

SENECA VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED:

REVISED: May 12, 2008

<p>1. Purpose</p> <p>2. Authority SC 1361, 1362 Title 22 Sec. 23.1, 23.2, 23.4</p> <p>3. Guidelines</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p style="text-align: center;">810. TRANSPORTATION</p> <p>Transportation for students shall be provided in accordance with law and Board policy.</p> <p>The Board shall purchase, equip, and maintain vehicles and/or contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.</p> <p><u>Qualifications Of School Bus Drivers</u></p> <ol style="list-style-type: none"> 1. A bus driver shall be fully licensed as a bus driver by the Pennsylvania Department of Transportation. Regular in-service and training programs shall be established to keep drivers aware of up-to-date state and district policies and regulations. 2. Before performing as a bus driver, a certificate of physical fitness from an examining physician must be present. 3. A satisfactory safe driving record shall be a prerequisite and may be reviewed on a random basis. 4. All drivers who operate a school bus or school vehicle in the Seneca Valley School District shall meet the requirements as listed in Title 75 of the Pennsylvania Vehicle Code. They shall meet or exceed the guidelines as listed in the Pennsylvania School Bus Drivers' Manual and the School Code. 5. A valid criminal history background check and child abuse clearance is required for all school bus drivers, school vehicle drivers, and monitors that operate a school bus or school vehicle for the school district or monitor on such vehicles. The clearances may be reviewed on a random basis.
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<p>Pol. 810.1</p>	<p>6. All school bus drivers, before driving for the Seneca Valley School District, will have completed and passed the drug testing regulations required by their school bus company policy as set forth in the regulations issued by the Federal Highway Safety Administration.</p> <p><u>Duties And Responsibilities Of School Bus Drivers</u></p> <p>The driver of a bus shall at all times operate in the interest of safety and the care of property, acting under the supervision of the Superintendent or designee.</p> <p>An annual physical and eye examination shall be given to all school bus drivers. The examining physician shall issue a certificate valid for one (1) school year to drivers who complete the required physical examination and who satisfy the legal requirements.</p> <p>All school bus drivers must complete a minimum of ten (10) hours of classroom and driving instruction every four (4) years as required by law.</p> <p>Any currently employed driver who operates a school bus or school vehicle in the Seneca Valley School District must immediately notify the school bus company of which they are employed if they are cited or charged with a violation of a criminal law including but not limited to driving under the influence (DUI) or child abuse or endangerment.</p>
<p>Pol. 810.1</p>	<p>The driver must refrain from the use of tobacco and intoxicants when operating a bus while in the employment of a school bus contractor in contract with the Seneca Valley School District.</p> <p>S/He shall assume responsibility for the good conduct of the students while on his/her bus and report to the building principal misconduct of any student, but shall in no case resort to corporal punishment.</p> <p>No student shall be ordered to leave a bus except at the student's stated stop or approved stop or field trip assignment.</p> <p>S/He shall carry no person on his/her bus except those children authorized to be transported unless by consent of a principal or Superintendent.</p> <p>The bus shall be operated at a speed not to exceed the legal highway speed for school buses and all highway speed for school buses and all highway laws shall be obeyed.</p> <p>The bus shall be kept clean and in good mechanical operating condition at all times.</p>

Children shall not be permitted to stand while the bus is in motion or to converse with the driver.

In case of an accident involving a school bus, the driver shall report the accident promptly to his/her employer or to the Office of Transportation of the school district.

All Students Transported

It is the policy of the district that transportation shall be provided for all students in the district from designated school bus stops. Such transportation includes transporting all kindergarten students one way. Those attending the morning session will be transported to school and parents/guardians will provide the way home; those attending the afternoon session will be transported on the way home with parents/guardians arranging for the transportation to school.

Change In Student's Bus Stop

Parent(s)/guardian(s) may request, in writing, that a student be reassigned to a different loading zone and/or route either on a regular schedule or on a temporary basis due to special circumstances. Each written request must be filed on the appropriate form available from the Transportation office. Each written request shall be evaluated on an individual basis by the Transportation Director. Unless a request arises from exigent circumstances, requests for changes in transportation assignments must be made in advance and will not be granted on the date of the request. Requests submitted to persons other than the Transportation Director will not be honored.

The district will not add additional buses or loading zones (bus stops) or alter established routes to accommodate an individual transportation request. Any change is dependent upon the availability of space on the alternative bus. Except as otherwise provided below, any change in assignment would require that the child be picked up and discharged at the same loading zone on a regular schedule.

