

SECTION III: PERSONNEL

M. RECEIPT OF HANDBOOK

Drivers and attendants shall be issued and acknowledge the receipt of the Tangipahoa Parish School Board's Driver and Attendant Handbook by signing the Receipt of Handbook Form. The signed form shall be placed in the employee's personal folder in the Transportation Department.

Drivers and attendants shall be responsible to read and be familiar with the contents of this handbook; especially those sections specific to the safe discharge of their daily duties. The handbook should be placed where it can be referred to and reviewed on a regular basis. Should a driver or attendant choose to keep their copy of the handbook on the bus, steps should be taken to protect the handbook from damage by placing it in a sturdy and protective cover.

From time to time, revisions, additions and memorandums will be issued to drivers and attendants containing directives, procedures or policy changes. Drivers and attendants should place these items in their handbook for future reference and guidance.

ⁱ Revised Date July 1, 2008.