

West Chester Area School District  
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West Chester, PA 19380  
Dr. Alan G. Elko, Superintendent

# WCASD

# Transportation Manual



## June 2001

(Guidelines revised February 2002)

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**Transportation  
Timeline  
and  
Responsibilities**

# **TRANSPORTATION TIMELINE**

## **JUNE**

- District Transportation office staff begins grading up public school students for bussing for following year. Begin input of non-public school student information.
- District Transportation Manager attends Pupil Transportation Association of Pa. Conference.

## **JULY**

- Download public student information from administrative student database to begin routing process for start of school. A second download will be taken the third week on July. Begin routing of non-public students.

## **AUGUST**

- Download all public kindergarten student information and route students. Finalize all public and non-public routes.
- Provide complete student lists and bus information to all schools and bus contractors at least one week prior to start of school.
- Send individual student bus information letter to all public middle and elementary schools for building offices to include the letter with start of school packet. Mail all other, including high school and nonpublic, individual student bus information letters.

## **SEPTEMBER**

- District Transportation office staff, in cooperation with bus contractors, makes necessary changes to routes. Update and send student lists to schools at the end of the month.
- Drivers will complete a long, detailed survey during the third week of September for each West Chester Area School District bus route.
- Transportation Manager will prepare and submit year-end state report.
- District Transportation Manager coordinates school bus emergency evacuation for students.

## **OCTOBER**

- Transportation Manager prepares and submits Intent to Provide Transportation Report to PDE.
- District Transportation office staff continues to update changes in routing and student lists during the remainder of the school year.
- Bus contractors provide District with short mileage surveys from bus drivers.
- District Transportation Manager attends PASBO Transportation Conference.
- District Transportation Manager calculates average bus mileage using the District's routing software and supplies information to District Contractor.

## **NOVEMBER**

- Bus contractors provide District with short mileage surveys from bus drivers.
- Transportation Manager begins Audit Checklists for Schools, Contractors, and In-Route Observations.

## **DECEMBER**

- District Transportation office staff provides updated student lists to all schools and bus contractors. Bus contractors provide District with short mileage surveys from bus drivers.

## **JANUARY**

- Transportation Manager reviews and updates transportation manual and guidelines.

## **FEBRUARY**

- Bus contractors provide District with short mileage surveys from bus drivers.

## **MARCH**

- Bus contractors provide District with short mileage surveys from bus drivers.
- District Transportation Manager coordinates school bus emergency evacuation for students.

## **APRIL**

- Transportation Manager reviews preliminary transportation reimbursement calculation from PDE.
- Bus contractors provide District with long, detailed surveys for each West Chester Area School District bus route.

## **MAY**

- District Transportation office sends private schools letters requesting update of school and student information for the following school year. Bus contractors provide the District with the final short mileage survey from bus drivers.
- Transportation Manager finishes Audit Checklists for Schools, Contractors, and In-Route Observations and reviews results with Director of Business Affairs and Contractors.

The **Director of Business Affairs** shall be responsible for the following:

- Reports directly to the Superintendent concerning all transportation issues
- Oversees all functions of the West Chester Area School District transportation department
- Reports to the Pupil Services Committee of the Board relative to transportation issues
- Ensures that the Pennsylvania State Code concerning transportation is adhered to
- Maintains all records and reports as necessary for auditing and reporting to the state
- Negotiates contract with the independent bus contractor
- Ensures that the transportation office is properly staffed and effectively run
- Monitors and evaluates the activities of the Manager and all other employees in the transportation department
- Arranges yearly evaluation meeting with contractors and school district personnel

The **Transportation Manager** shall be responsible for the following:

- Coordinates all public and non-public transportation needs
- Schedules all routes for public and non-public students
- Works cooperatively with the independent bus contractor and computer software company on a daily basis
- Maintains an efficient courteous office
- Ensures that all parental calls are returned within a 24-hour period even in cases where problems have not been resolved
- Maintains a phone log to record all calls received and returned
- Provides the Superintendent or his designee with data and/or reports as requested
- Ensures that the transportation office is staffed from 8:00 a.m. until 4:30 p.m. with an answering machine giving emergency phone numbers and bus contractor's phone number for specific bus problems. During the first two weeks of school, the transportation office will be open from 6:45 a.m. until 5:30 p.m.
- Recommends the appropriate hardware/software to be purchased for transportation scheduling to the Pupil Services Committee
- Prepares state reports
- Ensures that each new bus route is physically verified by a road test at least one month prior to the first day of school
- Oversees preparation and public distribution and posting of bus routes
- Communicates to the building principal and other administrators their role in transportation
- Provides building principals with an updated list of all roads in the District including the correct spellings and abbreviations to be used when entering students in the computer
- Provides building principals with copies of all bus routes for their students
- Communicates with principals as needed
- Determines in cooperation with the independent bus contractor bus stops, hazardous roads, and route changes



