
Robert Reid	36	REDACTED
Deb Howard	49	REDACTED
Micah Lukens	30	REDACTED
Rhonda Hardy (WHE)	28	REDACTED



2018-2019 SOUTH Bus Routes

DRIVER	BUS#	PHONE#
Charles Drudge	32	REDACTED
Becky Chenoweth	37	REDACTED
John Owens	48	REDACTED
Chris Carlson	29	REDACTED
Kevin Miller	23	REDACTED
Greg Kindig	42	REDACTED

DRIVER	BUS#	PHONE #
Morse Utter	50	REDACTED
Duane Hackworth	38	REDACTED
Kathy Ammerman	39	REDACTED
Nathan Miller	1	REDACTED
Jennifer Kamp	41	REDACTED



*For filing of DOE-ME*

Kindergarten	59
Grade 1	75
Grade 2	61
Grade 3	66
Grade 4	55
Grade 5	73
Grade 6	
Grade 7	
Grade 8	
Grade 9*	
Grade 10*	
Grade 11*	
Grade 12*	
TOTAL	389

Principal's Signature \_\_\_\_\_

\*Numbers include students attending Burket Educational Center.

# ADM Counts

For filing of DOE-ME

Building:


x Akron Elementary  
Mentone Elementary  
\_\_\_\_ Tippecanoe Valley Middle School  
\_\_\_\_ Tippecanoe Valley High School (along with Alternative Education students enrolled at  
Burket Educational Center)

Kindergarten	68
Grade 1	68
Grade 2	63
Grade 3	78
Grade 4	70
Grade 5	72
Grade 6	
Grade 7	
Grade 8	
Grade 9*	
Grade 10*	
Grade 11*	
Grade 12*	
TOTAL	419

By signing this form, I certify the enrollments indicated above are the true, official enrollment on today's date.

09-14-2018

Date

  
Principal's Signature

\*Numbers include students attending Burket Educational Center.

# ADM Counts

For filing of DOE-ME

Building:


Akron Elementary  
Mentone Elementary  
x Tippecanoe Valley Middle School  
\_\_\_\_ Tippecanoe Valley High School (along with Alternative Education students enrolled at  
Burket Educational Center)

Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	146
Grade 7	133
Grade 8	159
Grade 9*	
Grade 10*	
Grade 11*	
Grade 12*	
TOTAL	438

By signing this form, I certify the enrollments indicated above are the true, official enrollment on today's date.

09-14-2018

Date

  
Principal's Signature

\*Numbers include students attending Burket Educational Center.

# ADM Counts

For filing of DOE-ME

Building:

Akron Elementary

Mentone Elementary

Tippecanoe Valley Middle School

x Tippecanoe Valley High School (along with Alternative Education students enrolled at  
Burket Educational Center)

Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
Grade 9*	146
Grade 10*	133
Grade 11*	114
Grade 12*	149
Grade 13*	
Total	542

By signing this form, I certify the enrollments indicated above are the true, official enrollment on today's date.

09-14-2018

Date

Principal's Signature

\*Numbers include students attending Burket Educational Center.

***2018 -2019***



**Bus Driver Orientation Meeting**

***Wednesday, August 1, 2018***

## EXPECTATIONS

*Remember why each of us is here. We all have a job with the Tippecanoe Valley School Corporation because of the children and families we serve. They are our customers!*

**Here is what I expect of you as a bus driver in the Tippecanoe Valley School Corporation:**

- **Excellence** – You are a professional provider of transportation for children and we need you at your best each and every day. You and your bus publicly represent all 2,200 students and over 320 staff members.
- **Safety** – Your job is one of the most important in the entire school corporation because education will not happen unless the children are transported safely to and from school.
- **Responsibility** – Care for your bus by keeping it clean inside and out and having it serviced at the predetermined intervals. Make sure the mechanics are aware of any problems.
- **Confidentiality** – You will have access to information that could be very harmful to a child, family, or colleague if handled inappropriately. Handle confidential information with extreme care.
- **Loyalty & Cooperation** – The Tippecanoe Valley School Corporation has the right to expect loyalty and cooperation from its employees. In turn, you can expect that we will support you. We will not, however, support poor job performance and/or the improper treatment of students.
- **Quality Bus Discipline**
  - If the school has some type of incentive program for students who behave well, use it to your advantage.
  - Let the students know what you expect from day one.
  - Be firm, fair, and consistent.
  - Treat students and parents/guardians with respect.
  - Expect students to treat each other and you with respect.
  - Build relationships with students. They won't care about what you say unless they know that you care.
  - If there are problems, begin by talking to the student, one-on-one. It's usually best if this is done away from his/her peers.
  - If the problems continue, involve the parent/guardian early on. If the first time the parent/guardian hears about the problem is when the child is being suspended from the bus (unless it's a serious violation), they have every reason to be upset.
  - If you need the assistance of the principal/assistant principal, ask for it. They would much rather be involved early than to be dealing with the child once he/she has been suspended from the bus.
  - Remember, once you have turned a problem over to the administrator, the message the student gets is you cannot handle him/her.
  - Do the paperwork – on time, neatly, and tactfully.

## **UNIVERSAL CROSSING SIGNAL**

Transporting children safely to and from school is the top priority of each Tippecanoe Valley bus driver. Each Tippecanoe Valley school bus driver is expected to use the "Universal Crossing Signal" for any student who must cross the highway while getting on or off the bus. The "Universal Crossing Signal" involves the driver holding his/her hand with the palm facing the student until it is safe to cross. Then, with the thumb pointing up, index finger extended out (pointing), remaining three fingers curled in toward the palm of the hand (like a clenched fist), the driver points at the child and slowly motions from right to left (left to right if loading), indicating that the child should proceed across the road while following proper crossing procedures. The signal used to indicate it is safe to cross is a two-part signal. First, the thumbs up signal indicates that the coast is clear; then the index finger points the direction to travel.

If the bus driver perceives danger while the child is crossing, the horn means "get back to the side of the road you started from". The horn provides the quickest and most reliable signal in this situation. In an emergency, hand signals could be misinterpreted by the child, or hard to see because of glare or darkness.

The school bus driver, properly utilizing all mirrors, is in a position to analyze what the traffic is doing. It is only when the driver is convinced that traffic is controlled that the driver will give the child the signal to cross the highway, utilizing proper crossing procedures while doing so.

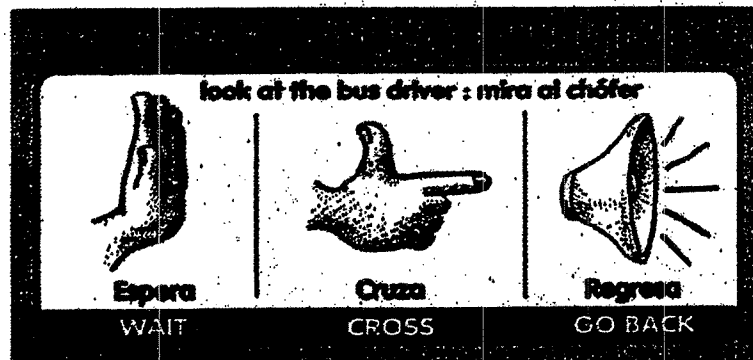
*Additional Information on the Other Side*

## VISUAL CONTACT BETWEEN DRIVER AND STUDENT IS CRITICAL

# UNIVERSAL CROSSING SIGNAL

## WAIT FOR THE DRIVER'S SIGNAL TO CROSS

Students cannot see through the school bus when looking back to see if cars are coming. The school bus driver, properly utilizing all mirrors, is in a position to analyze what the traffic is doing. It is only when the bus driver is convinced that traffic is controlled that the driver gives the child the signal to cross the highway, utilizing proper crossing procedures while doing so.



