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BUILDINGS AND GROUNDS MANAGEMENT

The Board requires that all school property be maintained in good condition. Periodic inspections shall be made to reduce hazards and help assure clean and attractive facilities.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002

EMERGENCY DRILLS

The Board requires that at least one fire drill be held in each K-5 school during each month school is in session. Bi-monthly fire drills shall be held in grade 6-12 schools. A fire drill shall require complete evacuation of the building. Each school shall keep a record on file of all fire drills.

At least one tornado drill shall be held in each K-5 school during each month school is in session. Bi-monthly tornado drills shall be held in grade 6-12 schools. A record shall be kept on file of the tornado drills.

School personnel shall cooperate with local, state and national organizations to develop plans dealing with all possible emergencies, e.g. tornadoes, nuclear attack, etc.

All doors and exits shall meet the required codes regarding emergency exits.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED: May 28, 2002

LEGAL REF: The *Code of Alabama* 36-19-10, 36-19-11.

TRAFFIC AND PARKING CONTROLS

The Board and administrative staff will work with law enforcement agencies and other appropriate agencies in an effort to provide the best possible safety procedures for students leaving and entering school grounds.

These safety procedures will include the use of safety patrols at crosswalks when approved by the appropriate law enforcement agency and the marking of school speed zone areas as provided by law.

The Superintendent shall develop rules and regulations relative to parking and traffic control on all school property under control of the Board.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002

SAFETY INSPECTIONS

As part of a comprehensive safety and loss control program the Board requires that all school-owned property be inspected for potential safety hazards at least on a monthly basis. These inspections should be conducted by the person responsible for managing the site inspected. For example, principals should examine the schools for which they are responsible, while the transportation supervisor should examine the transportation garage and bus storage lots.

A written report of each safety inspection should be submitted to the Superintendent or his designee. Hazardous conditions identified within the inspection report should receive immediate attention from the maintenance or other appropriate staff in order to prevent injury to persons and/or loss of property.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002

EQUIPMENT AND SUPPLIES MANAGEMENT

The Board requires that all maintenance equipment, tools, etc., be inventoried and a periodic check made to assure proper accounting of such equipment. Board-owned equipment shall not be loaned to private individuals or used for private purposes.

All office and janitorial supplies provided by the Board shall be requested in writing, and accurate records of their distribution shall be maintained.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED: May 28, 2002

LEGAL REF: The *Code of Alabama* 16-11-9, 16-11-12, 16-8-8, 16-8-9.

STUDENT TRANSPORTATION AND MANAGEMENT

The Board shall:

1. Employ a competent supervisor and/or manager of transportation services.
2. Require periodic safety inspection of all vehicles used for transporting students.
3. Require training and licensing of drivers of all vehicles used to transport students to and from schools and in all school related activities.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED: May 28, 2002

LEGAL REF: The *Code of Alabama* 16-27-4.

INSURANCE PROGRAM

The Board will purchase a liability insurance policy naming as insureds all employees who are **required** to transport students.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002
LEGAL REF: The *Code of Alabama* 16-27-7.

SAFETY

The Board requires that prior to employment all school bus drivers obtain a special school bus driver's license issued by the State Department of Education and an Alabama commercial driver's license.

Safety Inspection

The State Board of Education requires that all vehicles used for the transportation of children be inspected annually by authorized and qualified State Department of Education employees. Any bus found to be deficient shall be "red tagged" and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

All vehicles used for the transportation of children, whether privately or publicly owned, shall be inspected monthly by local transportation personnel in accordance with standards established by the State Department of Education.

All bus drivers shall wear seat belts while operating a school bus.

Bus Conduct

The safety of those who ride a school bus depends to a great extent on their own behavior. Students on school buses are under the supervision of the bus driver and shall obey the driver at all times. Failure of a student while on a school bus to comply with the instructions of a school bus driver shall result in the student being subject to the Board's disciplinary policies.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED: May 28, 2002

LEGAL REF: The *Code of Alabama* 16-27-3 to -6, 32-6-49.1 to 32-6-49.20.