- Analyzes all requests from parents regarding stops, routes, etc. and directs the independent bus contractor to make necessary changes
- Creates any and all forms used for transportation
- Provides the building principals by August a map outlining the location of buses for dismissal
- Ensures that students who ride buses participate in two emergency bus evacuation drills annually – spring and fall
- Monitors daily bus routes
- Works with District Central Office Administration to notify the appropriate authorities for an emergency closing
- Responds to the scene of an accident and completes reports following an accident
- Keeps abreast of demographics changes in the district and their impact on transportation

The **Building Principal** shall be responsible for the following:

- Oversees that a school secretary properly and promptly registers all students on the administrative database utilizing correct street names and abbreviations
- Establishes safe traffic patterns for parent pick-ups and buses
- Establishes a procedure to enact the emergency plan
- Reviews bus routes and physically verifies any that are questionable
- Posts bus routes in a visible location for public review one week before the start of school
- Records parents' concerns over bus routes/stops and communicates with the Transportation Manager
- Works cooperatively with bus drivers
- Records each bus arrival and dismissal time for the first 2 weeks of school on the appropriate form and submits same to the transportation office as requested

The **NON-PUBLIC School Personnel** shall be responsible for the following:

- Provides a typewritten list to the Transportation Manager of all students K-12 residing in the West Chester Area School District in need of transportation services
- Provides details of the school day including starting and dismissal times
- Provides 3 copies of a calendar of the school year indicating days when school will not be in session
- Provides a list of names and phone numbers of all pertinent administrators and teachers involved in transportation
- Notify their parents/students of all matters pertaining to transportation, i.e., schedules, emergency closing procedures, etc.
- Posts bus routes in a visible location prior to the start of the school year
- Establishes safe traffic patterns for parent pick-ups and buses
- Records parents' concerns over bus routes/stops and communicates with the Transportation Manager of the West Chester Area School District

The **Independent Bus Contractor** shall be responsible for, but not limited to, the following:

- Ensures that all routes are verified by practice runs using a bus and the actual driver, if possible
- Provides daily access of their representative to make changes and solve problems as necessary
- Administers a satisfactory safety program which includes distribution of safety brochures and conducting two emergency bus evacuation drills per year – spring and fall
- Provides all services as set forth in the contract

The **Computer Software Vendor** shall be responsible for the following:

- Provides a software package for use in transportation planning
- Provides on-call technical guidance and programming support for transportation planning or other consultation as requested by the West Chester Area School District
- Provides all services as set forth in the contract

# **Transportation Guidelines and Policies**

## STUDENT TRANSPORTATION

The Board shall provide free transportation for elementary pupils whose residence is more than one mile, and for secondary pupils whose residence is more than one and one-half miles, from the school they are assigned to attend. Where traffic and road conditions are found after study to be unsafe for walking, transportation shall be provided for pupils who live at less than the established distances.

Free transportation for non-public school students shall be provided in keeping with the above distances, as required by law.

All resident students within the area of the district who are assigned to special schools shall be provided with free transportation by the Board in accordance with procedures established by the State Department of Public Education.

The Board shall approve bus schedules, stops, and routes following their preparation by the school administration and approval by the Superintendent. The administration and transportation contractor(s) are authorized to make minor adjustments in the approved plans to equalize loads and may add intermediate stops or drop stops as needed. Approved schedules, made in accordance with the guidelines, must be returned for Board re-approval only for major changes.

The administration is authorized to publish advertisements announcing Board-approved bus routes, stops and schedules prior to the beginning of each school year.

Replaces ED, EDD, EDDB

## WCASD - TRANSPORTATION GUIDELINES

The following guidelines are established for providing transportation to all pupils residing in the West Chester Area School District.

### I. GENERAL CONDITIONS

#### ELIGIBILITY FOR TRANSPORTATION

- Consistent with Board Policy elementary pupils may be asked to walk up to a mile to a bus stop; secondary pupils, one and one-half miles.
- Transportation is not provided to students who live within one mile (one and one-half miles for secondary students) of their school unless the route has been identified as hazardous by the Pennsylvania Department of Transportation (PENNDOT).
- In the event of redistricting, transportation is the responsibility of the parent/guardian for students who are given the option to remain at their original school, and elects to do so. If parents/guardians provide transportation to an existing stop for the original school and there is space available, students are permitted to ride that bus.
- If students are placed by the Administration at a school other than their home school for reasons other than special education services, parents/guardians will be responsible to provide transportation.

