

1 **5044**
2 **Safe Pupil Transportation Plan and**
3 **Pupil Transportation Vehicle Driver Satisfactory Driving Criteria**

4 It is the goal of the school district to provide safe, comfortable and
5 reliable transportation for bus-riding school children.

6 **1. Emergency Procedures**

7 **a) Mechanical breakdown**

8 In the event of a mechanical breakdown, the driver will:

- 9 **1)** Stop the vehicle in a safe location
10 **2)** Keep passengers in the vehicle, if it is safe to do so
11 **3)** Take steps to warn motorists, by activating hazard
12 lights and placing emergency triangles
13 **4)** Radio or call for assistance

14 **b) Injuries/Medical Emergencies**

15 If a student is seriously injured or suffers from a medical
16 emergency, the driver will stop the vehicle at the first safe
17 opportunity. The driver will provide emergency medical
18 assistance in accordance with the driver's first aid training.
19 The driver will notify the school district of the emergency
20 using the radio or other communication equipment. The
21 district will then summon emergency medical services by
22 immediately calling 911 and notify administrative
23 personnel.

24 **c) Severe Weather**

25 **1) Tornadoes.**

26 If the driver determines that there is likelihood that a
27 tornado will hit the vehicle, and there is not an escape route
28 available or time to drive to a safe location, the driver will
29 evacuate the vehicle, taking only the first aid kit. The driver
30 will take the students to the basement of a nearby building
31 or to the nearest depression or ditch upwind (toward the
32 storm) of the vehicle far enough away from the vehicle so
33 that it will not roll over on the students. The driver should
34 instruct students to cover their heads with their arms. If
35 the students are wearing coats or jackets, they can be used
36 to provide additional protection for their heads and bodies.
37 If there is no time to evacuate the students after stopping
38 the vehicle, the driver should have the students remain in

39 their seats and assume a protective position with their
40 heads below window level.

41 **2) Winter Weather**

42 If the school district or driver determines that a trip is too
43 dangerous to drive due to winter weather conditions, the
44 district will cancel the trip.

45 Parents should ensure that students are appropriately
46 dressed for winter conditions.

47 **3) Floods or Standing Water**

48 It is generally appropriate to drive through a small or regular
49 amount of water that has accumulated from a normal or
50 typical rainfall. However, drivers should not drive through
51 water on the road if: the water is moving or has a current;
52 there is dangerous debris in the water; the driver cannot
53 determine the depth of the water or there is a known dip in
54 the road which would create a deeper section of water; or if
55 there is any other water condition that the driver determines
56 is unsafe to drive through.

57 **d) Weapons, Hazardous Materials and Dangerous**
58 **Contraband**

59 If a driver discovers that a passenger may have a weapon,
60 hazardous materials or other dangerous contraband on the
61 vehicle, he or she should remain calm and call for
62 assistance. The driver should not inform passengers of the
63 presence of the weapon or other contraband.

64 **e) Unattended Items on or Near Pupil Transportation**
65 **Vehicle**

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67 The driver shall check for unattended items on or near the
68 vehicle as part of the exterior and interior pre-trip
69 inspections. If circumstances make an item suspicious
70 (because it is out of context, makes a noise, has visible
71 wires, placement was witnessed, was hidden, has
72 unidentified powders or putty-like substances, etc.), the
73 driver shall not inspect, move, or otherwise touch the item.
74 School staff will evacuate the area, then immediately report
75 the item to the staff member's direct supervisor, a principal,
76 or the superintendent. If the unattended item is not
77 suspicious (it has the characteristics of lost or misplaced
78 property or of discarded trash, etc.), the driver may
79 examine the item more closely. This may include looking

80 inside the item, attempting to identify the owner, reviewing
81 security camera footage, or talking to those nearby, and
82 then taking appropriate action.

83 **f) Terroristic Threat**

84 If a driver receives a terroristic threat that he or she deems
85 credible, he or she will notify the school district of the threat
86 using the radio or other communication equipment. After
87 consulting with school officials, the driver will determine
88 whether the threat requires evacuation of the bus. The
89 school will promptly notify the authorities of the threat.

90 For purposes of this policy, a terroristic threat is a threat to
91 commit any crime of violence or to burn or damage property
92 with the purpose of terrorizing another or of causing the
93 evacuation of the bus or in reckless disregard of causing
94 such terror or inconvenience

95 **g) Emergency Incident Reports**

96 Drivers will provide written documentation of any of the
97 emergency events specified in this policy by completing the
98 incident form attached hereto. This documentation must be
99 submitted to the school administration within 24 hours of
100 the event.

101 **2. Drop-off**

102 Drivers will drop students off at a location pre-determined through
103 communication between the school district and
104 parents/guardians. In the event the drop-off location is uncertain
105 or appears to be unsafe, the driver will communicate with school
106 staff in the building to seek additional guidance.

