

REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and the students. Students shall obey the driver promptly.
2. Students shall occupy the seat designated for them by the driver.
3. Students shall be on time at the point of pickup. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent's responsibility to transport the student to school.
4. Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school.
5. In an effort to make the ride on the bus both enjoyable and safe, it will be necessary for bus students and parents to cooperate with the bus driver and the school in adhering to the rules and regulations given below.
 - a. While waiting for the bus to arrive at the bus stop, please stand 6 (six) feet from the road edge. All youngsters shall line up at the bus stop with the oldest children in the front of the line. As you load the bus, go to the appropriate seats.
 - b. Approach the bus only after it has come to a complete stop and the red lights are flashing.
 - c. Walk onto the bus with care and sit down. There shall be no more than 2-3 persons to a seat, depending on the size of the student.
 - d. Feet shall be on the floor and out of the aisle.
 - e. Hands and arms shall be kept out of the aisle and inside the windows.
 - f. Musical instrument cases must be placed in the area designated by the bus driver.
 - g. Standing in aisles or jumping on seat areas is prohibited at all times.
 - h. Students are to remain seated until the bus reaches school, your home or other designated area and the bus comes to a complete stop.
 - i. Bullying/physical abuse and/or use of abusive language to others or bus drivers will not be tolerated.

- j. Please refrain from loud talking, whistling, shouting, or singing. Remember – unnecessary noise is distracting to the driver, and his/her concern is your safety.
- k. Once the bus is stopped, please depart in an orderly and polite manner.

THE ROLE OF STUDENTS AND PARENTS IN TRANSPORTATION

The following guidelines suggest the role for students and parents as they relate to pupil transportation:

1. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operation of the school bus or the safety of the children riding this bus.
2. Parents are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the loading/unloading area and the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the school Administrator.
3. Students should leave home early enough so that they arrive at the designated school bus stop point five (5) minutes before the scheduled arrival time of the school bus.
4. Parents should be aware of their responsibility not only for their child's behavior while on the school bus, but also their responsibility for damage caused by their child(ren) to the property of others, including the school bus. When a child walks to and from the bus stop, and while he/she waits at the school bus stop, and when he/she walks home from the school bus stop at end of the school day, he must show consideration and respect for the property of those citizens whose homes and places of business are located along these routes.
5. Parents, together with the child, should develop a route to and from the school bus stop, or school, which minimizes the exposure of the child to vehicular traffic. Shortcuts through isolated fields and woods or across streams or railroad tracks can often be dangerous. Entering abandoned houses or deserted building by children on their way to or from school should not be condoned. Injuries incurred as a result of deviation from the normal route of travel may not be covered by school insurance companies. The route should be direct and uninterrupted.
6. Parents should walk with younger children to and from the school bus stop, using this opportunity to teach the child(ren) proper pedestrian practice. If the parents cannot accompany their child(ren), arrangements should be made, if possible, for older children (brother, sister, or neighbor) to escort the younger children to and from the school bus stop or school.

7. Parents should develop in their child(ren) an awareness of the molestation (personal harassment) problem. Encourage children not to accept candy, soft drinks, money, toys or rides from strangers or to associate with anyone they do not know. If your child is confronted with these problems on his/her way to or from school, he/she should tell you or his/her teacher as soon as possible. This is a situation that should be referred to the police.
8. Parents should realize that weather determines how a child is to be dressed. Encourage your child to wear the type clothing that will not only keep him/her warm and enable him/her to see where he/she is going, but also permit him/her to be seen. If the child(ren) cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than his/her normal starting time in order to reach the school bus stop or school safely and on time.
9. In inclement weather announcements regarding the closing of schools or delayed opening begin at approximately 6:00 a.m. During severe weather conditions, pertinent information concerning the transportation program will be announced on the radio, television, and school website; www.sau3.org.
10. The application of common sense is the best method of determining the role of the parents regarding the safety of children traveling to and from school, either as a passenger on a school bus or as a pedestrian.

OPERATION OF THE SCHOOL BUS SYSTEM

- A. Bus routes/stops shall be established by the Transportation Coordinator in conjunction with school and the SAU administration. Routes will be over the most direct roads practicable for bus travel to serve those entitled to transportation service. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of pupils more directly. Routes will be designed to utilize the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.
- B. Bus schedules shall be established by the Transportation Coordinator and school administration under the direction of the Superintendent. The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal service to all patrons. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes will minimize and balance the time students spend on buses.
- C. Bus stops shall be established by the Transportation Coordinator and school administration under the direction of the Superintendent. Drivers may not load or unload pupils at stops

other than authorized bus stops. Priority in distance to stops will be given to younger children to the greatest extent possible.