#### BUS ROUTING/STOPS

- Bus stops will not normally be scheduled more than four per mile, except where dictated by lack of visibility, lack of berm, speed limits, etc. Safety is paramount.
- Bus stops will not normally be established for less than the following number of pupils: elementary-6; middle-8; high school-10.
- Students will be transported from the registered home of record to school and return. Multiple pick-up/drop-off points can be assigned on a permanent basis if so requested by the parent/guardian in writing each year. This alternate transportation must be within the assigned busing areas of the public schools or close to existing busing of the attending non-public school.
- Whenever possible, routes will be reversed if the run time is not unduly lengthened, i.e. first picked up in AM, first dropped off in PM. When a bus makes two trips to a school, the first trip in shall be the first trip home whenever possible provided all students reside in the school's normal attendance area and the farthest stop is not more than 3 miles from school.
- No transported students will cross Routes 3, 30, 100, 202, 322, or 352 on foot.
- Buses will not travel on non-dedicated thoroughfares or into areas of construction.
- Whenever possible, bus stops will remain unchanged year to year unless walking distances are exceeded or numbers of pupils necessitate consolidation of stops.
- A.M. kindergarten students will only be dropped off when an adult is present at the bus stop. If an adult is not present, students will be returned to the school.
- Elementary buses will be loaded up to but not in excess of stated bus capacity. Secondary buses may be scheduled as necessary at less than stated bus capacity.
- Total time for students from home to school or school to home will be limited as much as possible to no more than (1) hour within the district boundaries. For students attending schools outside of the

district, the riding time limit is extended past the one-hour limit according to the driving time needed to get to/from the school from the district boundary.

- For those students who are authorized to use the District transportation but do not use it on a regular basis (within a 2-week period), transportation may be provided only when the Transportation Office is notified that the bus is required and could take up to 3 days to be reinstated.

#### BUSSING FOR DEVELOPMENTS

- Elementary buses may enter developments where conditions permit when necessary to meet criteria contained elsewhere within these guidelines. However, buses will not enter cul-de-sacs or one-road developments.
- Consistent with Board Policy middle and high school buses will not enter developments unless it is the preferred method to reverse the direction of the bus.
- Stops including those in developments will be at intersections except for special education and noon kindergarten pupils.
- All buses entering a development will, whenever possible, follow the same route. Stops for differing schools will be at different points along the route of travel of buses.
- If a loop run is scheduled in a development, all loop runs will follow the same route. Bus stop sizes will be maintained.
- Mixed buses (elementary, middle, high combined) will follow the guidelines for the youngest-age group when entering a development.

#### NON-PUBLIC STUDENTS & CHARTER SCHOOL STUDENTS

- Transportation shall be provided to and from school for the regular school program for all resident students attending nonprofit, non-public schools as required by Act 372.
- District bussing will be provided to the non-public schools for the same number of days as the District public school.
- District bussing will be provided to the charter schools for the same number of days and early dismissals as the District public schools.
- Any pupil transported outside District boundaries will not normally have a bus ride within the District of more than one hour.
- Transfer points will be used for buses picking up pupils from a geographic area for multiple schools.
- Transfer points are not bus stops.
- Unless authorized for a specific transfer point by the Manager of Transportation, no pupils will be permitted to board or depart a bus at a transfer point.
- District buses will pick up non-public schools for early dismissals the same number of times as District public school students have early dismissals. Bussing will be provided for A.M. students only for additional early dismissal days.

#### SPECIAL NEEDS STUDENTS

- Children with special needs will be handled individually.

#### BUS DISCIPLINE

- Bus discipline is a school problem.



## II. RIDING BUSES OTHER THAN AS ASSIGNED (DAILY EXCEPTIONS)

The decision to permit West Chester Area School District students to ride a bus other than the one to which they are regularly assigned shall be made by the building principal or his designee. Such requests shall be required in writing from the parent and countersigned by the approving administrator for presentation to the driver.

- In no case shall a bus be permitted to operate with a load that is above its rated capacity.
- Changes in bus assignment should be permitted only for urgent reasons such as:
  - a. Medical services
  - b. Tutoring (as approved by the school)
  - c. Home emergencies
- Students not residing in the West Chester Area School District may not ride private or public school buses unless special permission has been granted by the Director of Business Affairs of the West Chester Area School District.

