

HEBER ELEMENTARY SCHOOL DISTRICT

Board Policy No. 3002: BUS TRANSPORTATION

- A. The transportation of pupils to and from school or to school sponsored activities is not required by law but will be provided by the Board of Trustees of the Heber Elementary School District as a service to parents and pupils. Pursuant to Education Code section 39807, the District reserves the right to require parents or guardians to pay a portion of the cost for home to school transportation in an amount determined by the Board. The Superintendent shall coordinate all transportation and shall be kept continuously informed of pupil whereabouts.

- B. Pupils who do not adhere to proper behavior standards or who endanger the safety of other pupils while on the school buses shall have the privilege of bus transportation revoked pursuant to Board Policy 5019.

- C. The District provides home to school transportation and regular bus transportation to special education pupils. The Individualized Education Program (IEP) team will utilize the District established guidelines to clarify transportation needs of special education pupils. When the IEP team is determining the transportation service provisions to pupils the following will be considered.
 - 1. Medical diagnosis and health needs
 - 2. Physical accessibility
 - 3. Pupil's capacity
 - 4. Behavior Intervention Plans
 - 5. Other transportation needs
 - 6. The provision of transportation services will be based upon pupil needs, but if it is beyond existing capabilities, approval must be granted by the Superintendent.
 - 7. Transportation options may include, but are not limited to: walking, riding the regular school bus, utilizing public transportation, riding a special bus from a pick-up point, and a portal-to-portal special education transportation via a school bus, taxi and reimbursed parental driving.

- D. All pupils, including those receiving specialized instruction and services, are subject to the rules and policies governing regular transportation offerings within the District, unless the specific needs of the eligible pupil or the location of the special education program or service dictate that special education transportation is required.

- E. The suspension of transportation services for a special education pupil can constitute a significant change of placement if the District: (1) has been transporting the pupil; (2) suspends the pupil from transportation as a disciplinary measure; and (3) does not provide another mode of transportation (Office of Civil Rights, Letter of Finding Complaint No. 04-89-1236, December 8, 1989). A significant change in placement requires a meeting of the IEP team to review the pupil's IEP. During the period of suspension from bus transportation, pupils must be assured of accessing the required

special education instruction and services.

- F. When pupils are provided home to school transportation, a parent/guardian or other identified responsible individual must be present at the point of departure for school and upon return of the child home. Written authorization must be provided to the District for pupils to be released to individuals other than the parent/guardian. If the parent/guardian or authorized individual is not present to receive the child upon drop-off, the child may be transported to the bus shed and/or police station.
- G. If medication is to be transported between the home and school in District vehicles, the medication must be provided to the driver. Medications will be signed-in upon receipt, the amount and type of medication identified, and signed-out when the driver delivers the medication to the school site.
- H. At least once a year, the Transportation Supervisor shall cause evacuation drills to be held on all regular and special education bus routes and document the time, date and results of such drills, and report compliance to the Superintendent. All students will participate whether they ride the bus on a regular basis or only for occasional field trips.
- I. **Transportation Administration**
The Transportation Department shall be directed by a Transportation Supervisor who shall be directly responsible to the Superintendent. The Transportation Supervisor shall be directly in charge of bus drivers; establish regular bus routes and stops; schedule all trips; be responsible for equipment maintenance, current driver licensure, bus storage, and shall keep such records as are required for the State Transportation Report.
- J. **Transportation Employees**
 - 1. Only properly licensed drivers shall drive school buses and other school vehicles. The Transportation Supervisor shall quarterly verify that each driver's license to drive a school bus or other vehicle is current and in compliance with State law.
 - 2. Employees, when driving school District vehicles, or when driving other motor vehicles while transporting school District personnel or pupils, shall at all times wear seat belts.
 - 3. The salaries, hours of work, etc. or transportation from school by private automobile in an emergency situation may only be made in automobiles covered by the minimum public liability insurance required by state law.
- K. **Instructions to Bus Drivers**
 - 1. The handbook, including all applicable state or federal law for school bus drivers shall be considered part of this Policy.
 - 2. The bus capacity shall never be exceeded by even one passenger.
 - 3. Bus drivers are required to immediately report to the Transportation Supervisor any accident within the scope of their duties, and any ticket, citation or notice of action taken which has or may have an adverse effect upon their license to drive a

school bus or other vehicle within the scope of their employment for the District.