Use the "Universal Crossing Signal." Hold hand with palm facing the student until it is safe to cross. Then, with your thumb pointing up, index finger extended out (pointing), remaining three fingers curled in toward the palm of the hand (like a clenched fist), driver points at the child and slowly motions from right to left (left to right, if loading), indicating that the child should proceed across the road while following proper crossing procedures.

(NOTE: There has been some confusion about the symbolism of this signal. It is not a "pistol" signal which could evoke the violence that haunts our society. It is a TWO-PART SIGNAL. First, the "thumbs up" signal indicates that the coast is clear; then the index finger points in the direction to travel.)



## BUS DRIVERS

### 2018 / 2019 - CONTACT PROCEDURE IN CASE OF AN EMERGENCY

The following procedure for contacting bus drivers will be in effect when needed during the day for any kind of emergency situation. Depending on the time of day, all drivers will be notified via the radio system or by phone.

**Area Code for all numbers below is (574) unless otherwise noted.**

Jessica will call

Mrs. Wilks/Burket - REDACTED  
Mr. Dahms/Mentone - REDACTED  
Mrs. Mills/Akron - REDACTED  
Mr. Backus/TVMS - REDACTED  
Mr. Cripe/TVHS - REDACTED  
John Owens - REDACTED REDACTED  
John Shirey - 4 REDACTED

Mel will call

Wes Backus - REDACTED  
Tina Agnew - REDACTED  
Mary Dunnuck - REDACTED  
Holly Egolf - cell REDACTED  
Linda Egolf - cell REDACTED  
Lisa Engholm - cell REDACTED  
Frank Kamp - cell REDACTED  
Robert Reid - cell (574) 574-0210 REDACTED  
Judy and Kevin Miller - REDACTED  
Con Shewman - REDACTED  
Morse Utter - REDACTED

Sherrill will call

Bus Garage / Lyle/Travis - REDACTED  
Kathy Ammerman - cell REDACTED  
Chris Carlson - cell REDACTED  
Becky Chenoweth - cell REDACTED  
Charles Drudgc - cell REDACTED  
Duane Hackworth - cell REDACTED  
Deb Howard - cell REDACTED  
Jennifer Kamp - cell REDACTED  
Greg Kindig - REDACTED  
Nathan Miller - cell REDACTED  
Marsha Moore - cell REDACTED  
Burket A.M./P.M. Shuttle - Micah Lukens-cell REDACTED or B.E.C. REDACTED  
West Haven Shuttle - Rhonda Hardy - REDACTED  
Spec. Needs / Deb Leal- cell REDACTED

**NOTE TO ALL BUS DRIVERS:** Please notify Lyle Butt or David Koch at REDACTED if you have a substitute during inclement weather, or if you will be at a different telephone number - in case of a weather emergency. **STAY NEAR YOUR RADIO AND PHONE ON DAYS WHEN WEATHER IS THREATENING. IT IS ESSENTIAL THAT WE BE ABLE TO REACH YOU IN CASE OF EMERGENCY DISMISSAL.** If you hear an emergency dismissal on the radio and you are ***not*** at your listed number, contact the bus garage ***immediately***, they will be attempting to find a substitute to drive your route.

EMER DIS 08/2018

TIPPECANOE VALLEY SCHOOL CORPORATION  
Use CALL SIGN: WNJM473 when you begin each transmission.

Unit 1	Nathan Miller	(S)
Unit 3	John Shirey	(N)
Unit 23	Kevin Miller	(S)
Unit 27	Con Shewman	(N)
Unit 29	Chris Carlson	(S)
Unit 31	Marsha Moore	(N)
Unit 32	Charles Drudge	(S)
Unit 33	Mary Dunnuck	(N)
Unit 34	Frank Kamp	(N)
Unit 35	Holly Egolf	(N)
Unit 36	Robert Reid	(N)
Unit 37	Becky Chenoweth (Swim)	(S)
Unit 38	Duane Hackworth	(S)
Unit 39	Kathy Ammerman	(S)
Unit 40	Judy Miller (Spec. Needs)	(S)
Unit 41	Jennifer Kamp	(S)
Unit 42	Greg Kindig	(S)
Unit 43	Linda Egolf (Swim)	(N)
Unit 46	Tina Agnew	(N)
Unit 47	Lisa Engholm	(N)
Unit 48	John Owens	(S)
Unit 49	Deb Howard	(N)
Unit 50	Morse Utter	(S)

Unit 30	Micah Lukens	Burket A.M./P.M Shuttle
Unit 25	Deb Leal	Special Needs
Unit 26	Wes Backus	TVHS Bldg. Trades
Unit 28	Rhonda Hardy	West Haven Shuttle

Base 100	Bus Garage
Base 101	Akron School
Base 102	Burket Educational Ctr.
Base 103	Mentone School
Base 104	TVHS
Base 105	Administration Office
Base 106	TVMS

Unit 110	Brett Boggs
Unit 111	Todd Glenn
Unit 112	Jennifer Kimble
Unit 113	Deb Potter
Unit 114	Blaine Conley
Unit 115	Keith Carlson
Unit 116	Mira Leon
Unit 117	Todd Howard
Unit 43-10	Resource Officer

PHONE NUMBERS

8/2018

Area Code is (574) unless otherwise indicated

Bus Garage.....	REDACTED
Mr. Lyle Butt-Home .....	
Cell.....	
Mr. David Koch.....	
TVSC Administration Office.....	
Mr. Blaine Conley Cell.....	
Dalis Owens-Resource Officer...	
TVHS Office.....	
Mr. Chad Cripe-Cell.....	REDACTED
Mr. Brandon Kresca.....	
TVMS Office.....	
Mr. Scott Backus-Home...	
Cell.....	
Mr. Cory Cooper-Cell.....	
Mentone School Office.....	
Mr. Randy Dahms-Cell....	
Akron School Office.....	
Mrs. Christine Mills-Cell..	
Burket Educational Center...	
Mrs. Meagan Wilks-Cell...	

Risk Management  
St. Police-Bremen  
St. Police-Peru  
Kosciusko Co. Sheriff  
Fulton Co. Sheriff  
Akron Police  
Mentone Police

Arthur J. Gallagher

REDACTED

Use the following signals for Radio communication:

Signal 1: Student Suspension  
Signal 2: Accident / NO Injuries  
Signal 3: Accident / Possible Injuries

**2018/2019 APPROVED BUS DRIVER SUBSTITUTE LIST**

July 2018

Drivers listed are the only Substitute Bus Drivers that can be used until further notice.

Addition

Name	Phone Number	Address
Tom Craig	REDACTED	
Melinda Pratt		
Mark Martin		
Available P.M. Routes, Extra Curricular Evenings and Weekends:		
Stanley Mitterling	REDACTED	
Available for Extra-Curricular ONLY:		
Duane Burkhart	REDACTED	
Courtney Eaton		
Jerry Finney		
Dave O'Brien		
? Call for Availability, Definitely Extra Curricular Baseball games		
Wesley Backus	REDACTED	
? Call for Availability		
Charles Clennon	REDACTED	
Gene Hughes		
Melanie Lowman		
Jon Parker		
TVSC Employees		
Burket A.M./P.M. Shuttle	REDACTED	
Micah Lukens		
Others		
Not actively driving		
Becky Gearhart	REDACTED	
Ginger Holloway		

SUBBUS May 2018

Tippecanoe Valley School Corporation  
 Transportation Director / Superintendent  
 Blaine Conley **REDACTED**

Bus Garage **REDACTED** **REDACTED**

Lyle Butt **REDACTED**

David Koch **REDACTED**

**Each A.M. Akron and Mentone town walkers are transported to TVMS and TVHS**

After their morning routes Bus Drivers listed below will stop at the elementary buildings and pick up shuttle students to transport to Middle School and High School