## III. PARENT DISAGREEMENT OVER ASSIGNED STOP/ROUTE

- Requests for changes/additions of bus stops or routes shall be directed to the Transportation Manager in writing. Such requests may come from a parent, guardian or concerned member of the community.
- Building principals, on behalf of the parent(s), may request a change or addition of a stop or route by contacting the Transportation Manager directly.
- A decision to grant a change/addition shall be through consensus of the Transportation Manager representing the District and the independent bus contractor. Implementation of the decision shall normally occur within a 5-day period. The final decision rests with the West Chester Area School District Transportation Manager.
- Notification of any changes shall be made to the following concerned parties: Transportation Manager, independent bus contractor's representative, building principal, bus driver, and parents.
- Appeals to the aforementioned decision shall be made in writing to the Pupil Services Committee.

## IV. GUIDELINES FOR EMERGENCY EARLY SCHOOL DISMISSAL

- Schools will be normally dismissed in the regularly scheduled order unless specific circumstances at a school building warrant otherwise.
- The Superintendent or his designee shall make the decision regarding an emergency school closing, and will notify the Manager of Transportation.
- Whenever possible, the decision to close schools early shall be made as soon as possible in the morning but no later than 12:00 noon.

The Superintendent's designee shall notify:

- Independent bus contractor
- Building principals
- The public through WCOJ, WCHE and other appropriate radio stations, TV stations, website and emergency closing number
- Police departments within West Chester Area School District boundaries
- Food Service Manager
- Other calls as required

The Manager of Transportation shall notify:

- LEEP/PROBE principal (these students to be immediately bused back to their home school)
  - CCIU and other special buses
  - Non-public school principals
  - Other calls as required
- Principals shall put their building early dismissal plan into effect.
  - When the School District is closed, all afternoon and evening activities are postponed.
  - Principals shall dismiss students as soon as a bus arrives, rather than wait for all buses to arrive.
  - Principals shall have the responsibility of dismissing professional and non-professional staff within their building after determining that supervision of students is no longer needed.
  - Central Office will determine the dismissal of non-professional building staff.
  - Elementary and middle school principals shall remain in the building until the last bused child is home. Building principals shall develop a calling system. When all children are home, elementary building principals notify the Director of Elementary Education.
  - All principals shall call the Manager of Transportation when the last bus leaves the building.
  - The Manager of Transportation shall remain accessible to the independent bus contractor and building principals until all bus runs are complete.
  - The Manager of Transportation shall make available to all Central Office administrators a complete list of buses, which includes the names and phone numbers of each student assigned by school/by bus route. These lists shall be used in case of an accident/emergency to assist the independent bus contractor as requested.
  - The Manager of Transportation shall supply each principal with a list of buses and the names and phone numbers of each student assigned to that school by bus route.
  - The Bus Contractor will provide to the Manager of Transportation an accounting of buses returning to the bus parking lots at the completion of their routes.

#### V. **BUS ACCIDENT PROCEDURES**

When an emergency call is received reporting a bus accident, the following procedures are in effect:

- Transportation Manager (or any available Central Office administrator) shall notify the building principals and Superintendent's designee of the accident and any details known including location.
- Superintendent's designee will coordinate communications with the Superintendent's office and the District's Communications Coordinator.
- Transportation Manager and/or an available Central Office administrator shall respond to the scene with portable phone if the accident requires police involvement.
- Transportation Manager will contact the non-public school building administration for accidents involving non-public school students.
- Communication with the school office shall come from the Transportation Manager/Central Office Administrator at the accident scene.

- Upon arrival at the scene, the Superintendent's designee shall be called to verify that the Transportation Manager/Central Office administrator has arrived and to report a general description of the accident.
- The Transportation Manager/Central Office administrator shall find the individual(s) in charge at the scene and notify them of our presence and offer assistance as necessary.
- Building Principal will coordinate the communications to parents.
- Bus Contractor will provide second bus if needed.