Custody Orders

Where custody orders result in students residing at different residences within the school district and elementary attendance areas during the school week (for example, Monday through Wednesday with one (1) parent/guardian and Thursday and Friday with the other parent/guardian), students will be assigned to a loading zone and route that coincides with the alternating residency established by the custody order.

<p>Title 22 Sec. 23.4</p>	<p>Requests for changes resulting from custody orders must be accompanied by a copy of the relevant court order.</p> <p><u>Daycare/Babysitter Arrangements</u></p> <p>The district will consider requests by working parents/guardians who have a daycare or babysitting arrangement for their child. An approval would require that the child be picked up and/or discharged at the same loading zone each school day. Students can be assigned to bus routes only within the elementary attendance area in which they reside. Requests for student pick-ups and/or discharges from a daycare facility or babysitting site for less than five (5) days per school week will not be granted.</p> <p>Granting of such requests will be considered as temporary and subject to new stops or overloads created as a result. The request will be terminated should space be required to seat additional students assigned on the basis of residential address.</p> <p><u>Temporary Change Of Assignment</u></p> <p>Requests for temporary changes to a student's bus assignment and route will be considered only in the following situations:</p> <ol style="list-style-type: none">1. Death in family.2. Hospitalization of an immediate family member.3. Temporary guardian due to the absence from home of parent(s)/guardian(s). <p><u>Loss Of Bus Privileges</u></p> <p>All teachers are requested to impress upon the students the importance of proper behavior on the bus. Transportation provided by the district is a privilege not a right. This privilege may be suspended if any student misbehaves on the bus. When this restriction is imposed, the responsibility of transporting the child must be assumed by the parent/guardian. The loss of bus riding privileges does not excuse a student from attending school.</p> <p>A seating chart must be established on all buses prior to the end of the second week of school and maintained throughout the school year. Violations for unsatisfactory conduct on the school buses which could lead to the loss of privileges or riding the bus to and from school are as follows:</p> <ol style="list-style-type: none">1. Not remaining seated while bus is in motion.
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2. Not sitting in assigned seat.
3. Loud conversation.
4. Fighting.
5. Unnecessary noises.
6. Boisterous conduct, whistling, or calling to people from the bus.
7. Not keeping all parts of body inside of bus and feet on floor.
8. Profanity.
9. Smoking.
10. Littering on the bus.
11. Getting off the bus at other than own stop without parental permission and signature of school official.
12. Eating on the bus.
13. Indecent exposure.

The bus driver is responsible for enforcing the rules on the school bus. Parents/Guardians aware of violations of this bus code should report said violations to the principal of the student's building. The principal will determine when a reported offense is a violation. The following procedure will deal with violations of the bus code.

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| First Violation: | A warning notice or bus suspension may be given to the student by the principal. The parents/guardians will be notified of a notice or bus suspension. |
| Second Violation: | A bus notice or suspension may be given with parents/guardians duly notified. |
| Third Violation: | Loss of riding privileges on the school bus for an indefinite period. Parents/Guardians must arrange to meet with the Director of Transportation. Documentation to be forwarded to the Director of Transportation. |

Insurance For School Trips

The majority of all student transportation to and from school-related events shall be on commercial vehicles. Before any trips taken, names of participants, the driver, and the sponsor must be filed in the school office in advance of the event. It is the sponsor's responsibility to see that the above provisions are carried out. Exceptions to this policy, such as employees using their automobiles to transport students to events, must be approved by the building principal prior to said event. In such cases, the employee shall be personally liable for any damages to vehicles or other property that may occur as a result of an auto accident. Any personal injury to a student will be covered in the following sequence and, therefore, must be reported to the auto insurance carrier in this order as well:

1. Parent's/Guardian's insurance policy.
2. Employee's insurance policy.
3. District's insurance policy.

Any personal injury to an employee will be covered in the following manner:

1. Workers' Compensation insurance policy.
2. Employee's insurance policy.
3. District's insurance policy.

References:

School Code – 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1366, 1374, 2541, 2542

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 15.1 et seq., 23.1, 23.2, 23.3, 23.4, 23.6

Department of Transportation Regulations – 67 PA Code Sec. 447.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations – 49 CFR Part 37, Part 38

Board Policy – 000, 103, 121, 304, 317, 810.1