

**Calcasieu Parish School System
Transportation Department
Operating Procedures for Mobile Radios on School Buses**

1. Operation of Transportation Department mobile communications equipment shall be in full compliance with the procedures set forth by the FCC and this policy.
2. Bus drivers shall not interfere with ongoing mobile communications nor prevent the transmission of emergency or urgent mobile communications.
3. Bus drivers must give accurate, complete, yet **brief** information identifying their bus number and if necessary giving their location. Speak in a slow, calm voice, and be sure to press the "mike" button, wait two to three seconds, before you begin to speak.
4. Mobile radio use is **restricted** to pertinent Calcasieu Parish School System business and any **emergency or urgent** situation. Mobile radios are to be used primarily to communicate breakdowns, accidents, disrespectful students, exchange inquires and directions. Other **non-emergency** matters should be handled over the telephone. Mobile radios **will not** be used for personal communications.
5. The Transportation Office shall handle requests for information or assistance by bus drivers over the mobile radio system. The bus driver will contact the school for uncontrollable student discipline.
6. Bus drivers shall monitor their mobile radios at all times (Channel I-B) and shall never **turn off or turn down** their mobile radio so they cannot hear all mobile radio traffic. Bus drivers will respond when called by the Transportation Department, Supervisor, another bus driver or school official. If you have an AM/FM/CD radio installed on the school bus, the volume shall not interfere in your ability to monitor the bus mobile radio.
7. Bus drivers shall remain on **Channel-B (BUS)** unless otherwise instructed to do so by the Transportation Office or school official and shall respond **immediately**.
8. Bus drivers should never use language over the mobile radio that is **profane, offensive, disrespectful** or considered **slang**. Nothing should be said over the mobile radio that would be disrespectful to any employee or student of the Calcasieu Parish School System. **Remember:** Anyone with a scanner can monitor your transmission.
9. Bus drivers should only use their mobile radios when it can be done in a safe and prudent manner. The IO-code as supplied will be used to communicate over the mobile radios.
10. Failure to abide by the aforementioned operating procedures will result in remedial training, reprimand or dismissal.

Channels	Monitored By	Used By
1A	Calcasieu Parish Sherriff's Office	All: Only in Emergency
B	Bus Driver; Transportation Office; Mechanic Shop; Calcasieu Parish Sherriff's Office (B users go to channel (E) to talk to schools)	All
C	Bus Talk around Channel for A, B, E.	All
D	Administrative Talk-Around Channel For A&E	Kirkman St. ; Schools; Transportation Office
E	Kirkman St.; Schools; Calcasieu Parish Sherriff's Office (E users go to channel (B) to talk to bus driver.)	All
F	Transportation Administration Channel	
G	Warehouse	Warehouse/Transportation Office

*Kirkman St. means Superintendent Office; Assistant Superintendent; & Risk Management Office

Mobile Radio 10 Codes

10-4	OK, Message Understood	10-9	Repeat Message	10-19	Return to Office
10-20	Give your physical location.	10-21	Call This Office By Phone	10-37	Name of Driver
51-B	Bomb Threat Bus/School				