At the scene of serious accidents where bodily injury to students is evident:

- Transportation Manager and an available Central Office administrator and the building principal shall respond to the scene with a portable phone.
- Police and/or ambulance crew have the authority to manage the details of accidents.
- The Superintendent's office or designee shall notify Board members.
- All students involved in the accident shall be taken to the nearest hospital for medical evaluation if deemed necessary by the ambulance crew and/or police in consultation with the Central Office administrator/Transportation Manager.
- The Central Office administrator shall notify Superintendent's Office of the details obtained to this point, including which hospitals students will be transported to. Superintendent's office or designee will contact School Board members.
- Administrator will travel to the hospital and secure names of students and home phone numbers.
- Superintendent's Office shall be called for an update. Superintendent's office or designee will provide update to School Board members.
- Administrator shall remain at the hospital and wait for the arrival of parents.
- Communications Office shall prepare for responses to questions from the news media.

#### **VI. DROP OFF/PICK UP RULES FOR PARENTS, STUDENTS, & SCHOOL BUS DRIVERS AT TRANSFER POINTS**

- The Manager of Transportation will authorize the parents' eligibility to drop off and pick up students at transfer points after receiving permission from the property owners. This is a privilege and not a right.
- Parents of children are responsible for their safety prior to boarding the bus and from the time the child is discharged.
- Parents will arrive to transfer during a designated time period and will wait with their child until the school bus arrives. The school bus drivers will wait to leave the transfer point until after that designated time period.
- If a parent is running late and arrives as the busses are leaving or after the busses have left, the parent will be responsible for transporting their child to school.
- Parents should not try to stop a bus or interfere with the path of the busses.
- Parents will be assigned a designated parking area as determined by the Manager of Transportation.

- School busses are to wait and transfer at their designated parking area as determined by the Manager of Transportation.
- In the am – each student is to wait for the school bus inside his/her parent's vehicle. Only when the bus arrives is the student allowed to exit his/her vehicle, accompanied by the parent and board his/her assigned school bus.
- In the pm – each student is not allowed off of the school bus unless his/her parent walks to the bus to pick up his/her child. If a student normally gets off the bus at the transfer and no parent is there, the student will remain on the bus and will be dropped off at his/her regular, assigned bus stop.
- Parents are responsible for walking their child to and from the bus in the am and pm.
- Students are not allowed into schools or businesses at designated transfer times.
- Students are not allowed to roam or play around vehicles.
- Violation of these rules by any person could result in suspension of drop off/pick up privileges for individual or all students at the transfer point.

## VII. TRANSPORTATION OF STUDENTS WITH DISABILITIES

Parents requesting special transportation services for their child based on the child's physical handicap shall be evaluated by the West Chester Area School District as required by the Pennsylvania Regulations at 22 Pa. Code §15.6 and §504 of the Rehabilitation Act of 1973.

- The Manager of Transportation will send the appropriate information to parents requesting special transportation services through the transportation office including:
  - *504 Request Parent Cover Letter*
  - *Parent Request for Evaluation and Provision of Services for Protected Handicapped Student Form*
  - *SECTION 504 PROCEDURAL SAFEGUARDS*
- The Manager of Transportation will send to the building principal the Section 504 TRANSPORTATION DEPARTMENT INITIATED REFERRAL form and a copy of the parent initial request.
- Public school parents must complete the *Parent Request* form and submit this form to their building principal. Nonpublic school parents must complete the *Parent Request* form and submit it to the public school principal in their child's attendance area.
- Within 25 school days of the building principal's receipt of the Parent Request form information, the District will complete the evaluation and notify the parents as outlined in the *504 Request Parent Cover Letter*.
- The West Chester School District Transportation Office will implement special transportation arrangements five days after receiving an initial or updated 504 Service Agreement from the building principal.

<p>Transportation Guidelines ED-E adopted 11/28/94          REVISED: 6/25/01, 10/22/01, and 2/25/02</p>
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## STUDENT TRANSPORTATION SAFETY

Note: Most policies and regulations in this area are coded under other categories. See Bus Conduct, EDBC and EDCB-R; and Bus Driver's Authority and Responsibilities, EDG-R\*. The statement below relates only to measures for promoting safety during bad weather.

### Safety Measures During Bad Weather Operations

Obviously weather conditions may at times interfere with bus schedules and possibly routes. At such times, parents, students, bus drivers, and the school administration have additional responsibilities.

Unless announcements of school closings are broadcast (see statement AFC) schools will be open and buses will run.

#### A. Responsibilities of Parents, Students

Buses must operate at a slower speed when the weather is bad and therefore cannot be expected to keep exact schedules. Parents, as well as students mature enough to do so, must use judgment in deciding on the time to go to the bus stop and on the length of time to wait for the bus. For parents, this judgment should be based on the age and health of the child, as well as on the severity of the weather. If the student returns home and later sees the bus coming, he/she should make every effort to catch it. If the bus does not come the parent is expected to make a reasonable effort to get the pupil to school. If there is no reasonable way for the pupil to get to school, the absence will be classified excused upon submission by the parent of a written explanation.

