

Student Transportation Services

SCHOOL DISTRICT RESPONSIBILITIES

The responsibility for the daily operation, enforcement of these policies, and administration of the student transportation system is delegated from the School Board to the Superintendent of Schools, Supervisor of Transportation, Director of Special Services, and the building principals.

PRINCIPAL RESPONSIBILITIES

The principal or designees responsibilities include:

- A. Coordinate the unloading and loading procedure.
- B. Assist the driver/Transportation Supervisor with problems.
- C. Report the change of address for eligible students during the school year.
- D. Investigate written complaints in conjunction with the parent/guardian, the Transportation Supervisor, and Special Education, as appropriate.
- E. Provide special health care information to the drivers obtained based on the parent report of said information to the school.

BUS/VAN DRIVER RESPONSIBILITIES

The school bus driver shall meet the requirements for school bus drivers as set forth by the Department of Public Safety, Division of Motor Vehicles, and the Department of Education and Cultural Affairs.

- A. Route
 - 1. The driver will be expected to maintain a consistency in timing for all routes to which the driver is assigned. This means that students should be picked up at the same time and place every day.
 - 2. Bus drivers will allow only authorized riders on the bus.
 - 3. Bus drivers will not digress from their regular route except for road construction or other unusual conditions.
 - 4. Students will not be allowed to exit the bus other than at their normal drop-off point unless they have permission from the parent and only when authorized by the principal/designee.
- B. Pickup point of special needs students being transported by the school van.
 - 1. The driver will arrive at the scheduled time.
 - 2. The driver will assist the parent/guardian with helping the student to board the van when necessary.
 - 3. The driver will ensure that all special needs students have securely fastened seat belts and restraining devices.
 - 4. The driver will inform the transportation supervisor of those instances when parents are causing unreasonable delays.

- C. In transit
 1. The driver shall be responsible for maintaining a disciplined environment while the students are on the bus/van.
 2. The driver will report all inappropriate behavior by means of communication with the supervisor or building principal.
 3. The driver will drive defensively and reasonably.

- D. Drop-off point of special needs students being transported by the school van.
 1. The driver will arrive at the scheduled time within reasonable limits.
 2. The driver will assist the parent/guardian in helping the student off the van when necessary.
 3. If there is no one at home to receive the student:
 - a. Notify the supervisor's office and return the student to the school.
 4. The driver will not allow a student to ride another van/bus or exit the van other than at their designated drop off point, unless they have permission from the parent/guardian and only when authorized by the principal/designee. All notes must be dated and signed by parent/guardian and principal/designee.

- E. Emergency procedures
 1. The driver will administer first aid and seek emergency medical help and/or police assistance.
 2. The driver will report all injuries to the supervisor who will report to the school principal and superintendent.
 3. In the event of vehicle breakdown:
 - a. The driver will report the breakdown to the transportation supervisor/business office immediately.
 - b. The driver will stay on the bus to supervise students and make them as safe and comfortable as possible until help arrives.
 4. The driver involved in an accident must report the accident as soon as possible to the supervisor's office. The supervisor will then report the accident to law enforcement authorities, building principal, and superintendent. The driver will fill out a formal written report on the accident within three days.
 5. The bus supervisor and school administration will determine safe sites where students may be taken in the event weather emergencies occur while buses are in route.

- F. Other responsibilities
 1. The safety and welfare of the bus riders shall be the first consideration of the bus driver at all times.
 2. The driver's personal appearance must be neat, clean and presentable.
 3. The driver must not smoke on or near the bus.
 4. The driver will activate the 8-light system and stop arm according to statute and District policy.
 5. The driver will work with the transportation supervisor to create, implement, and monitor a seating chart for each bus used in a daily route or shuttle.

6. The driver will conduct emergency evacuation drills on each route at least twice during the school year in accordance with Federal Highway Safety Program Standard No. 17.
7. The driver's day is not complete until all students have been delivered to a destination.
8. The driver may assign students to seats on the bus to maintain discipline.
9. The driver may restrain a student to protect the student from harming self or others.

G. Training of driver

1. The driver will have a thorough knowledge of all traffic laws and regulations.
2. The driver will receive pre-service training by the supervisor on aspects of the vehicle itself and road driving instruction by a qualified and experienced bus driver.
3. The driver will receive a written copy of the route description.
4. The driver will receive training to serve on substitute routes.
5. The driver will receive instruction on the District's transportation procedures, maintained in the district's Bus Driver Handbook.

PARENT RESPONSIBILITIES

Parents must recognize that transportation is a service provided by the School District to assist in achieving quality education for their children. To provide a safe ride for all, it is imperative that parents/guardians, school officials and the bus contractor work cooperatively to solve problems.

