

Transportation Management

1.0 Purpose:

The Wirt County Board of Education shall provide at public expense adequate means of transportation for all children who live more than two miles by the nearest available road to their assigned attendance center. In addition, the Board may provide adequate means of transportation living less than two miles from school within the available revenues, or where extremely hazardous conditions exist. In each situation the Board will approve bus routes to be established only on roads that are approved and maintained by the WV Department of Highways to the satisfaction of the Board of Education.

The Wirt County Board of Education, at its discretion, may provide a fleet of vehicles necessary to meet the transportation needs of personnel as approved and designated by the Superintendent of Wirt County Schools. The fleet may consist of passenger cars, trucks, or vans which are suitable for transporting employees to out-of-county and in-county activities and events related to their assigned responsibilities. The fleet may be owned or leased by the board.

It shall be the policy of the Wirt County Board of Education to allow certain designated employees to use County-Owned Vehicles to travel between their residence and their workplace. This policy is applicable only to those employees who by the nature of their duties and responsibilities such is deemed to be in the best interest of the efficient and effective operation of the Wirt County School System. This must be pre-approved by the Superintendent.

2.0 Definition(s):

The Wirt County Board of Education shall have the authority pursuant to 18-5-13 of the WV School Code to provide at public expense adequate means of transportation for all children of school age. Wirt County Schools shall adopt and enforce all regulations concerning operation of buses. The Board shall establish an ongoing school bus maintenance program that insures in so far as possible, the safe operating condition of all buses used in the section 4336 of the West Virginia State Board of Education Policy.

As used herein, the word "vehicle(s)" is defined any board-owned vehicle.

3.0 Responsibilities:

- A. The Board may further provide adequate transportation for school children participating in extracurricular activities. These extracurricular activities may include, but are not limited to, athletic contests and band contests and performance.
- B. In all cases the buses or other vehicles owned by the Board shall be driven or operated only by drivers regularly employed by the Board of Education. In addition, the Board shall carry such insurance on said vehicles and drivers as may be required by state law, WV Department of Education regulation, or county board regulations. Regularly scheduled use must be pre-

Transportation Management

authorized by the Superintendent of Wirt County Schools. All employees authorized to drive a county-owned vehicle must follow the procedures established in the Wirt County Schools Procedure for Use of County Vehicle Guidelines.

C. Personnel who are required to be on-call for after hour emergencies may be assigned a vehicle for daily use. Such use must be pre-authorized by the Superintendent of Wirt County Schools.

1. Only employees will be authorized to operate the vehicle.
2. The vehicle is to be used only for school business.
3. Personal use of the vehicle, other than for transportation to and from work or work-related assignments, is strictly prohibited.
4. No authorized persons are allowed in vehicles at any time without the approval of Superintendent.

D. Conditions for Continued Use of a County-Owned Vehicle

1. No repair will be performed on the vehicle without the proper approval by the Superintendent or designee.
2. All accidents will be reported immediately (no matter how minor) to the Superintendent of Wirt County Schools or Transportation Director.
3. All accidents and related injuries will be reported in writing to the law enforcement Agency where the accident takes place at the time of the accident. Drivers shall Report to the Superintendent or Transportation Director any parking or traffic ticket incurred while operating a county-owned vehicle, along with proof of payment.
4. The designated operator is responsible for the cleanliness of the vehicle both Inside and outside, and the operator must return a clean vehicle.
5. Before an out-of-county trips are made with county-owned vehicle, the authorized driver shall check the vehicle for any maintenance problems.
6. Transporting cargo unrelated to the performance of school business is prohibited.

E. The Wirt County Schools Director of Transportation is responsible for complying with all rules and regulations of the State Board of Education, all laws of the State of West Virginia, and related federal statutes.

F. The Director of Transportation shall have the overall authority and responsibility, subject only to review by the Superintendent, for planning and supervising the safe, economical,

Transportation Management

- efficient, and effective busing of pupils to public schools. The Director of Transportation is also responsible for establishing and adjusting bus schedules as needed. He/she has the further responsibility for seeing that vehicles are maintained in a safe, clean condition and that necessary repairs are made as needed.
- G. While the Director of Transportation bears the overall responsibility for management of the transportation system, it is the driver who has the responsibility for the lives and safety of the pupils transported every day. During the time that the students are transported to and from school, the bus driver stands in the place of the parent and shall exercise such controls as are necessary to insure their safe trip. The school bus driver shall see that proper conduct is maintained on his bus. The driver may assign seats to pupils. Pupils who refuse to comply with proper conduct standards will be referred to the school principal for disciplinary action. Standard school discipline procedure will be followed.
 - H. The Director of Transportation shall have the responsibility of scheduling bus routes in such a fashion that riding time and duplication of service shall be minimal. Principals should be included by the Director of Transportation in the planning of bus schedules where their school is involved or where specific problems occur. Any driver who knowingly fails to pick up children as may be assigned at the beginning or during the school term, shall be considered in neglect of duty and be replaced. Drivers are also required to follow the route and schedule as established and to be at each stop at the appointed time as nearly as can be safely accomplished.
 - I. Every bus driver is required to report promptly, on the appropriate form, to the Wirt County Director of Transportation any school bus accidents involving death, injury or property damage. All accidents regardless of the damage involved must be reported immediately to the transportation director. If any part of the bus rubs, scrapes, or touches any other object or vehicle in such a manner as to cause damage to the bus or the object, this constitutes an accident.
 - J. The school bus driver shall see that the bus is in good mechanical condition at all times. The driver shall also see that it is clean and comfortable. The driver is required to perform the standard pre-trip inspection as required by state regulations. The driver will endeavor to run regularly and promptly on the schedule established. The driver shall not transport pupils to school when weather conditions make it definitely dangerous to life and limb. The driver will check weather broadcasts and school closing reports. In case of doubt about the weather, the driver shall check directly with the Director of Transportation. When ice and snow conditions exist, drivers will install tire chains.
 - K. The individual driver may make minor repairs, such as wiper blades, or light bulb replacements as necessary. All major repair work shall be done in the school bus garage under the direct supervision of the chief mechanic, and a record of repairs kept for each bus.