#### B. Responsibilities of Bus Drivers, School Administration

1. Bus drivers will maintain the regular schedule as well as conditions permit with due regard to safety.
2. When snow, ice, or other conditions make it dangerous to run on certain roads, routes may be modified by the driver in such a way that the bus comes as close as possible to regular stops.
3. When there are extreme changes in bus stops, and when possible, the driver will notify the Principal who will call parents to tell them of the changes.

Early Dismissal for Weather: When a storm arises during the school day and is severe enough to justify early dismissal of school, students will be dismissed in the following order: middle schools, elementary schools, high schools.

Issues and approved 4/28/69; revised 3/22/93

BUS CONDUCT POLICY FOR NONPUBLIC SCHOOL PUPILS

Protection of the safety of all nonpublic school pupils is the primary responsibility of the school bus driver and must take precedence over all other considerations while the bus is going to or from a nonpublic school. Subject to the limitations set forth herein, the school bus driver shall endeavor to enforce the West Chester Area School District (hereinafter referred to as "School District") Bus Conduct Administrative Guidelines pertaining to safety and conduct (see JCDAD-R, attached hereto.)

1. A driver may direct a student(s) to behave. However, if misconduct persists, the driver shall refer, in writing on a form provided by the School District, the pupil or pupils to the applicable nonpublic school principal, or his or her designee, who shall then review the matter. Only where the health, safety and welfare of other pupils on the bus is in danger, may the driver take reasonable and appropriate corrective action to enforce the Bus Conduct Administrative Guidelines pertaining to safety and conduct (see JCDAD-R). However, at no time may a bus driver order a student off a bus other than at the normal bus stop for the District or in the custody of a school district administrator or his/her designee.
2. The applicable nonpublic school principal, or his or her designee, shall investigate each disciplinary referral and shall give the pupil(s) accused of misconduct an opportunity to respond. Any disciplinary action shall be whatever the nonpublic school administration deems necessary and appropriate. The driver may or may not be asked to be present for any conferences and hearings with respects thereto.
3. Upon request, parents of nonpublic school pupils shall be provided with a copy of this policy.
4. The School District Administrative Guidelines for Public School Pupil Behavior, which shall be revised from time to time as necessary, (see JCDAD-R), shall also be the specific provisions concerning nonpublic school pupil behavior on school buses.
5. If a nonpublic school pupil has been referred by a bus driver to the appropriate nonpublic school principal, or his or her designee, and the misconduct of the nonpublic school pupil persists so that the health, safety, and welfare of the other pupils on the bus is endangered, the School District may refuse to provide transportation for said nonpublic school pupil, or to provide reimbursement for any such transportation, or to in any other way comply with Act 372.

Adopted 11/27/78

## BUS CONDUCT POLICY FOR PUBLIC SCHOOL PUPILS

Protection of the safety of all nonpublic school pupils is the primary responsibility of the school bus driver and must take precedence over all other considerations while the bus is going to or from a nonpublic school. Subject to the limitations set forth herein, the school bus driver shall endeavor to enforce the West Chester Area School District (hereinafter referred to as "School District") Bus Conduct Administrative Guidelines pertaining to safety and conduct (see JCDAD-R).

1. A driver may direct a student(s) to behave. However, if misconduct persists, the driver shall refer, in writing on a form provided by the School District, the pupil or pupils to the applicable school principal, or his or her designee, who shall then review the matter. Only where the health, safety and welfare of other pupils on the bus is in danger, may the driver take reasonable and appropriate corrective action to enforce the Bus Conduct Administrative Guidelines pertaining to safety and conduct (see JCDAD-R). However, at no time may a bus driver order a student off a bus other than at the normal bus stop for the District or in the custody of a school district administrator or his/her designee.
2. The school principal, or his or her designee, shall investigate each disciplinary referral and shall give the pupil(s) accused of misconduct an opportunity to respond. Any disciplinary action shall be in accordance with policy JD-R and/or policy JDD/JDE, Suspension/Expulsion. The driver may or may not be asked to be present for any conferences and hearings with respects thereto.
3. Parents of pupils disciplined under this policy shall be advised of the School District's action, be provided with a copy of the policy, and where proceedings are instituted in accordance with policy JD-R and/or policy JDD/JDE, Suspension/Expulsion, be notified as provided therein. The school shall also keep the driver and/or bus company informed of any action taken on the driver's written report on a student misconduct.
4. Specific provisions concerning public school pupil behavior on school buses shall be set forth in the Administrative Guidelines (see JCDAD-R) which shall be revised from time to time as necessary.