**Akron Elementary**

<u>Bus #</u>	<u>Driver</u>	<u>Pick up Shuttle Students</u>
37	Becky Chenoweth	Grade 6
39	Kathy Ammerman	Grade 7 and 8
50	Morse Utter	Grades 9, 10, 11, 12
38	Duane Hackworth	Grades 9 and 10

**Mentone Elementary**

<u>Bus #</u>	<u>Driver</u>	<u>Pick up Shuttle Students</u>
34	Frank Kamp	Grade 6
30	Micah Lukens	Grade 7+any overflow
33	Mary Dunnuck	Grade 8
27	Con Shewman	Grades 9, 10, 11, 12

## A.M. Bus Transfer Assignments & Locations 2018-2019

### North End

Bus #	Driver (K-5 Riders)	to	Bus #	Driver (K-5 Riders)
36	R..Reid	to	43	L.Egolf
49	D.Howard	to	28	R.Hardy
33	M. Dunnuck	to	35	H.Egolf
34	Frank Kamp	to	3	J.Shirey
46	T.Agnew	to	31	M.Moore
27	C.Shewman	to	47	L.Engholm

### South End

Bus #	Driver (K-5 Riders)	to	Bus #	Driver (K-5 Riders)
48	J.Owens	to	38	D.Hackworth
42	G.Kindig	to	41	J.Kamp
29	C.Carlson	to	39	K.Ammerman
23	K.Miller	to	1	N.Miller
32	C.Drudge	to	50	M.Utter
37	B.Chenoweth	to	50	M.Utter

### North Side of Bus Garage Transfers

49	D.Howard	to	28	R.Hardy
				<i>also 30 M.Lukens to 28 R. Hardy</i>
32	C.Drudge	to	50	M.Utter
37	B.Chenoweth	to	50	M.Utter

### South Side of T.V.H.S. Transfers

48	J.Owens	to	38	D.Hackworth
42	G.Kindig	to	41	J.Kamp
29	C.Carlson	to	39	K.Ammerman
23	K.Miller	to	1	N.Miller

### T.V.M.S. Circle Center Transfer

27	C.Shewman	to	47	L.Engholm
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### West of T.V.H.S. Auxiliary Gym Transfer

46	T.Agnew	to	31	M.Moore
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### South of T.V.H.S. Auxiliary Gym Transfer

34	Frank Kamp	to	3	J.Shirey
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### North of Maintenance Building Transfers (Along Fence)

36	R.Reid	to	43	L.Egolf
33	M.Dunnuck	to	35	H.Egolf

**TIPPECANOE VALLEY SCHOOL CORPORATION  
TRANSPORTATION ADDRESSES AND CONTACT NUMBERS**

**FULL-TIME**

**PAGE 1 OF 1**

Last Name	First Name	Address	City	Zip	Phone	Spouse's Name	Assignment	Other/Cell #
AGNEW	TINA	REDACTED					BUS DRIVER	REDACTED
AMMERMAN	KATHY						BUS DRIVER	
CARLSON	CHRIS						BUS DRIVER	
CHENOWETH	REBECCA						BUS DRIVER	
DUNNUCK	MARY						BUS DRIVER	
DRUDGE	CHARLES						BUS DRIVER	
EGOLF	HOLLY						BUS DRIVER	
EGOLF	LINDA						BUS DRIVER	
ENGHOLM	LISA						BUS DRIVER	
HACKWORTH	DUANE						BUS DRIVER	
HARDY	RHONDA						BUS DRIVER	
HOWARD	DEB						BUS DRIVER	
LEAL	DEBORAH						SPEC NEEDS DRIVER	
KAMP	FRANK						BUS DRIVER	
KAMP	JENNIFER						BUS DRIVER	
KINDIG	GREGORY						BUS DRIVER	
MILLER	JUDY						PART-TIME DRIVER	
MILLER	KEVIN						BUS DRIVER	
MILLER	NATHAN						BUS DRIVER	
MOORE	MARSHA						BUS DRIVER	
OWENS	JOHN						BUS DRIVER	
REID	ROBERT						BUS DRIVER	
SHEWMAN	CON						BUS DRIVER	
SHIREY	JOHN						BUS DRIVER	
UTTER	MORSE						BUS DRIVER	
OTHERS								
BACKUS	WESLEY	REDACTED						BUDG TRADES TCHR
LUKENS	MICAH							BURKET AM/PM
KOCH	DAVID							CO-DIRECTOR
BUTT	LYLE							CO-DIRECTOR

TRANSPORTATION ADDRESSES AND CONTACT NUMBERS 07/23/2018

C. SEA 447, P.L. 183-2017, and SEA 355, P.L. 115-2017 -- **Child Abuse Reporting Duty -- Immediate**

Section 32 of SEA 447 amends the reporting requirement for child abuse reporting by school employees to require the report to be made immediately to the department of child services or to local law enforcement. After such a report is made, the school employee is to report it to the school administrator in charge of the school, i.e. the school principal. The report is no longer to be made to the principal first, but instead it must be made immediately to the department of child

services or local law enforcement first then to the school principal. Section 34 of SEA 447 amends the reporting statute to allow for a written or oral report to be made. This appears to allow the report to be made via email message. As a reminder, this law requires a report to be made when a school employee has reason to believe a child is a victim of child abuse or child neglect.

Section 35 of SEA 447 and Section 4 of SEA 355 added new statutes prohibiting a school corporation from adopting a policy that restricts or delays the duty of an employee or any individual to report suspected child abuse or child neglect under the law. SEA 447 adds IC 31-33-5-5 to the Child Abuse Reporting law and SEA 355 adds IC 20-26-5-35.5 to the General School Powers Act. Under these new laws, a school board cannot have a policy or procedure requiring a school employee to first tell the school principal nor any provision that requires the employee to wait to report the suspected abuse.

School boards should review any policies or procedures it has pertaining to child abuse or child neglect reporting to determine if the policy or procedure complies with the new laws. If not, school boards should amend the policy or procedure accordingly. All school employees should be informed of the new reporting requirement including contact information for the department of child services and/or the local law enforcement agency. Failure to make a report is a Class B misdemeanor.



—◆— **Vision** —◆—

Tippecanoe Valley School Corporation  
does whatever it takes to equip all  
students to be outstanding  
today, tomorrow, and beyond.

—◆— **Mission** —◆—

Tippecanoe Valley School  
Corporation is committed to  
student success through the  
development of character,  
leadership, and literacy.

—◆— **Core Values and** —◆—  
**Belief Statement**

Tippecanoe Valley School Corporation  
embraces the core values of  
collaboration, leadership, character  
and achievement.

TO: All Bus Drivers

DATE: August 1, 2018

**Start/End Times for 2018-2019 School Year**

	Start	End
TVMS	8:15 a.m.	3:20 p.m.
TVHS	8:15 a.m. (NEW TIME)	3:30
p.m.		
Akron and Mentone	8:30 a.m.	3:40 p.m.

**Note:** Please be at your first scheduled dismissal point at least five minutes prior to the end time shown above.

**Two Teacher Work Days this year when students do NOT attend school:**

First Semester – October 12, 2018

Second Semester – March 15, 2019

To: Bus Drivers  
From: Blaine Conley / Lyle Butt / Travis Adams  
**RE: BUS EVACUATION INFORMATION AND SCHEDULE**  
Date: August 1, 2018

Drills will be conducted **at the T.V.S.C. Bus Garage.**

First semester bus evacuation drills on **September 6-14, 2018.**

Second semester will be conducted **April 18-26, 2019.**

Conduct your bus evacuation drill when all your students are on the bus.

Please follow the schedule below.

Copies of the *EVACUATION DRILL REPORT* follows. When you have completed your bus evacuation drill, complete the form in its entirety. Return it to the Bus Garage or Sherrill Hamman at the Administration Office.

