

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: August 8, 2006

REVISED: June 10, 2014

WELLSBORO AREA SCHOOL DISTRICT

810. TRANSPORTATION	
1. Purpose	Transportation for students shall be provided in accordance with law and Board policy.
2. Authority SC 1361, 1362 Title 22 Sec. 23.1, 23.2, 23.4	The Board shall contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.
SC 1362 Title 67 Sec. 447.1 et seq	The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.
SC 1374 Title 22 Sec. 23.3 Pol. 103	The Board shall transport handicapped students without regard to distance or hazardous walking conditions.
SC 1361	The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.
	School transportation is a cooperative program in which certain duties are assigned to different agencies. Each agency must recognize its relationship to the total program and perform its duties if the transportation service is to reach maximum efficiency, safety, convenience and economy.
	The school bus contractor and his/her drivers are key persons in carrying out the policies and regulations of school transportation and have certain relationships, either direct or indirect, with the following agencies:
	1. The State Board of Education, which prescribes the standards for school buses and exercises certain other regulatory powers.

<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 23.4</p> <p>Title 22 Sec. 23.4</p> <p>Title 22 Sec. 23.1, 23.4</p> <p>Title 22 Sec. 23.4</p>	<ol style="list-style-type: none"> 2. The Department of Revenue, which certifies school buses and administers certain provisions of the Vehicle Code which pertain to the operation of school buses. 3. The Pennsylvania State Police, who enforce the traffic laws and inspect school buses for certification. 4. The Department of Education, which approves transportation contracts and administers the school law governing transportation of students and acts in an advisory capacity and as a coordinating agent in the development of country-wide transportation system(s). 5. The Board, which determines the eligibility of students for transportation, establishes bus routes, time schedules, and awards transportation contracts. <p>The school bus contractor must know and must instruct the drivers as to the policies, rules and regulations of these agencies and shall put into operation the program designed by these agencies. In addition, the school bus contractor has intimate relationship with the Transportation Coordinator, principals, teachers, custodians, parents/guardians and students. Tact, diplomacy and courtesy in dealing with children, parents/guardians, school authorities and the general public will contribute to the success of the service.</p> <p>The school bus driver shall be responsible for the discipline of students while they are being transported.</p> <p>The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.</p> <p>The Superintendent or designee shall be responsible to:</p> <ol style="list-style-type: none"> 1. Establish rules governing the number of chaperones to accompany students in connection with school-related activities. 2. Prepare a district map or schedule indicating each bus stop and bus route. 3. Maintain records and make required reports regarding school transportation. 4. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.
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<p>4. Guidelines</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p><u>Qualifications</u></p> <p>It is the duty and responsibility of the district to establish qualifications consistent with state standards for the school bus drivers. The contractor shall ensure that all drivers are in compliance with all standards and shall notify the district Transportation Coordinator if any approved driver fails to meet qualifications. No driver who fails to meet qualifications shall be permitted to drive until qualifications are met. The contractor shall notify the Transportation Coordinator if current drivers have been charged with, or convicted of, crimes that call into question their suitability to continue to have direct contact with children.</p> <p>A driver must qualify by a physical examination and must secure an approved operator's certificate before operating a school bus. A school bus is no safer than its driver and, in addition to physical requirements, the driver shall meet the requirements of maturity, alertness, patience, dependability and courtesy. A bus driver shall be experienced, know the traffic regulations of the Motor Vehicle Code, understand the mechanics of the vehicles s/he operates, and have a satisfactory driving record.</p> <p>The bus driver sets an example for the students s/he transports; therefore, it is necessary that such person be above reproach in personal habits and character. The school bus driver shall abstain from the use of intoxicating beverages and profanity or indecent language and from smoking while driving the bus. S/He shall be clean and suitably attired.</p> <p><u>Duties</u></p> <p>The specific duties of the school bus contractor and drivers (regular and substitute drivers) are to:</p> <ol style="list-style-type: none"> 1. Understand the workings of the parts of the bus and to report to the contractor all conditions necessary to maintain the bus in proper working condition. 2. Attend all conferences or training classes for bus drivers. 3. Keep the school bus clean and properly ventilated. 4. Maintain a time schedule. 5. Assist in preparing bus routes, time schedules and necessary reports. 6. Observe safe driving practices.
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7. Maintain the scheduled route when weather permits.
8. Be available for transporting students at times other than the regular schedule in cases of emergency school closing.
9. Carry out bus evacuation drills twice a year.
10. Properly review bus routes and approved bus stops prior to driving the morning and afternoon runs.