Adopted 11/27/78

## BUS CONDUCT

The schools are responsible for looking out for the safety of all pupils using school transportation. Therefore, no pupil can be permitted to behave in such a manner that could endanger his/her own safety or that of others. For this reason, the following rules must be observed.

A. At bus stops students must:

1. Be on time (others are depending on the bus to keep schedule)
2. Always conduct themselves in an orderly manner
3. Wait off the highway out of the way of traffic
4. Not play games or chase anyone (someone may run out into the street or highway in front of traffic)
5. Be sure the road is clear and wait for the driver's signal before crossing the road: cross in front of the bus
6. Enter the bus promptly in an orderly manner after the bus comes to a complete stop

B. On the bus students must:

1. Be seated before the bus moves and remain seated while the bus is in motion
2. Not tamper with the bus or any of its equipment
3. Not extend any part of the body from the bus
4. Not eat, drink beverages, or smoke on the bus
5. Not try to save seats for friends; leave room for the third pupil if necessary
6. Be courteous to the driver, obey him/her, and give him/her the respect due to a teacher
7. Not talk to the driver while the bus is in motion or distract his/her attention by loud talking or disorderly behavior.
8. Ride only on the assigned bus and get off only at the assigned stop, with such exceptions as requested in writing by parents and approved by the principal.
9. Not violate other school district policies
10. Not violate laws or regulations of the Commonwealth of Pennsylvania or the United States
11. Retrain from any actions which would endanger the health, safety, and welfare of the other pupils on the bus

Adopted 11/27/78



BUS CONDUCT POLICY FOR SCHOOL BUS DRIVERS  
AND SCHOOL PRINCIPALS OR THEIR DESIGNEES

1. A driver may direct a student(s) to behave. However, if misconduct persists, the driver shall refer, in writing on a form provided by the School District, the pupil or pupils to the applicable school principal or his/her designee who shall then review the matter. Only where the health, safety and welfare of other pupils on the bus is in danger, may the driver take reasonable and appropriate corrective action to enforce the Bus Conduct Administrative Guidelines pertaining to safety and conduct (see JCDAD-R). However, at no time may a bus driver order a student off a bus other than at the normal bus stop for the district or in the custody of a school district administrator or his/her designee.
  
2. The school bus driver shall also:
  - a.) Satisfy requirements of the contractor and the State Police concerning operations and handling of a bus before employment, and shall continue to satisfy requirements during the operation of the school bus.
  
  - b.) Maintain the bus schedule as prepared by the School District administration unless regard for pupil safety, traffic, road conditions, or detours, require slower operation of the bus.
  
  - c.) Make no changes in the location of any stops, time of pickup, or order of route to connect the stops without having authorization from the School District coordinator of transportation.
  
  - d.) Report overloads immediately to the applicable school principal or his or her designee who shall then transmit the information to the School District coordinator of transportation.
  
  - e.) Report unsafe conditions immediately – location of stops, road conditions, etc., to the School District coordinator of transportation.
  
  - f.) Make suggestions for improvements of routes and schedules – location of stops, time and path, etc., to the School District coordinator of transportation.
  
  - g.) Require pupils to board or leave the bus only at regular stops except when written permission is received from the school.
  
  - h.) Be present in the bus during loading and unloading pupils, and not to leave the bus unattended while the motor is running.

3. In an emergency situation, a school bus driver shall adhere to the following guidelines:
  - a.) The driver is expected to use prudent and rational judgment to protect the safety of all children in the event of an emergency.
  - b.) The following procedures will be followed in the event of accidents or breakdown:
    - 1.) Check the safety of the children. Keep them on the bus unless there is a danger of fire, the possibility of the bus being overturned, or the potential of injury. If the children should be removed, they shall be retained in a safe place.
    - 2.) When necessary, ask a passerby or one of the older students to locate a telephone to call for assistance and for another bus to finish the trip. Stay with other pupils and render first aid if necessary.
4. School principals or their designees shall be responsible for proper supervision of the loading of students onto and unloading from school buses at the school site.
5. In addition to providing for the supervision required by paragraph 4., the school principal or his/her designee shall be available during the student loading and unloading onto and from school buses to receive student misbehavior complaints from the school bus drivers.
6. During the school bus loading and unloading of students, the bus driver shall not leave his or her school bus unattended.
7. If seats on a bus are assigned, the normal assignment shall be accomplished jointly by the bus driver and the applicable school principal.