Through the Indiana Department of Education we are required by law to perform bus evacuation drills once every semester. All evacuation drills shall meet the following minimum standards:

- 1) Be completed in two (2) minutes or less.
- 2) Be conducted within forty-five (45) school days of the beginning date of each semester. <45 days could change>
- 3) Use only emergency exit doors for the drill.

**At the completion of each school year the bus passenger evacuation drills for each district or private school shall have included the following:**

- 1) The use of all emergency exit doors.
- 2) One (1) drill in the morning and one (1) drill in the afternoon
- 3) One (1) drill with the school bus driver not participating.

**Documentation of the evacuation drill for each bus shall be reported to the designated district.**

If you have any questions regarding bus evacuation information, please don't hesitate to ask .

#### **Bus Evacuation Drill Schedule:**

<b><u>Units to Conduct Drill</u></b>	<b><u>Date (1<sup>st</sup> Semester)</u></b>	<b><u>Date (2<sup>nd</sup> Semester)</u></b>
36, 43, 49	Thurs., Sept. 6, 2019	Thurs., April 18, 2019
34, 35, 28, 32	Fri., Sept. 7, 2019	Fri., April 19, 2019
33, 3, 31, 46	Mon., Sept. 10, 2019	Mon., April 22, 2019
38, 48, 47, 27	Tues., Sept. 11, 2019	Tues., April 23, 2019
39, 41, 42, 29	Wed., Sept. 12, 2019	Wed., April 24, 2019
37, 25, 50	Thurs., Sept. 13, 2019	Thurs., April 25, 2019
1, 23, 40, 30	Fri., Sept. 14, 2019	Fri., April 26, 2019

**TIPPECANOE VALLEY SCHOOL CORPORATION**  
**SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT**

**Driver Name** \_\_\_\_\_ **Bus Number** \_\_\_\_\_

**Date of the school bus emergency evacuation drill** \_\_\_\_\_

**Semester**

Fall \_\_\_\_\_

Spring \_\_\_\_\_

**Time of Day**

AM \_\_\_\_\_

PM \_\_\_\_\_

**Drill completed within two (2) minutes or less**

Yes \_\_\_\_\_

No \_\_\_\_\_

If no, why? \_\_\_\_\_  
\_\_\_\_\_

**Emergency exit doors used**

Yes \_\_\_\_\_

No \_\_\_\_\_

**Driver participation**

Yes \_\_\_\_\_

No \_\_\_\_\_

**Evacuation drills are not to be practiced by any student who has an injury or condition that would prohibit him or her from performing the practice safely.**

**TIPPECANOE VALLEY SCHOOL CORPORATION**  
**SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT**

**Driver Name** \_\_\_\_\_ **Bus Number** \_\_\_\_\_

**Date of the school bus emergency evacuation drill** \_\_\_\_\_

**Semester**

Fall \_\_\_\_\_

Spring \_\_\_\_\_

**Time of Day**

AM \_\_\_\_\_

PM \_\_\_\_\_

**Drill completed within two (2) minutes or less**

Yes \_\_\_\_\_

No \_\_\_\_\_

If no, why? \_\_\_\_\_  
\_\_\_\_\_

**Emergency exit doors used**

Yes \_\_\_\_\_

No \_\_\_\_\_

**Driver participation**

Yes \_\_\_\_\_

No \_\_\_\_\_

**Evacuation drills are not to be practiced by any student who has an injury or condition that would prohibit him or her from performing the practice safely.**

**STRONG RECOMMENDATIONS**  
from the  
**DIVISION OF SCHOOL TRAFFIC SAFETY AND  
EMERGENCY PLANNING**

**The Division of School Traffic Safety and Emergency Planning strongly recommends:**

1. that bus routes with railroad crossings be reviewed to achieve the least number of crossings and, wherever feasible, eliminate rail crossings that have poor visibility, unusual roadway designs, or multiple tracks;
2. the review of Indiana Code 20-9.1-5-11, Stop Required at Railroad Crossing, with every bus driver placing emphasis on the passage, "She/he shall not proceed until it is safe to do so.";
3. reminding every bus driver about the hazards of total reliance on rail crossing "fail safe" devices, i.e. stop light signals, gates, railroad flasher signals, or bells;
4. reminding every bus driver about the dangers of getting "boxed in" at a crossing and that if unable to completely clear the school bus across a set of tracks they should remain on the other side until the crossing maneuver can be accomplished entirely without any portion of the school bus on or near the railroad tracks; and,
5. turning off radios, auxiliary fan motors, defrosters, or heaters, including a request to passengers to lower voices or other noise levels to improve hearing of railroad warning signals.

STRONG RECOMMENDATIONS

# **T.V.S.C. BUS RADIOS COMMUNICATION BETWEEN BUSES**

## **Channel 1**

Use channel 1 for communication between buses when within range of the repeater located on the TVHS/TVMS campus.

## **Channel 2**

When on trips where the buses are out of range of the repeater (more than 20-25 miles away from the TVHS/TVMS campus), drivers can use channel 2 to communicate back and forth between buses as long as the buses are no more than 6-7 miles apart.

**BUS RADIOS**



## **Reducing School Bus Idling: A Key to a Healthier Ride**

- \* Idling contributes to air pollution both inside and outside the bus. Diesel exhaust can get into the bus, school buildings and pollute the outdoor environment. This causes health risks for everyone, especially children and drivers. For the health of the children and drivers alike, idling should be kept to a minimum.
- \* Some states, school districts or localities have idling policies: if yours has one please comply with it.
- \* If there are no idling policies in your area, you as the driver can still make a difference.
- \* Turning off the engine when it doesn't need to be on is an easy way to protect children's health and the environment.
- \* Follow these manufacturer guidelines on idling, typically.
- \* Turn off the bus during breaks and lags in schedule
- \* No more than 3-5 minutes warm-up
- \* No more than 3-5 minutes cool-down
- \* No more than 5 minutes for defrosting windows
- \* use the "accessories" position for the radio and other electrical components
- \* Sometimes idling is unavoidable, in cases of extreme weather and/or passenger safety. Just use your best judgement in these cases.
- \* Idling causes wear-and-tear on the engine and wastes fuel and money.
- \* The safest way for children to travel to and from school is on the school buses. We all owe a big "Thank You" to drivers for their professionalism in making that happen.



**CLEAN AIR  
ZONE  
DO NOT IDLE**

## **Idling Vehicles on School Property**

It has been documented that idling vehicles contribute to a wide range of health and environmental problems including triggering asthma attacks, carbon monoxide poisoning, eye and respiratory irritation, contributing to ozone generation, and air pollution.

Researchers have also proven that not only is it not necessary for vehicles to idle, periods of long idling cause more wear to the engine and waste fuel. Schools and corporations that have adopted idling programs have realized savings in fuel and vehicle maintenance costs.

The Indiana IAQ Rule 410 IAC 33-4-3 requires schools to adopt and enforce a policy limiting vehicle idling on school campuses.

Consideration should be given to locations of building air intakes when evaluating "No Idling Zones" so as to minimize exhaust fumes being drawn into the building. Schools and school corporations may utilize the template sign available at the end of this section provided courtesy of the Indiana Department of Environmental Management, 5 Star Childcare program (<http://www.in.gov/idem/4180.htm>).

Below is an example policy that schools may modify and adopt. In addition there are several policies available on the internet, such as one available at the Indiana State School Bus Driver's Association website: <http://www.issbus.com>, or at EPA's Tools for Schools webpage: [http://earth1.epa.gov/cleanschoolbus/idling\\_policy.htm](http://earth1.epa.gov/cleanschoolbus/idling_policy.htm)

### **Example Policy:**

School Corporations are free to use and modify this policy to meet their needs.

#### **\*\*\*\*\* School Corporation Policy to Limit Vehicle Idling \*\*\*\*\***

**A: Purpose** – This policy is to limit vehicle emissions that might be brought into school buildings as mandated by 410 IAC 33-4-3. This will improve the health of students and staff through reduced exposure to these emissions.