Rules And Regulations

The Board shall enter into a written contract with the Contractor(s).

All school bus drivers, full-time or substitute, must obtain school board approval prior to driving for the school district and must annually submit a physician's certification of physical condition as required by the Pennsylvania Department of Transportation, Bureau of Driver Licensing.

Transportation routes shall be established with the advice and approval of the Board. Bus contractors shall not permit drivers to deviate from the established bus route except for hazardous driving conditions or upon written consent by the Board.

Students shall be taken on and discharged from the school bus at the extreme right side of the road and only at designated stops (approved stops appearing on the roster, the Transportation Registration form, or an emergency bus pass); students shall not be discharged at unapproved locations. All stops should be made where the bus can be easily seen. The driver shall give proper signals when slowing and stopping the bus. The driver shall keep the bus stopped until all students are across the highway and safely on the other side after being discharged. The driver will not proceed until all students are seated.

Each student shall be assigned a regular seat on the bus. Individuals other than a school student, employee or official shall not ride in a school bus on a regular route.

The bus driver shall not leave the bus while the motor is running.

Bus doors shall be closed while the bus is in motion.

Bus doors shall be opened at railroad crossings.

Bus drivers are not required to stop and wait at bus stops with no students present.

<p>SC 1362</p>	<p>The bus driver shall not drive the bus backward on school grounds without the direction of a person on the ground.</p> <p>Advertising shall not be displayed on the school bus.</p> <p>No student is permitted to ride any bus other than the one regularly scheduled, unless the driver receives a signed note from the principal or his/her designee.</p> <p>Walking distance for students shall not exceed one and one-half (1½) miles.</p> <p>Bus stop shelters may be provided by the Board.</p> <p>Students who reside more than the one and one-half (1½) miles from the school may be transported by school bus.</p> <p>The Transportation Coordinator shall be notified of any overloading of school buses.</p> <p><u>Approved Bus Stops (to and from school)</u></p> <p>Bus stops will be within the boundaries of Wellsboro Area School District and outside the designated Walk Zone.</p> <p>Homes, daycares, and meeting spots as directed by the district (e.g. intersection of roads, when a road is not traveled by a bus) are eligible stop locations.</p> <p>Eligible locations must be reviewed for safety (visibility, terrain, other considerations that may impact child well-being) prior to becoming an approved stop.</p> <p>Students will be allowed one consistent stop location in the morning and one consistent stop location in the afternoon. The only exception will be in the case of split custody situations in which a court document outlines the custody arrangement.</p> <p>A bus stop may be changed during the school year, with a wait time of 3 work days between request date and effective date. This will allow adequate time to identify the location, approve it as a safe stop, and communicate it to all parties.</p> <p>Students will be allowed to ride only their assigned bus to and from their approved stop. Bus passes will be used only in the case of emergency and at the discretion of administration (e.g. non-scheduled early dismissal, family emergency).</p> <p>There will be no workplace stops, no special riding privileges for social occasions (e.g. birthday party), and no transportation for after-school programs.</p>
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Conduct

Student transportation is an important part of the total school program. In many instances, it may be the only means of interpreting the schools to the public. From these observations, many parents/guardians are influenced in their evaluation of the entire public school program. Maintaining order on school buses requires the cooperation of students, parents/guardians, teachers, principals, Transportation Coordinator and bus contractors and drivers.

Bus drivers may permit students on trips to eat on the bus if the bus is kept clean.

The bus driver may reassign regular seats to students if s/he determines this would help maintain discipline on the bus.

Students shall remain seated in the bus until discharged at the proper stop.

Students shall load directly from the building at a designated time.

Students shall remain on school grounds while awaiting their bus.

Students are expected to be present at their assigned bus stops five (5) minutes prior to the scheduled pick-up time.

Installed audio equipment is permitted under the control of the driver. This is the preferred method of playing music on school buses. A common singles personal radio, tape player, or other audio equipment may be played on the bus only under the direct control of the bus driver. Individual radios, tape players, etc., with headsets are permitted with the consent of the bus driver and contractor.

Any music played must be appropriate for school age children. The bus driver must exercise good judgment as to content, quality, and loudness, and must be sympathetic to concerns of the students and parents/guardians. Unresolved concerns shall be referred to the Transportation Coordinator.

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

State Department of Transportation Regulations – 67 PA Code Sec. 212.101,
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, 504, 517