4. The bus driver shall not leave the passenger stranded between home and school, but shall either deliver the passenger to his or her destination or have the Transportation Supervisor pick the passenger up en route.
5. Drivers shall obey all state vehicle laws applicable to transporting authorized passengers, and all directions of the Transportation Supervisor regarding the inspection and maintenance of District vehicles.
6. Section 34502.6 of the Vehicle Code states that school districts shall adopt policies and procedures for the operation of school buses and cover driver's discretionary authority to discontinue activity trips when atmospheric conditions (fog, wind, rain, snow, etc.) reduce visibility to 200 feet or less. In such cases, the driver shall move the vehicle to a safe place off the road and immediately radio the District Office for instructions. In no case may a District driver operate a vehicle in weather conditions that prohibit the safe operation of the bus. When atmospheric conditions such as fog or heavy rain, which require the driver to discontinue the trip, the driver, when safely moved to the side of the road, shall turn off all outside and inside lights of the vehicle, unless unsafe to do so, until conditions are safe for continuing the trip, or District Administration gives instruction to terminate the trip. In the absence of instructions from an available District Administrator, any such discontinuance of a trip for safety reasons must be reported immediately to the Superintendent or Assistant Superintendent.
7. When atmospheric conditions such as rain, etc. prohibit the safe operation of a school bus on unpaved roads, the Transportation Supervisor will temporarily discontinue pupil pick-up in these areas, and report such discontinuance to a District Administrator immediately. Parents will be notified that they must make arrangements to transport their children to and from school until such road conditions become safe for the restoration of bus transportation
8. Field/Activity Trips

When atmospheric conditions reduce visibility to less than 200 feet during a Field/Activity trip, the bus driver must make a determination as to the safety of continuing the trip. If the driver is within radio range of base, the driver must notify the District Office of any delay. Any delay of a trip under this provision requires written notification on the driver's report. Under no circumstances should a driver continue the trip if the driver reasonably doubts that this can be done safely.

L. Authority of Bus Drivers

1. The driver of a vehicle transporting authorized personnel shall have complete authority over all passengers and is completely responsible for discipline and orderly conduct (California Administrative Code Section 14263). 82.7)
2. When transporting groups of pupils supervised by a certificated employee, such as

a teacher, the certificated person shall be responsible for maintaining discipline and orderly conduct.

3. Passengers who fail to obey the directions of the bus driver or certificated person shall be reported by the driver to his supervisor who will report the matter to the Superintendent or Assistant Superintendent. The Superintendent may deny transportation to any pupil who refuses to follow the lawful direction of the bus driver or certificated employee in charge.

M. Limitations on Use of School Vehicles

Transportation shall be provided only to the following:

1. Pupils enrolled in the Heber Elementary School District.
2. Employees of the District.
3. Pupils coming to the school for the purpose of enrolling or going home after withdrawal.
4. Parents attending a field trip or other activity as a chaperone provided that an appropriate waiver has been signed by the parent or guardian.
5. The use of school buses, or any other school vehicle for other than school purposes shall not be permitted.

N. Field Trips and Sponsored Events

1. The Superintendent may authorize transportation of pupil groups for participation in regularly established extracurricular activities and for authorized scheduled field trips which have the prior approval of the Superintendent and in accordance with Board Policy 6019.
2. The sponsoring group will be charged the State approved transportation rate per mile which includes the bus driver's regular time and mileage. Any overtime compensation for the driver will constitute an additional charge. Depending upon the amount of time and the length of the trip, it will sometimes be necessary for the sponsoring group to pay the cost of the driver's sleeping accommodations or meals. All arrangements must be made well in advance of the event.
3. No more than one field trip outside of the immediate Imperial Valley area involving before and after school hours will be scheduled per day.
4. This section may be implemented to the extent that vehicles are available, in serviceable condition, and not used for more directly related school activities or Previously scheduled events.
5. It is the intent of this Policy to approve only those field trips that are directly related to the instructional program and that are learning activities and not activities solely for recreation or entertainment except for graduation activities.
6. When being transported in District vehicles, passengers shall comply with all rules and regulations which apply to "home-to- school" transportation and as set forth in this Policy.

- O. Employees of the District who volunteer to drive pupils in private vehicles shall comply with the following requirements:
 - 1. Procure a signed statement by parent/adult on form provided by Superintendent attached and forming part of this Policy.
 - 2. Certify that private automobiles are covered by minimum liability insurance as stated on signed parental form attached and forming part of this Policy.
- P. When school buses are used for transportation, they shall be driven only by personnel with school bus driver's certificates. When school vehicles are used for transportation, they shall be driven only by employees of the District who hold a valid California driver's license and who have been authorized by the Superintendent to drive District vehicles.
- Q. The District will bear the entire cost of transporting pupils in school buses or school cars for those events in which the pupils are representing the school or the school District in a performance or competitive endeavor (athletic contest, musical or dramatic performance, academic competition, etc.) so long as these events are held within Imperial County.
- R. Travel normally conducted by school bus, in connection with activities for which the District would normally pay the full cost, may be scheduled instead by charter transportation in the event that a parent, group or other organization desires to provide such transportation. In these cases, the Superintendent is authorized at his discretion, to pay the cost that would have been incurred if normal school transportation had been provided toward the cost incurred by the parent, group or other organization.
- S. Transportation Request
 - 3. The original copy of all bus transportation requests for trips in the immediate Imperial Valley shall be filed in the office of the Superintendent no less than five days before the requested field trip.
 - 4. The original copy of all bus transportation requests for trips outside the immediate Imperial Valley area shall be filed in the office of the Superintendent at least two weeks prior to the requested field trip.

Legal Reference: Education Code section 39800 *et seq.*

Board Policy Adopted By The Board: October 9, 2003
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