**B: Applicability** – This policy applies to all public and private vehicles on the school campus.

#### **C: Idling**

##### **1. Posting**

- a) The school shall post signs in areas where idling is prohibited

##### **2. Requirements**

- a) Drivers of vehicles are to turn off the engine if the vehicle is to be stopped more than 5 minutes. (Engine cool down periods recommended by vehicle manufacturer may be followed)

- b) The employer of the bus driver shall inform the bus driver of these requirements.
- c) Teachers and school staff shall be informed of this policy at the start of each school year.
- d) During student / parent orientations, parents, and all students shall be informed of this policy.
- e) Any complaints of non-compliance are to be filed with the Superintendent's office.
- f) Any complaints of non-compliance will be reviewed and action taken as necessary.

#### **D: Exemptions**

##### **1. Safety of Children or Emergencies**

- a) Use of lift equipment during loading or unloading of individuals with special needs.
- b) Use of heater or air conditioning during loading or unloading of individuals with special needs.
- c) Use of defrosters, heaters, air conditioners, or any other equipment for health or safety concerns.
- d) Use of bus headlights or flasher warning lights for safety or visibility purposes.
- e) For other safety or emergency issues.

##### **2. Hot or Cold Weather**

- a) If bus drivers are at a location more than 15 minutes, a waiting area should be provided for their use after turning off the bus engine.
- b) From ( beginning date) to (ending date) if necessary and the bus has air conditioning, the bus may idle for a minimal period to cool the bus prior to loading, or while students remain on the bus.
- c) If necessary due to cold temperatures, a vehicle may idle for a minimal time to warm the vehicle.

##### **3. Maintenance Operations**

- a) (When possible, maintenance operations should not be conducted within 100 feet of a school building housing classrooms.) Buses may idle as necessary as part of a pre-trip safety inspection.
- b) If necessary to make emergency repairs to vehicles. ( for example jump starting another vehicle)

## **Emergencies & School Transportation**

Severe weather conditions may occur which necessitate the cancellation or delay of school bus routes, athletic or extracurricular activities, or field trips. Emergency situations, whether they are crash, first aid, or weather related, require advance planning. It is important that basic procedures are in place and practiced. Best practice suggests:

- Each school bus should carry an up-to-date roster of passengers, whether the function is a daily route or activity trip.
- Each school bus should carry an up-to-date contact list for school officials and emergency responders consisting of at least telephone numbers.
- Students, including those that would only ride a school bus for activity trips, participate in school bus evacuation drills at least twice a school year.
- On activity trips all passengers (students, adults, teachers, coaches, chaperones, etc.) are advised of: 1) The school bus emergency exit locations and their operation (service door, push out windows, side and rear emergency doors, and roof hatches). The school bus driver should demonstrate the operation of each type of exit. 2) The location of the first aid kit and fire extinguisher. 3) The location and operation of the bus two-way radio or other communication equipment, if so equipped.

### **Tornadoes**

According to the National Weather service, a tornado can occur any time of day or night, any time of year. In Indiana, peak tornado occurrences are from April to June between 3:00 p.m. and 8:00 p.m.

- Prior to the threat of severe weather it is the responsibility of the school bus driver to: 1) Be thoroughly familiar with all roads adjoining their route in the event they are needed to seek shelter. For athletic, extracurricular activities, and field trips the school bus driver should have a map available to determine alternate routes to safety. 2) Have pre-determined shelter options (buildings, schools, businesses, homes) along various parts of the route should evacuation be necessary and to the extent practical similar options on activity trips. In emergency situations most people will offer others shelter when asked. 3) Know the difference between a tornado watch and a tornado warning. A "watch" means tornadoes are possible in the area; remain alert for approaching storms. A "warning" means a tornado has been sighted or indicated in the area by weather radar.
- School administrators and school bus drivers are to routinely monitor weather reports for the predicted severe weather or announcements of weather

advisories. Once en route the school corporation should have a means to communicate this information to the school bus driver.

- When a tornado "watch" is issued a school bus driver is to be prepared for a sudden change in weather conditions and alert for the appearance of violent wind, rain, hail, or a funnel shaped cloud.
- When a tornado "warning" is issued a school bus driver is to promptly seek shelter for the passengers. If the warning is announced at or near the dismissal of school the school day students are to remain in the building in a designated safe area. If the warning is announced when en route a school bus driver is to go to a pre-identified shelter or building closest to their current location depending on the immediacy of the tornado threat. If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible the school bus driver is to: 1) Stop and evacuate the passengers. Do not attempt to 'out run' the tornado. Do not remain on the school bus. If the bus is radio equipped advise the school corporation of your bus number and location. 2) Seek safety in a below ground level area, such as a ditch, ravine, or depression in a location that is away from the bus and, where practical, on the side of the road without power lines, utility poles, trees, etc. 3) Do not use above ground locations, such as road or bridge overpasses, for shelter. 4) Instruct passengers to lay flat face first and to protect their head by using a jacket, other clothing, or their hands and arms. Advise passengers to avoid the temptation to 'sneak a peak' at the tornado.
- After the emergency, account for all passengers, check for injuries, and provide first aid if needed. Obtain medical attention if needed. Before leaving a shelter or the immediate area, if out in the open, the bus driver should monitor the local sky for a few minutes in the direction the tornado came from to ensure a second tornado does not follow a similar path. Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads, and bridges.

Source: Division of School Traffic Safety (August 2005)

EMERGENCIES(Microsoft Word -- boggsb)



## DEALING WITH ILLNESS AND INJURY

	<b>Bus/Car Accidents</b>	<b>Cuts/Injuries</b>	<b>Medical Conditions/Emergencies</b>
<b>PREVENTION</b>	Teachers review school bus rules with students the first day of school	Establish safe practices for students and staff inside and outside the classroom	Establish a location for health information on all students to be kept on file at each building
	School bus rules are sent home with students for parent signature	Teachers review school rules with all students	Care plans are provided for the office staff
	School bus rules are included in student handbooks	School rules should be included in the student handbooks	Members of the staff and substitutes are aware of care plans located in the office
	School bus drivers are required to enforce school bus rules	School personnel should enforce all rules	
	Updated, accurate bus lists are provided to bus drivers, the bus garage, and the school on a monthly basis	Educate all staff and students in safety procedures Offer adult education classes in safety	
<b>INTERVENTION</b>	Remain calm	Remain calm	Remain calm
	Call 911	Contact the school nurse to access the injuries	Contact the school nurse immediately
	Contact the bus garage and each of the schools affected by the accident. Each	If the school nurse is not available, a designated staff member will assess the injuries	Follow the instructions in the care plan located in the classroom and/or office
	Assess the severity of the situation		Contact the parent
	Apply basic first aid and other emergency procedures such as CPR, as needed		Refer to a physician Document the incident
<b>POSTVENTION</b>	Designated building personnel will contact all parents.	Designated building personnel will contact parents.	Designated building personnel will contact parents and review care plan if necessary
	Administration, counselors, clergy, and other designated professionals will meet for debriefing of staff, students and their families, if needed.	Administration, counselors, clergy, and other designated professionals will meet for debriefing of staff, students and their families, if needed.	Administration, counselors, clergy, and other designated professionals will meet for debriefing of staff, students and their families, if needed.
	Counseling will be offered to staff and students, as needed.	Counseling will be offered to staff and students, as needed.	Counseling will be offered to staff and students, as needed.
	Written and verbal communication will be conveyed with parents to help with reentry to the school environment, if needed.	Written and verbal communication will be conveyed with parents to help with reentry to the school environment, if needed.	Written and verbal communication will be conveyed with parents to help with reentry to the school environment, if needed.
	Building administrator, or designee, will contend with communication with the press.	Building administrator, or designee, will contend with communication with the press.	Building administrator, or designee, will contend with communication with the press.