107 In no event will a driver drop a student off in a location which in
108 the reasonable judgment of the driver appears to be unsafe.
109 Drivers who believe the drop-off location to be unsafe shall release
110 students directly into the custody of a parent/guardian or shall
111 return students to their school building.

112 **3. Evacuation of Students With Disabilities**

113 The transportation supervisor, in consultation with bus drivers and
114 members of the administrative team, shall develop a written
115 emergency evacuation plan for each bus route. The plan shall
116 include an assessment of each student's ability to evacuate
117 himself or herself as well as his or her ability to assist others.
118 Disabled students should practice their evacuation skills as

119 required of their non-disabled peers if possible during evacuation
120 drills. Students or other individuals who will be assisting disabled
121 students evacuate during emergencies should practice this skill
122 during evacuation drills. Drivers or students who will be assisting
123 with the evacuation process should be familiar with any equipment
124 on the bus that would aid in the actual evacuation.

125 **4. Student Behavior on School Vehicles**

126 Riding school vehicles is a privilege, not a right. Students must
127 comply with the following rules and all school conduct rules and
128 directives while riding in school vehicles. In addition, students
129 must also comply with the student code of conduct while riding in
130 school vehicles.

131 **a) Rules of Conduct on School Vehicles:**

- 132 **1)** Students must obey the driver promptly.
- 133 **2)** Students must wait in a safe place for the bus to
134 arrive, clear of traffic and away from where the vehicle
135 stops.
- 136 **3)** Students are prohibited from fighting, engaging in
137 bullying, harassment or horseplay.
- 138 **4)** Students must enter the bus without crowding or
139 disturbing others and go directly to their assigned
140 seats.
- 141 **5)** Students must remain seated and keep aisles and
142 exits clear while the vehicle is moving.
- 143 **6)** Students are prohibited from throwing or passing
144 objects on, from, or into vehicles.
- 145 **7)** Students may not use profane language, obscene
146 gestures, tobacco, alcohol, drugs or any other
147 controlled substance on the vehicles.
- 148 **8)** Students may not carry weapons, look-a-like
149 weapons, hazardous materials, nuisance items or
150 animals onto the vehicle.
- 151 **9)** Students may carry on conversations in ordinary
152 tones, but may not be loud or boisterous and should
153 avoid talking to the driver while the vehicle is in
154 motion. Students must be absolutely quiet when the
155 vehicle approaches a railroad crossing and any time
156 the driver calls for quiet.

- 157 **10)** Students may not open windows without permission
158 from the driver. Students may not dangle any item
159 (e.g. legs, arms, backpacks) out of the windows.
- 160 **11)** Student must secure any item or items that could
161 break or produce injury if tossed about the inside of
162 the vehicle if the vehicle were involved in an accident
- 163 **12)** Student must respect the rights and safety of others
164 at all times.
- 165 **13)** Students must help keep the vehicle clean, sanitary
166 and orderly. Students must remove all personal items
167 and trash upon exiting.
- 168 **14)** Students may not leave or board the vehicle at
169 locations other than the assigned stops at home or
170 school unless approved prior to departure by the
171 superintendent or designee.
- 172 **15)** Video cameras may be placed on buses, at random,
173 to monitor student behavior on the bus.

174 **b) Consequences**

175 Drivers must promptly report all student misconduct to the
176 administration. These reports may be oral or written.
177 Students who violate the Rules for Conduct will be referred
178 to their building principal for discipline. Disciplinary
179 consequences may include:

- 180 **1)** Note home to parents
181 **2)** Suspension of bus riding privileges
182 **3)** Exclusion from extracurricular activities
183 **4)** In-school suspension
184 **5)** Short term or long term suspension from school
185 **6)** Expulsion

186 These consequences are not progressive, and school
187 officials have discretion to impose any listed punishment
188 they deem appropriate, in accordance with state and federal
189 law and board policy.

190 **c) Records**

191 Records of vehicle misconduct will be forwarded to the
192 appropriate building principal and will be maintained in the
193 same manner as other student discipline records. Reports

194 of serious misconduct may be forwarded to law
195 enforcement.

196 **5. Functional Capacity of the Driver**

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198 The superintendent or designee shall confirm a pupil
199 transportation driver's functional capacity and ability to conduct
200 the daily tasks and emergency evacuations required of such a
201 driver by:

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- 203 • Observing the driver complete the required daily tasks and
204 emergency evacuations;
- 205 • Observing, questioning, and/or directing the driver to
206 perform tasks in a manner that measures the basic visual,
207 cognitive, and physical abilities to complete the required
208 daily tasks and emergency evacuation; or
- 209 • Directing the driver to complete a functional capacity
210 evaluation or assessment conducted by a qualified
211 professional.

212 The superintendent or designee will remove the driver from duties
213 as a pupil transportation driver if he or she determines that a pupil
214 transportation driver is not functionally capable or able to conduct
215 the daily tasks and emergency evacuations required of such a
216 driver.