- A. Students will ride on assigned buses.
- B. Student passengers will not get on or off the bus at a place other than their regular stop, unless they have permission from the parent and only when authorized by the building principal/designee.
- C. The parent/guardian is encouraged to contact the transportation supervisor regarding any problems with school bus transportation.
- D. The parent/guardian and student are responsible for damages to the vehicle caused by the student.
- E. In the event of bad weather/emergency closings:
 1. The child should know where to go when school is dismissed early.
 2. The parent/guardian should listen to the radio or television for information about school closings or early dismissals.
 3. School officials will use their best judgment about school closings or early dismissals, but a parent has the right to keep children home or to pickup the children from school if they feel the weather requires this action.
- F. Preparing the student to ride the bus:
 1. The transportation supervisor/driver should be called prior to 6:30 a.m. when the special needs student will not be riding the bus that day.
 2. The parent shall have the student ready at the scheduled pickup time.
 - a. Feeding and personal needs should be completed before the school bus arrives.
 - b. Children should be properly dressed for weather conditions and protection in emergency situations.
 - c. Properly label student's supplies, materials and special needs carried on the bus.

3. Instruct the student to know the bus number/symbol which appears on the outside of the bus.
4. The parents should clear the sidewalks of snow and ice to make the movement of the students to and from the bus safer and easier.
5. Parent/guardian is responsible for the student until the student boards the bus.
6. Parent/guardian/baby-sitter of the special needs student is responsible to assist the driver at the pickup and drop off points.
7. The parent/guardian is responsible to transport all medications to the school that a student takes during school hours. In those instances where this is not possible, arrangements to transport medication to the school must be made with the school principal and/or nurse.
8. The parent should instruct the student on the safety rules of riding the bus and make them aware of their responsibilities for behavior.

STUDENT RESPONSIBILITIES

Students are required to adhere to the following regulations:

- A. Students will ride on assigned buses, in the assigned seats.
- B. Students shall conform to the same standards of conduct as expected of them in school.
- C. Students are expected to obey the driver.
- D. Student and parent/guardian shall be responsible for damage to the vehicle caused by the student.
- E. Students are expected to be on time at the designated bus stop. The vehicle will come to a full stop but will not wait for late arrivals.
- F. Students should remain on the sidewalk or out of traffic lanes while waiting for the transportation.
- G. Students should respect the property of the residents while waiting at the bus stop.
- H. Students must stand a safe distance from the curb and wait until the door is opened and the driver signals to enter the bus.
- I. Students shall remain seated while the bus is in motion.
- J. Students shall not extend head or limbs out of the window.
- K. Students shall not throw anything out of the window.
- L. Students shall not use profane or indecent language or gestures.
- M. Students shall sit in designated seats if assigned.
- N. Students are not permitted to bring animals or pets on the bus.
- O. Students are not allowed to eat, drink, or use tobacco on the bus.
- P. Students shall be quiet when the bus approaches a railroad crossing stop.
- Q. Students shall not use emergency door except in cases of emergency or safety drills.
- R. Students must not cross the street until after the driver signals and must be at least ten feet in front of the bus.
- S. Students with communicable disease will not be allowed to ride the bus.
- T. Students shall not carry weapons, explosives, matches, or fireworks on the bus

These responsibilities may need to be adapted to the functioning level of special needs students.

Bus Routes

1. Students shall indicate intention to ride the school bus by signing up in the principal's office or the school district business office.
2. Routes will be designed and communicated to students prior to the start of school.
3. The bus schedules will be updated and maintained by the transportation supervisor.

Bus Stops

The West Central School District will transport children who have been registered by their parent or guardian indicating the student's intent to ride on the basis of Home to School, School to School, and School to Home during the school day.

Students who reside outside of city limits may ride district transportation free of charge. Scheduled bus stops may be within the city limits of Hartford or Humboldt at a charge as set by the administration, and approved by the West Central School Board. The scheduled bus stops in town will be determined by the administration of the school district.

There will be no charges for students who are picked up at their home that are on an individual education plan (IEP) with the district. Students who are required to go to alternative educational settings are not charged for transportation on regular routes.

Students in Jr. Kindergarten will have transportation home from the morning session and to the school for the afternoon session. Families that request alternative drop off locations may need to pay for this service, if the service is available at all. Decisions of this nature will be made by the superintendent of schools, on a case by case basis.

Students requesting transportation from out of the district will pay for the service, if the service can be made available. The superintendent and transportation supervisor will decide each need and the fees on a case by case basis.

Bad Weather Routes

In case of bad weather, listen to the radio/television between 6:00 a.m. and 8:00 a.m. A bad weather route will be used if road conditions are impassable. It will include time and place of meeting and will be made known to the students. Then, if it is announced over the radio/television that the students should use the bad weather route, they will know where to go and when.