## **Tippecanoe Valley School Corporation BUS CLEANLINESS**

As a bus driver for the Tippecanoe Valley School Corporation you have the responsibility to keep your bus, or any bus you use, as clean and orderly as possible. Keeping your bus neat and clean has a direct influence on students as they take pride in its care and respond in a more positive manner. To many adults, the bus is their primary school contact. The impression they have of the entire Tippecanoe Valley School Corporation is based on what they see of the school bus. Bus cleanliness also impacts student health and safety while adding to the life of the bus.

The following items should be completed daily:

1. Check inside the bus for books and clothing. Keep them for return to the owner following their trip.
2. Sweep the floor of the bus, placing refuse in the appropriate trash receptacle. Sweep water on the floor out of the bus, particularly in the winter, to prevent it from freezing.
3. Sweep the steps of the bus and empty the trash receptacles.
4. Check the seats of the bus for damage.
5. Check the sides of the bus and backs of the seats for pencil and pen marks. If any are found, clean them off.

A few duties which are not necessary daily but should be completed weekly are:

1. Clean the floor, seats, and windows.
2. Wipe off other interior surfaces.
3. Check the first aid kit and fire extinguisher.
4. Check the outside of the bus for dents and scratches and report them to the bus garage.
5. Clean the exterior lights, mirrors, and license plate.
6. Wash the bus on a regular basis. The necessary cleaning equipment and materials are available at the bus garage.

**BUSCLEANLINESS**

# TIPPECANOE VALLEY SCHOOL CORPORATION

## 2018 - 2019 School Calendar

Registration Dates: July 24 & 26, 2018

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July NO SCHOOL

24-26 REGISTRATION for 2018-2019 School Year  
Noon-8:00 p.m.

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

1-2 Christmas Break - NO SCHOOL

2 Staff Development Day - NO SCHOOL

3 School ResumesSecond / Semester Begins

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

2 Teacher Orientation Day

3 Staff Development Day

6 First Student Day

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September

3 Labor Day - NO SCHOOL

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March

8 End of Grading Period

14 Parent-Teacher Conf. (4:00-8:00)School

In Session

15 Teacher Work Day (8:00-Noon) No School

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

5 End of Grading Period

11 Parent-Teacher Conf. (4:00-8:00)School  
In Session

12 Teacher Work Day (8:00-Noon) No School

15 Fall Break - NO SCHOOL

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April

1-5 Spring Break - NO SCHOOL

19 Good Friday NO SCHOOL

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November

21-23 Thanksgiving Break - NO SCHOOL

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

16 Last Student Day

27 Memorial Day

17-24 Emergency Make-Up Days

28-31 Emergency Make-Up Days

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

18 Christmas Break Begins End of Day

End of First Semester

19-31 Christmas Break - NO SCHOOL

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June NO SCHOOL

2 Graduation

### Legend:

- = 1st and Last Student Day
- = School Not In Session
- = End of Grading Period

91 Student Days 1st Semester

89 Student Days 2nd Semester

**2018-2019  
PAYROLL SCHEDULE**

	PAY PERIOD	PAY DATE
1	08/06/18-08/24/18	09/07/18
2	08/27/18-09/07/18	09/21/18
3	09/10/18-09/21/18	10/05/18
4	09/24/18-10/05/18	10/19/18
5	10/08/18-10/19/18	11/02/18
6	10/22/18-11/02/18	11/16/18
7	11/05/18-11/16/18	11/30/18
8	11/19/18-11/30/18	12/14/18
9	12/03/18-12/14/18	12/28/18
10	12/17/18-12/28/18	01/11/19
11	12/31/18-01/11/19	01/25/19
12	01/14/19-01/25/19	02/08/19
13	01/28/19-02/08/19	02/22/19
14	02/11/19-02/22/19	03/08/19
15	02/25/19-03/08/19	03/22/19
16	03/11/19-03/22/19	04/05/19
17	03/25/19-04/05/19	04/19/19
18	04/08/19-04/19/19	05/03/19
19	04/22/19-05/03/19	05/17/19
20	05/06/19-05/17/19	05/31/19
21	05/20/16-05/31/19	06/14/19
22	06/03/19-06/14/19	06/28/19
23	06/17/19-06/28/19	07/12/19
24	07/01/19-07/12/19	07/26/19
25	07/15/19-07/26/19	08/09/19
26	07/29/19-08/09/19	08/23/19

Please have all time sheets to central office  
by Tuesday morning following the pay period ending date

**ECA Payment Dates:** 10/12/18  
11/09/18  
12/21/18 <-- Year Long  
03/29/19  
06/07/19 <-- Year Long

**From:** Harley Sheryl  
**To:** Currie Shawn  
**Subject:** Interrogatories for Tippecanoe Valley School Superintendent  
**Date:** Sunday, November 4, 2018 5:40:00 PM

---

The following are questions that I would like Mr. Conley to address:

1. Is there a policy that governs the way a driver services a school bus stop? (i.e.: when to activate lights, minimum wait time for student, directs student to bus, etc.)
2. Is there a policy or procedure that students must follow when crossing the roadway to board or disembark a school bus? What training do the students receive?
3. Please provide a route map that shows the location of all the school bus stops along the State Road 25 corridor. How many students use school transportation in that area?
4. Are near misses (accidents) reported to the school? How many accidents or near misses have occurred along the State Road 25 corridor in the past 5 years?
5. What is the criteria that the Tippecanoe Valley School District follow when establishing a school bus stop? Are sites surveyed before being designated as suitable and who has final approval?
6. Does the Tippecanoe Valley School District follow any establish procedure for designating a location a suitable place for a school bus stop? (i.e. NHTSA or other school industry related organization)
7. Prior to this crash, when was the last time the school district reviewed or revised the locations of its school bus stops?

*Sheryl*

**From:** Zimmerly, Philip  
**To:** [Currie Shawn](#)  
**Cc:** [Harley Sheryl](#); [Molloy Robert](#); [Poland Kristin](#)  
**Subject:** RE: Request for information HWY19MH003 - Rochester, IN  
**Date:** Thursday, February 7, 2019 2:09:58 PM

---

Thanks, Shawn. I will work on providing responsive documents and will be back in touch.

Respectfully,

Phil

Philip Zimmerly  
Bose McKinney & Evans LLP  
111 Monument Circle | Suite 2700 | Indianapolis, Indiana 46204  
[REDACTED] F 317-223-0116

Assistant Contact | Stacey Scott | [REDACTED] F 317-223-0111

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From: Currie Shawn [REDACTED]  
Sent: Thursday, February 07, 2019 1:55 PM  
To: Zimmerly, Philip  
Cc: Harley Sheryl; Molloy Robert; Poland Kristin  
Subject: Request for information HWY19MH003 - Rochester, IN

Mr. Zimmerly,

My name is Shawn Currie and I am one of the investigators into the crash in Rochester incident. I believe I met you at the Fire Department during our initial deployment.

On November 5th, I provided Mr. Conley (via email) a list of requested documents and information. I would appreciate your cooperation on the items that I have listed below. If there is no document or information for the item number, a simple answer that it doesn't exist is adequate. Also some additional questions may arise after the documents are provided. Thank you in advance and here is a copy of the original list:



1. Is there a policy that governs the way a driver services a school bus stop? (i.e.: when to activate lights, minimum wait time for student, directs student to bus, etc.)
2. If there is a policy or procedure, can you please forward it?
3. Is there a policy or procedure that students must follow when crossing the roadway to board or disembark a school bus?
4. Same as question 2
5. What training do the students receive?
6. If there is training can you forward a copy of the syllabus?
7. Please provide a route map that shows the location of all the school bus stops along the State Road 25 corridor.
8. How many students use school transportation in that area?
9. Are near misses (accidents) reported to the school?
10. If so, how many accidents or near misses have occurred along the State Road 25 corridor in the past 5 years?
11. What is the criteria that the Tippecanoe Valley School District follow when establishing a school bus stop? Are sites surveyed before being designated as suitable and who has final approval?
12. Does the Tippecanoe Valley School District follow any establish procedure for designating a location a suitable place for a school bus stop? (i.e. NHTSA or other school industry related organization)
13. Prior to this crash, when was the last time the school district reviewed or revised the locations of its school bus stops?
14. How many buses does the TVSC have?
15. How many drivers does the TVSC have?
16. What towns does the TVSC serve?
17. Approximately how many students are enrolled?
18. Does the TVSC have a bus driver's handbook?
19. If so can we get a copy?
20. Do drivers receive any periodic/in-service training?
21. If so can we obtain a list to include content and any records showing the incident driver attended?

