

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Transportation Uniform Policy

Series: G70

Reference: W. Va. Code §18-5-13

Issued: 04.21.05

Revised:

Revision Number:

70.01 Purpose. In an effort to improve the appearance and assist in the identification of pupil transportation employees, the Kanawha County Board of Education will provide uniforms for all regular school bus operators, aides and mechanics beginning with the 2005-06 school year. As funds become available substitute employees, supervisory staff and pupil transportation office employees will be included.

70.02 Scope. This policy shall apply to all pupil transportation employees as identified above who are provided uniforms to wear while performing their duties with Kanawha County Schools.

70.03 Regulations Governing the Wearing of Uniforms. The following provisions shall apply to wearing of uniforms.

70.03.1 All required uniforms are the property of Kanawha County Schools (or renting/leasing company).

70.03.2 Approved uniforms must be worn while serving as a driver or aide when in transit and on any Kanawha County Schools property.

70.03.3 Anytime a uniform is worn, it must be worn according to regulations.

70.03.4 If there is a question concerning the appropriateness of wearing a particular item of clothing, clarification regarding apparel should be obtained PRIOR TO WEARING IT TO WORK; this can be obtained from the Terminal Supervisor.

70.03.5 It is the employee's responsibility to keep uniforms, clean, pressed and in good repair at all times (exception may be when renting or leasing).

70.03.6 Appropriate approved black or navy colored shoes (safety conscious) shall be worn, kept clean and presentable. All drivers/aides will wear non-skid shoes. High heels, open heeled, open toed, sandals, or beach type shoes will not be permitted. Wooden soled and flip flop shoes will not be worn.

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70.03.7 Optional ladies tunics or vests are to be worn buttoned. Optional men's vests are to be worn buttoned and monogrammed the same as the ladies' tunic or vest.

70.03.8 All shirt tails are to be worn inside pants or skirt with shirt buttoned up to the last button from the top. The summer golf shirts may have the top two buttons unbuttoned.

70.03.9 Any pants, shorts, and/or skirts with belt loops needs to be worn with an appropriate black or navy colored belt.

70.03.10 Coveralls may be worn over the uniform while installing tire chains or cleaning the bus.

70.03.11 Casual clothes may be worn while performing non-driving bus assignments, such as, cleaning the bus and/or maintenance duties which may cause excessive soiling of the uniform.

70.03.12 Optional approved hats will be appropriately monogrammed.

70.03.13 From April 1 to November 1 approved summer uniform items may be worn.

70.03.14 During colder weather approved sweaters, sweater vests, turtleneck shirts, heavier coats, toboggans, gloves and boots may be worn.

70.03.15 After initial fitting, alterations due to weight gain or weight loss, are the responsibility of the employee (exception may be when renting or leasing)

70.03.16 All transportation employees are required to be clean and neat when reporting to work.

70.03.17 Uniforms are not to be worn while working for another employer or during leisure activities.

70.03.18 The uniform is only to be worn while the employee is officially working for the Board of Education, and is not to be worn between the morning and evening runs if the operator is gainfully employed elsewhere. Uniforms shall be worn on weekends only when

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- performing extra curricular activities or other job related duties.
Employees are not to permit unauthorized use of his/her uniform.
- 70.03.19 All pupil transportation uniformed employees are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Any pupil transportation employee who fails to comply with this policy may be sent home and be subject to disciplinary actions.
- 70.03.20 Medical or religious exceptions to these regulations may be approved by the Administrative Assistant of the Pupil Transportation Department.
- 70.03.21 Upon termination of employment or change in classification all uniforms must be returned to the Kanawha County Pupil Transportation Department before receiving his/her last check. All required employee uniform items becoming unsuitable for wear must also be turned in to the Pupil Transportation Department.
- 70.03.22 Uniform items such as, shirts and slacks, generally, depending upon wear, should be replaced every two (2) years and be provided by Kanawha County Schools.
- 70.03.23 The Superintendent or Administrative Assistant for Pupil Transportation shall designate the particular items of clothing that shall constitute the approved uniforms and approved optional items and shall make such list available to all transportation employees.
- 70.03.24 The Superintendent or Administrative Assistant for Pupil Transportation may adopt such regulations as may be required or desired to implement and further the purposes of this policy.
- 70.04 Penalties.** Any employee failing to comply with the provisions of this policy or any regulation promulgated hereunder shall be subject to the following penalties.

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- 70.04.1 1st Offense - Employee will be given, an oral reprimand with documentation on an incident report form by the Terminal Supervisor.
- 70.04.2 2nd Offense - Employee will be given a written reprimand with a copy being placed in their personnel file by the Administrative Assistant for Pupil Transportation.
- 70.04.3 3rd Offense - Employee will be given a three day suspension without pay.
- 70.04.4 4th Offense - Employee will be recommended to the Kanawha County School Board for termination based upon Insubordination.
- 70.04.5 The Superintendent may recommend enhanced or mitigated penalties if the circumstances demonstrably warrant.