



## **Transportation Policy**

Safety is the primary concern for every child that rides a bus or vehicle. Therefore, every precaution will be taken to make sure each child arrives safely. This can only be accomplished if we have the cooperation of both students and parents.

- 1) When large groups of students leave campus for any school-sponsored activity not within walking distance, the preferred mode of transportation is a school bus.
- 2) When acquiring bus services is not feasible, or when small groups of students are leaving campus for fieldwork opportunities, volunteers may transport students in their own vehicles. All volunteer drivers are subject to the requirements of the volunteer policy including criminal records background checks.
- 3) Volunteer drivers shall submit their current driver's license and proof of insurance to be photocopied and kept on file in the office at the school.

For every student a consent and release of liability form must accompany a permission slip and be returned to the school with the parent's signature.

Driving a school bus or vehicle is a difficult and demanding task. The attention of the driver must be on the driving task at all times, deviation from this task could endanger the safety of all involved. It is absolutely necessary that students assume responsibility for their behavior, and any infraction of procedures necessary for the safe transportation of students will be reported immediately to the director.

The following guidelines will be used to ensure the safe and efficient operation of the buses or vehicle.

## **Regulations**

- 1) Students are under authority of the teacher or the director.
- 2) Students shall remain seated while the bus or vehicle is in motion.
- 3) School Wide Behavior Policy is enforced on or away from the school for any fieldwork or transportation under the schools care. (See School Wide Behavior Policy)
- 4) Students will talk in a normal voice and not shout at other riders or the driver.
- 5) Students will keep hands, arms, and heads inside the bus or vehicle at all times.
- 6) Students will not throw or spit items on the vehicle or out the vehicle window.



## **Unacceptable Behavior**

The following list of behaviors shall not be permitted on the bus or vehicle. This list shall include but is not limited to the following:

- Profanity
- Hitting
- Assault
- Vandalism
- Insubordination
- Loud noises
- Fighting
- Spitting
- Out of seat
- Throwing objects
- Hanging out the window

If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

## **Electronics and telecommunications devices**

A school bus or any vehicle operator shall not use a cell phone, wireless electronic device, or any headset, earpiece, earphones or other equipment that might distract a driver from their responsibilities, whether hand held or not, while the vehicle is in motion and not appropriately parked or secured.

- 1) Once the bus or vehicle is stopped and safely parked, a school bus operator or vehicle operator may use an electronic device for emergencies, to assist special needs students, for behavior management, for appropriate assistance for fieldwork or activity trips or for other business related issues.
- 2) A school bus operator or vehicle operator may use an electronic device for personal use once a school bus or vehicle is safely parked, appropriately secured and all passengers are safely off and at a safe distance from the bus or vehicle.



- 3) Any violation of these provisions for emergency or compelling reasons may require documentation and will be addressed director.
- 4) Violations of these provisions may result in personnel action(s) against the school bus operator or vehicle operator consistent with school district/employer policies.

### **End of bus route inspection**

At the end of a student delivery, both during the day and after the final route of the day, a school bus operator or vehicle operator shall complete the delivery, stop and park the bus or vehicle, and insure that all students are off the bus or vehicle.