If you have any follow-up questions or concerns please call me at [REDACTED]

Regards,

Shawn

Shawn Currie

Motor Carrier Factors Investigator

National Transportation Safety Board

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**From:** Currie Shawn  
**To:** Harley Sheryl  
**Subject:** Fwd: Follow-up questions  
**Date:** Friday, March 15, 2019 5:17:50 PM

---

Shawn Currie  
Senior Highway Crash Investigator  
NTSB - Office of Highway Safety

---

**From:** Zimmerly, Philip <[REDACTED]>  
**Sent:** Friday, March 15, 2019 4:25:40 PM  
**To:** Currie Shawn  
**Subject:** RE: Follow-up questions

Hi Shawn –

Please see answers to your follow-up questions below. Please confirm receipt. Thank you.

- Is it true that TVSC, prior to the crash, has a school bus that picks up a special needs child inside of the mobile home park?
  - If yes to first question, is the school bus a “full size” bus?
  - Describe how the bus picks up the child, drive in and through to drive out or drive in and then back-out?

The information requested regarding the bus specifications is included on the bus manifest (Bus #41). No written route map exists for Bus #41's path in the mobile home park. The bus arrives at Meiser Park after completing its regular route and approximately an hour after other students have been picked up. The bus pulls into the middle drive and turns left at the first drive. The bus picks up a student at one of the mobile homes on the door-side. After picking up the student, the bus pulls forward and turns left to the end of the southernmost drive. Whether the bus turns south or north in exiting Meiser Park depends on whether the next student on the route is riding that day.

- What is the policy for school bus drivers to report drivers violating warning lights/the stop arm?
  - Is there a form that the drivers are supposed to fill out or do they report the incident verbally? **(If there's a form, Can we get a copy of it).**
  - To whom does the driver report these violations?
  - What does this individual do with the complaint (investigate/forward

on)?

- Does TVSC maintain records of these complaints? **(If yes, can we get a copy of the complaints for the SR-25 route, for the last five years)**
- What is the policy regarding TVSC's requirement to report these incidents (to outside agencies such as law enforcement)?
  - How do they report it and to whom?
  - Does the TVSC have an SRO (School Resource Officer)?

No written policy, forms, or complaints responsive to these requests exist. Drivers report warning light/stop-arm violations verbally to the bus garage. TVSC has previously been advised by the sheriff's department that without a license plate number, an official report cannot be filed. TVSC does have an SRO.

- What is the policy for school bus drivers to report or voice concerns about safety along the route or at a particular stop?
  - Written or Verbal?
  - Does TVSC maintain records of these complaints by drivers? **(If yes, how do we get a copy for the last five years)**

No written policy or complaints responsive to this request exists, but school bus drivers are encouraged to report or voice concerns about safety along their routes and such concerns are addressed by the Transportation Department. As set forth in the documents previously provided, bus drivers are encouraged that their job is one of the most important in the entire school corporation and transporting children safely to and from school is the top priority of each TVSC bus driver.

- How many complaints have been received regarding the crash incident school bus picking up the children on the roadway rather than driving into the mobile home park?
  - Whose responsible for addressing these complaints?
  - Does TVSC keep a record of these? **(If yes, can we get the last five years)**

No written complaints responsive to this request exist. TVSC is aware of one parent who complained about the school bus picking up the children along the roadway rather than driving into Meiser Park. The Transportation Director is responsible for addressing any such complaint.

- Is the route driver the one who selects the stop locations?
  - Are they provided with training or guidance if they are the selector?
  - If they are can we obtain a copy of the training material/guidance?

The route driver selects the bus stop locations. Bus drivers are provided with the three-day preservice training through the Indiana Department of Education. Such training materials are available from the IDOE. Please also see the responses to your initial requests, Nos. 11, 12, and 13.

- (Prior to the crash) Had anyone suggested to the parents that additional enrollment in the voluntary IEP program or that a certain number of students in that program was required before TVSC would modify the route and pick-up students inside of the mobile home park?

No written documents responsive to this request exist. TVSC is not aware of any such suggestion or conversation.

- On Mr. Reid's driver's knowledge test you sent as a .PDF, there are numerous questions that were not answered? Could you provide the instructions the driver's were given as to the completion of the test?

No written document responsive to this request exists. IDOE requires that ten selected questions from the test be answered after drivers watch the subject training videos provided by IDOE. After watching the training videos, the circled questions are read aloud and the answers are completed by the bus drivers.

Respectfully,

Phil Zimmerly

**Philip Zimmerly**

**Bose McKinney & Evans LLP**

111 Monument Circle | Suite 2700 | Indianapolis, Indiana 46204

[REDACTED] F 317-223-0116

Assistant Contact | Stacey Scott | [REDACTED] F 317-223-0111

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**From:** [Blaine Conley](#)  
**To:** [Harley Sheryl](#)  
**Cc:** [Blaine Conley](#)  
**Subject:** TVSC Responses to NTSB  
**Date:** Friday, November 15, 2019 3:03:52 PM  
**Attachments:** [NTSB Responses from TVSC Nov. 2019 Map.pdf](#)

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[CAUTION] This email originated from outside of the organization. Do not click any links or open attachments unless you recognize the sender and know the content is safe.

Sheryl,

Below are the requested responses. Attached is the bus map.

- This school year, how many school bus routes still require kids to cross the roadway? How many compared to last year?

As a result of the efforts of its transportation committee, and in compliance with Senate Bill 2, TVSC has modified its school bus routes so that no student crosses a state highway. Moreover, overall roadway crossings have decreased from 300 to 136.

- For this school year, how many kids does this affect? What is the total number of students that use school transportation provided by TVSC starting September 2019 (current school year)?

1,126

- Can we get a copy of the new revised route plan for Bus #36 (incident bus) that shows that all the kids are now picked-up on either the right side of the bus or off the roadway?

Yes, see Attachment. All students are picked up on the door side.

- Did TVSC complete the installation of stop arm cameras on all its school buses?

TVSC has purchased and installed stop arm cameras for its entire fleet of regular route buses. Furthermore, when new buses come in each year, they will have the cameras installed. Cameras have not been installed on older substitute buses.