SPECIAL USE OF SCHOOL BUSES

It shall be the policy of the Board to permit the use of school buses for student trips or excursions to enhance instructional activities. The use of buses for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

Special forms will be furnished by the Superintendent in order to fully comply with this policy. Principals are responsible for seeing that all forms are completed properly.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002

FOOD SERVICES MANAGEMENT

The Board shall provide nutritious adequate meals to all school children at a minimum cost. The school food service program will at all times be operated in compliance with federal, state and local laws and regulations as well as policies of the Board.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002

FREE FOOD SERVICE

The Board maintains that the School District shall provide eligible children free or reduced-price lunches in accordance with National School Lunch Program Guidelines. When a child transfers from one school to another within the district, the transferring principal shall report eligibility status to the receiving principal.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002

SANITATION INSPECTIONS

School boards must require all employees who handle food to have a physical examination for tuberculosis at least once every three (3) years.

State and county departments of health are authorized to establish reasonable standards of sanitation for food service establishments.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002
LEGAL REF: The *Code of Alabama* 16-22-3.

FOOD SERVICE RECORDS

The Board requires that all lunchroom funds be accounted for in accordance with policies set forth by the local, state and federal requirements.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED: May 28, 2002

LEGAL REF: The *Code of Alabama* 16-8-38, 16-9-27, 16-11-22, 16-12-3(a), (f), 16-12-12, 16-13-31, 16-11-21.

**COLLECTION POLICY FOR RETURNED CHECKS
CHILD NUTRITION PROGRAM**

The Child Nutrition Program is a federally subsidized program. Federal programs do not recognize “bad debt.” Therefore, any uncollected checks will be turned over to the Russell County District Attorney’s Office for collection. The following steps will be taken in handling RETURNED CHECKS:

1. Three (3) attempts will be made to collect, from the writer of the check, the amount of the check and a standard service charge payable in cash or by money order.
2. If no contact is made in three (3) attempts, a certified return-receipt letter will be mailed to the writer of the check informing the party that he/she has 10 days from the receipt of said letter to present payment to the school district’s Child Nutrition Program.
3. After the 10-day period has expired without collection, the letter and all other pertinent information will be turned over to the Russell County District Attorney’s Office for collection.
4. Anyone who writes two worthless checks to the Child Nutrition Program in the same year or has a check turned over to the Russell County District Attorney’s Office will not be allowed to pay any debt to the school district by check for one year from the second occurrence.

SOURCE: Russell County Board of Education, Phenix City, Alabama.
ADOPTED: February 28, 2006
LEGAL REF: Alabama Code, Section 13A-9-13.2

RISK MANAGEMENT POLICY STATEMENT

The Board recognizes its responsibility for properly managing the resources of the School District. This responsibility includes concern for the safety of students, employees and the public as well as concern for protecting the District's property from loss. No new policy or procedure will be adopted or approved by the Board without first giving careful consideration to the School District's risk exposure.

The Superintendent or his designee shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the performance of the educational and service missions of the District. This risk management and insurance program shall include means for identifying, eliminating, reducing, retaining or transferring risk. Only when a particular risk cannot be eliminated or feasibly retained by the District shall it be transferred by the purchase of insurance.

The Board realizes that the assumption of some predictable risks is the most economically feasible method of treating certain exposures. When in the apparent best interest of the District, the Board may budget for and retain limited and predictable risks of financial loss.

When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded program, the reliability and financial stability of the insurer or self-funded program, and the price of the coverage as competitively determined.

The Board does not recognize any obligation to purchase insurance from a particular agent(s), broker(s) or insurer representative(s) of State Insurance Fund other than an obligation based on the above stated consideration.

The Superintendent shall have the responsibility for preparing an annual risk management report for review by the Board. The report shall include a description of the District's current risk management program and a summary of the existing insurance coverages.

The Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement and maintain an effective risk management program for the District.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED: May 28, 2002

LEGAL REF: The *Code of Alabama* 16-11-12, 16-11-27, 16-12-5, 16-8-42.

PROPERTY

The Board shall insure for its full value all property for which it has title, including but not necessarily limited to buildings and contents.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002
LEGAL REF: The *Code of Alabama* 16-8-42, 16-11-27.

LIABILITY

The Board will purchase general liability insurance coverage to protect the Board members, the school district and employees for the risks to which all are exposed. This coverage will be purchased with limits for the district equal to at least the limits of exposure designated within the Alabama Tort Claims Act.

The Board will also purchase errors and omissions liability coverage to protect the Board members, the school district and all school employees.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: May 28, 2002