Transportation Management

- L. Temporary changes in bus assignment of individual students will not be permitted except when authorized by the principal in writing and only when such assignment does not result in the overload of any bus.
- M. A parent or other responsible person will be required to meet the bus when pre-school, or handicapped children are returned home. If there is no one to receive the child, the bus will complete its route and return the child to school. The safety of pre-school, and handicapped children transported home by bus is a special concern of the Wirt County Board of Education.
- N. A responsible person must remain at the school in order to receive the child when the parents are not at the designated bus stop. In cases where a parent is not available to meet the bus, they may name one or more responsible people to meet the bus. Such persons must be authorized in writing to the principal of the child's school who shall sign and forward it to the child's bus operator. Schools and drivers must inform parents of this policy at the beginning of the school term or when the child is enrolled.
- O. All buses and other vehicles owned and operated by the Wirt County School system shall be safety inspected by the assigned driver and bus maintenance personnel on a regular basis. In addition, all buses shall be available for the regular state inspections. Any defects noted by either the regular local or state inspection shall be remedied immediately.

4.0 Procedures:

Transportation of pupils living not more than two miles distance from school by the nearest road or path is not required by law. The Board of Education may permit the transportation of pupils nearer to school than the prescribed limits under the following conditions:

1. Students who live along a regularly established bus route may be transported, if the bus is not loaded to capacity when it reaches these pupils.
2. Students living the farthest distance, under the limit, will be given preference.
3. Children who must walk along extremely hazardous roads may be transported regardless of the distance from home to school.

The regular bus routes do not in all cases take care of pupils living over two miles from their assigned school. The Board of Education pays students in this category in lieu of transportation.

Drivers will not permit students off the bus except at their regular stop. Requests from parents to have students let off anywhere else must be approved by the principal and the driver notified in writing.

Subject to approval of the Director of Transportation, with the understanding extra travel time to and from work is not counted work time for pay purposes or calculated toward overtime. Bus Operators may take their bus to a safe parking spot at the end of their evening run (where the last student is unloaded) as long as said parking spot is not over eight miles beyond the closest school or facility owned by the Wirt County Board of Education which is designated for bus parking. Provided however; that in cases where the morning run (where you pick up your first student) starts in a different location, you may use

Transportation Management

the eight mile limit (based on morning run instead of evening run) beyond the closest school or facility owned by the Wirt County Board of Education which is designated for bus parking.

The bus parking section of this policy applies unless there is a written agreement between the Wirt County Board of Education and the bus operator. This agreement will include an understanding of where the official work day begins and ends. This agreement must be reviewed and approved by the Superintendent or his/her designee.

In order to use a county-owned vehicle, or continue to use a county-owned vehicle, such as passenger cars, trucks, or vans, the following steps must be followed in the Wirt County Schools Procedure for Use:

1. Submit Request for Travel form to supervisor, indicate by checking the box if you would like to request use of the company vehicle. (Request for use of vehicle must be signed by Superintendent.)
2. Submit a copy of your driver's license, insurance card, and verification that you have completed the defensive driving course.
3. Verify that maintenance check has been completed.
4. Sign schedule for use of vehicle, after receiving your approval.
5. Be sure to take an accident report form with you in case of need.

On the day you plan to pick up the car, truck, or van, complete the following.

1. Pick up keys and fill out vehicle Sign In/Out Sheet from Transportation Director or designee.
2. Check vehicle for any problems and confirm mileage entered on the form.
3. Be sure to use all safety precautions while driving and drive defensively.

Upon return of the vehicle, be sure all forms are signed and submitted. Submitted gas receipts should be included on the Travel Reimbursement form after travel.

5.0 Severability:

If any provision of this policy or application thereof to any persons or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Review Schedule

This policy will be reviewed in accordance with the policy review schedule published by the superintendent.

Authorization: WV Code: Chapter 18, Article 5, Section 13; WV State Board Policy 4336

Transportation Management

Reviewed: February 2, 2015; July 19, 2018

Replaces: DGH-R, October 12, 1998; D-08 March 24, 2015