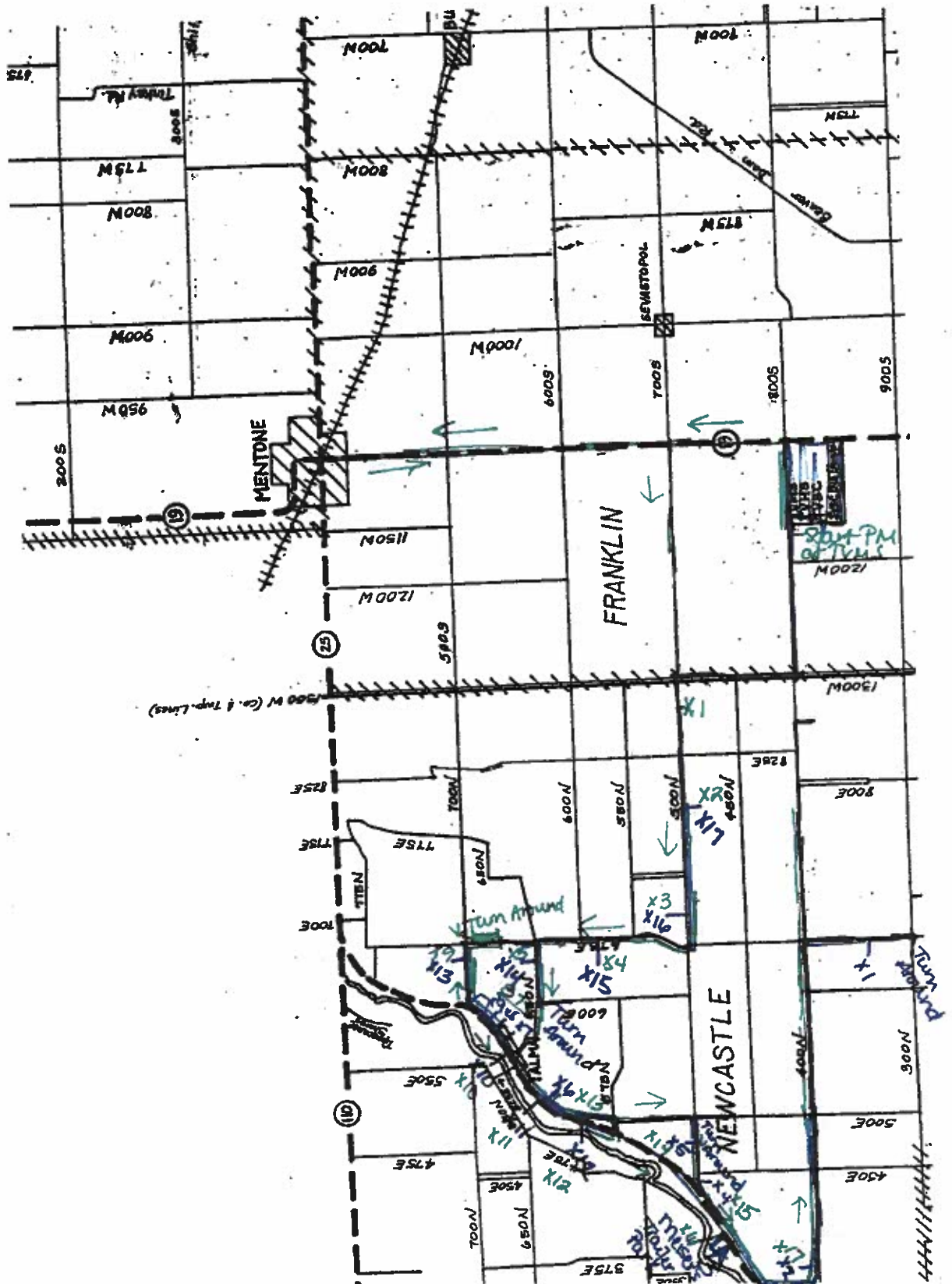
Sincerely,

Blaine Conley, Ed.S.  
Superintendent  
Tippecanoe Valley School Corporation

**Student Success Through Leadership, Literacy and Character Education**



PM Route



## Harley Sheryl

---

**From:** Harley Sheryl  
**Sent:** Friday, November 15, 2019 4:31 PM  
**To:** Blaine Conley  
**Subject:** RE: TVSC Responses to NTSB

Good Afternoon,

Thank you for getting back to me with this information. I do have a couple of follow up questions. We are trying to verify how many students are still required to cross a roadway to board the school bus. We want to compare that number to the overall number of students that use school transportation (this year). I am trying to verify which group the 1, 126 number (mentioned below) represents. Thank you again.

Sheryl

---

**From:** Blaine Conley <[REDACTED]>  
**Sent:** Friday, November 15, 2019 3:02 PM  
**To:** Harley Sheryl [REDACTED]  
**Cc:** Blaine Conley <[REDACTED]>  
**Subject:** TVSC Responses to NTSB

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Sheryl,

Below are the requested responses. Attached is the bus map.

- This school year, how many school bus routes still require kids to cross the roadway? How many compared to last year?

As a result of the efforts of its transportation committee, and in compliance with Senate Bill 2, TVSC has modified its school bus routes so that no student crosses a state highway. Moreover, overall roadway crossings have decreased from 300 to 136.

- For this school year, how many kids does this affect? What is the total number of students that use school transportation provided by TVSC starting September 2019 (current school year)?

1,126

- Can we get a copy of the new revised route plan for Bus #36 (incident bus) that shows that all the kids are now picked-up on either the right side of the bus or off the roadway?

Yes, see Attachment. All students are picked up on the door side.

- Did TVSC complete the installation of stop arm cameras on all its school buses?

TVSC has purchased and installed stop arm cameras for its entire fleet of regular route buses. Furthermore, when new buses come in each year, they will have the cameras installed. Cameras have not been installed on older substitute buses.

Sincerely,

Blaine Conley, Ed.S.

Superintendent

Tippecanoe Valley School Corporation

**Student Success Through Leadership, Literacy and Character Education**

**From:** Zimmerly, Philip  
**To:** Harley Sheryl  
**Cc:** Currie Shawn; [REDACTED]  
**Subject:** RE: Student training  
**Date:** Thursday, December 5, 2019 5:17:02 PM  
**Attachments:** TSVC - Response 5.pdf  
TSVC - Response 1.pdf

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Dear Ms. Harley,

Please see responses to your additional inquiries below:

- 1. Is there a written policy or procedure that the school can provide that outlines exactly what the students should be taught regarding the use of school transportation and the safety rules?**

As previously indicated in the response dated February 13, 2019, with regard to written training, information relating to Bus Transportation is included in Student Handbooks (which are attached again as TVSC – Response 5). Parents of students were also provided with the attached information sheet regarding the transportation of students at the beginning of the school year. Individual bus drivers go over bus expectations, including the information concerning the Universal Crossing Signal, with students at the beginning of the school year and throughout the school year. (A copy of the Universal Crossing Signal sheet is attached as TVSC – Response 1.)

- 2. If no written policy exists, then can you tell us what training is provided to students? To the Parents?**

Please see the response to question 1.

- 3. What is the policy/procedure regarding the use of the horn by the bus driver? What are the kids taught to do when the bus driver sounds his horn? The parents?**

The horn is addressed in the second paragraph of the Universal Crossing Signal. Drivers go over this at the beginning of the year with students. No separate training has previously been provided to parents. However, they will be provided with a copy of the Universal Crossing Signal handout going forward.

- 4. Who provides this training to the kids? When?**

Please see the response to question 3.

- 5. How are the parents familiarized with these procedures?**

Please see the response to question 3.

Respectfully,

Phil Zimmerly

**Philip Zimmerly**

**Bose McKinney & Evans LLP**

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[REDACTED] | [REDACTED] F 317-223-0116

Assistant Contact | Stacey Scott | [REDACTED] | [REDACTED] F 317-223-0111

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**From:** Harley Sheryl [REDACTED]

**Sent:** Sunday, November 24, 2019 3:54 PM

**To:** Blaine Conley [REDACTED]; Zimmerly, Philip <[REDACTED]>

**Cc:** Currie Shawn <[REDACTED]>

**Subject:** Student training

Good Afternoon,

A few more questions regarding the training received by students who use school transportation.

1. Is there a written policy or procedure that the school can provide that outlines exactly what the students should be taught regarding the use of school transportation and the safety rules?
2. If no written policy exists, then can you tell us what training is provided to students? To the Parents?
3. What is the policy/procedure regarding the use of the horn by the bus driver? What are the kids taught to do when the bus driver sounds his horn? The parents?
4. Who provides this training to the kids? When?
5. How are the parents familiarized with these procedures?

Sheryl

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