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218 **6. Satisfactory Driving Criteria.**

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220 The superintendent or designee shall annually review every pupil
221 transportation vehicle driver's Nebraska Department of Motor
222 Vehicles driving record before such a driver operates a pupil
223 transportation vehicle.

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225 Individuals who have been convicted of any of the following or
226 who meet any of the following conditions will not be allowed to
227 serve as a pupil vehicle transportation driver:

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- 229 • If the citation or conviction occurred at any time:
 - 230 ○ Motor vehicle homicide; or
 - 231 ○ Driving under the influence – 3rd or subsequent offense.
- 232 • If the citation or conviction occurred within the last 5 years:
 - 233 ○ Driving under the influence of drugs or alcohol;
 - 234 ○ Refusal to submit to a chemical test;
 - 235 ○ Failure to render aid in accident the driver was involved in;

- 236 ○ Speeding 15 miles per hour or more above the posted
- 237 speed limit;
- 238 ○ Reckless driving (willful or otherwise);
- 239 ○ Careless driving;
- 240 ○ Negligent driving;
- 241 ○ Leaving the scene of an accident; or
- 242 ○ Failure to yield to a pedestrian with bodily injury to the
- 243 pedestrian.
- 244 • If the driver has accumulated 5 points or more under an
- 245 operator’s license point system within the last 4 years.

246 The superintendent designee has the discretion to prohibit school
247 personnel from driving a school vehicle for a citation or arrest for
248 the above offenses or any other offense or reason. The
249 superintendent or designee will make the final determination
250 about the ability of an individual to serve as a pupil vehicle
251 transportation driver.

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253 Pupil vehicle transportation drivers must inform the
254 superintendent or designee of any citation or conviction related to
255 their driving within 24 hours of its occurrence or at the beginning
256 of the next school day, whichever is earlier.

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258 **7. Emergency Evacuation Drill Procedures for Students Who**
259 **Ride in Small Vehicles.**

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261 For purposes of this policy, “small vehicle” shall have the same
262 meaning as in Rule 91 from the Nebraska Department of
263 Education.

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265 In a small vehicle accident or emergency situation, the driver must
266 use his other best judgment to decide what action shall be taken.
267 The primary responsibility is pupil safety. In an emergency it may
268 be necessary that the vehicle be evacuated.

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270 Students who are transported in a Small Vehicle shall be
271 instructed in safe riding practices and participate in emergency
272 evacuation drills at least twice during each school year. These
273 drills shall be conducted in an appropriate location.

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275 Drills shall be conducted to address each of the following reasons
276 that an emergency evacuation may be required:

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- The vehicle is on fire, in danger of catching fire, or is close to an existing fire or highly combustible material. Passengers shall be evacuated at least 100 feet or more upwind from the vehicle.
- The vehicle is stopped at an unsafe location and unable to move. The driver shall use his or her judgment regarding the need to evacuate and the distance of the evacuation.
- The vehicle’s final stopping position: is in the path of any train or adjacent to railroad tracks; could change and increase danger; or is such that there is danger of collision. The driver shall evacuate the vehicle and use his or her judgment regarding the distance of the evacuation.

The safety of students is of utmost importance and must be given first consideration. Absent extenuating circumstance, the driver will place the transmission in park, activate the hazard warning lights, set the emergency brake, turn the ignition off, and remove the ignition key prior to evacuation.

If possible, students should exit the vehicle on the side away from any roadway.

During an evacuation, students should generally be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the students upwind of the vehicle at least 300 feet.

After evacuation, the driver should address any injured students and call 911, law enforcement, or other authorities or service providers as the situation dictates. The driver shall then promptly inform the school district about the emergency situation.

Drivers shall not leave the scene until appropriate transportation arrangements have been made for all students and he/she has been instructed by a member of the administrative team that he/she may leave.

The school may select, train, and prepare students to assist in evacuation in the event that the driver is incapacitated or otherwise unable to direct the evacuation. Such training can include, but need not be limited to, turning off ignition switches; setting emergency brakes; summoning help; using

322 windows for evacuation in emergencies; setting flags and
323 reflectors or reflective triangles; directing the evacuation; and
324 training with evacuation equipment.

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Evacuation of Students with Disabilities

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Drivers should assess each student's ability to evacuate himself or herself from a Small Vehicle as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any specialized equipment in the vehicle and used by disabled students that would aid in the actual evacuation.

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Emergency Equipment. Emergency equipment may include first aid kits, fire extinguishers, reflectors, flags, vehicle hazard lights, and other similar equipment. Drivers and students (as appropriate) should be made familiar with the purpose and use of this equipment during drills.

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Adopted on: May 8, 2007

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Revised on: August 12, 2014; February 13, 2018; August 14, 2019

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Reviewed on: November 9, 2010; October 8, 2013; August 12, 2014;

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February 13, 2018; August 14, 2019

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