- D. Authorized bus stops shall be located at convenient intervals in places where pupils can be loaded or unloaded, cross roads and await arrival of buses with the utmost safety permitted based upon road conditions, terrain, and visibility. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.
- E. The process of establishing routes/stops is as follows:
1. Bus coordinator obtains student enrollment list – midsummer
 2. The Transportation Coordinator evaluates past year's routes and stops, finds houses of new students, and drafts a route/stop proposal.
 3. Proposal is reviewed with Superintendent
 4. In August, a final draft is reviewed by the Transportation Coordinator and Superintendent.
 5. Routes and stops are published in local newspapers and posted on school district website; www.sau3.org
 6. Late registrations and other factors may necessitate alteration of newly established and publicized routes and stops.
 7. The Coordinator reviews routes/stops on a regular basis.
- F. Students entitled to transportation service will be assigned to a school bus and will be expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the Transportation Coordinator. Bus assignment changes will be made based on the following criteria;
1. Request must be written by parent or guardian
 2. Space must be available
 3. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal and/or Transportation Coordinator. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal will coordinate the change directly.
- G. Conflict Resolution Process

1. Conflict, requests, and questions are presented to the Coordinator for review
2. If the Coordinator perceives a safety concern or there is agreement that a change or addition to the route/stop is justified, the Coordinator will immediately make the change on a temporary basis.
3. If the Coordinator does not approve the request, and the petitioner wishes to appeal this decision:
 - a. The Coordinator compiles all appropriate data from his/her investigation for Principal/Superintendent review.
 1. The Coordinator may request a meeting with the petitioner and the Principal to seek resolution.
 2. The Coordinator may seek the advice/review of state officials.
 - b. The petitioner writes an appeal to the Superintendent, submitted to the School Board.
 - c. The Board hears the appeal from the Superintendent.
 - d. The Board makes a decision on the route/stop question after hearing all appropriate information.

First Reading: February 17, 2011

Second Reading: March 3, 2011

Adopted: March 3, 2011

STUDENT TRANSPORTATION GUIDELINES

A. Required Transportation

1. The school district has certain legal responsibilities to arrange and/or pay for transportation: e.g., students in grades 1-8; vocational students to a receiving district; educationally handicapped students as a related service. Implied is a duty that the transportation be safe.
2. The district can transfer and/or control this exposure by various methods. These methods include, in order of preference:
 - a) Hiring a commercial transporter under contract.
 - b) Using school owned vehicles that meet school bus construction standards (no 15 passenger vans), driven by school employees properly trained and certified as school bus drivers when such certification is required.
 - c) Using public transportation, where available
 - d) Using hired vehicles driven by school employees. These employees must be properly certified to drive the hired vehicle. The rental company will usually ask for proper documentation prior to rental.
 - e) Using school employees driving their own vehicles.
 - f) Using parents driving their own children in their personal vehicles.
 - g) Authorizing a student to drive him or herself only.

No student should ever be authorized to provide transportation to other students.

In all cases, the insurance covering the vehicle is primary. Primary insurance coverage for the above alternatives would be a) the commercial transporter's, b) & d) the district's, c) the public transporter's, e) the employees, f) the parent's, and g) the student's. The district's insurance would be secondary for alternative e). It may also be secondary for alternatives f) & g) but only when the school has authorized the use of the personal vehicle for such use.

B. Non-required Transportation

1. The district may adopt a policy to provide non-required transportation for reasons of convenience or safety: e.g., pre-school, kindergarten or high school student regular transportation, field trips, interscholastic athletic events, etc. In these cases to protect the district against "losing" a student under their care, the policy should specify that the student travel both ways on the school transportation, unless prior parental permission is granted.
2. The same priority for usage would apply in A. 2 above.

- C. It may be necessary and appropriate for school personnel to provide required transportation on an incidental or regular basis for a student to attend off campus sites, e.g., to carry out the provisions of an IEP, or a School-to-Work assignment. A certificate of insurance should be

obtained from the proposed driver, just as for other school drivers. Depending on the vehicle used, it may not be necessary for the driver to have school bus driver certification. There is also a need to establish proper supervision to protect both the driver and student against allegations of inappropriate behavior.

In general, school districts should not increase their potential liability by assuming responsibility for transportation beyond what is normally provided. Always consult with your school attorney before adoption of any policy you may be considering.

February 2005