Adopted 11/27/78

TRANSPORTATION/VIDEO MONITORING

1. PURPOSE

The Board recognizes that misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video monitoring will help ensure safety by serving as a deterrent to misbehavior.

2. AUTHORITY

The Pennsylvania State Board of Education regulations grant School Boards the authority to make reasonable and necessary rules governing the conduct of students in school, including traveling to and from school.

The responsibility for maintaining reasonable discipline on board the District's school busses begins with the individual driver. Bus incident reports will continue to be the primary tool for use by the driver to report misconduct which he/she observes that cannot be corrected by less formal means, such as reassigning seats or giving verbal warnings. These reports are forwarded to the responsible building principal for corrective disciplinary action as per existing District guidelines or procedures.

To assist with discipline control, the School District Administration is authorized to purchase, maintain and equip school buses with video cameras and housings capable of holding and utilizing a video camera for rider surveillance. District Administrators and officials shall determine when buses will contain cameras. In particular, cameras shall be placed in buses on a random basis as well as in response to specific requests. However, bus drivers and riders will not be provided with any knowledge of the actual presence or absence of cameras. It will appear as though a camera is present on board and taping at all times and on all days.

3. NOTIFICATION

On each bus where a video camera housing has been placed, a warning shall be posted informing the riders that a video monitoring system may be used at any time. In addition, at the beginning of each school year notification shall be sent informing parents that buses shall have video monitoring systems which may be used at any time. However, failure of a parent to receive such a notification does not preclude the use of a videotape in any subsequent student disciplinary or other legal proceedings.

4. USE OF RECORDED DOCUMENTATION

Reviews of videotapes shall be limited to the Principal, Supervisor of Transportation, the Superintendent's Designee and the Superintendent. However, videotapes may be used in expulsion hearings if the videotape provides evidence in the case.

## 5. DESTRUCTION OF RECORDS

Videotaped documentation of misbehavior will be preserved only until any disciplinary action/disposition is reached. Thereafter, all recorded evidence of the misbehavior will be erased.

## 6. PARENT SCREEN RIGHTS

A request for viewing a videotape may be made by a student's parents or guardians if the students have been videotaped and disciplinary action has been recommended. All requests shall be in writing and addressed to the Principal of the student's school. Parents may only view that portion of the tape that documents the alleged misbehavior of their child on the bus.

## BUS DRIVER'S AUTHORITY AND RESPONSIBILITY

Protection of the safety of all children is the primary responsibility of the school bus driver and must take precedence over all other considerations.

### Specific Authority of Driver:

1. Drivers have authority to enforce the pupil safety procedures by reprimand, correction, and/or assigning specific seats to any individual pupil or pupils. The driver should stop the bus at a safe place in traffic when attention must be turned to conduct.
2. In cases of general disorderliness on the part of a busload of pupils enroute home, the driver should pull over to the side of the road and try to restore order. If disorderliness persists he/she should return to the school with the pupils on the bus.

### Specific Responsibilities of Driver:

1. To satisfy requirements of contractor and State Police concerning operation and handling of a bus before employment, and continue to satisfy them.
2. To maintain order and discipline on the bus at all times – to use consistent firmness, patience and courtesy and set a good example for the pupils to follow.
3. To report to the Principal pupils who persist in misconduct in spite of efforts of correction for follow-up disciplinary action. The Principal has the authority and responsibility of making the decision concerning appropriate action (see statement coded EDCB).
4. To maintain the bus schedule as prepared by the school administration unless regard for pupil safety, traffic and road conditions require slower operations of the bus or detours.
5. To make no change in the location of any stops, time of pickup, or order of route to connect the stops without having authorization from the administration.
6. To report overloads immediately—capacity for elementary, reasonable numbers for secondary, in consideration of size of pupils.

7. To report unsafe conditions immediately—location of stops, road conditions.
8. To make suggestions for improvement of routes and schedules-location of stops, time and path.
9. Not to permit pupils to board or leave the bus except at the regular stop without written permission from the school.
10. To be present in the bus when loading or unloading pupils, and not to leave the bus unattended while the motor is running.

Responsibility of Driver in Emergency Situations:

Since it is impossible to cover every possible emergency, the driver generally shall be expected to use prudent, rational judgment to protect the safety of all children in event of any emergency.

The following procedure will be followed in event of accidents, breakdowns, or getting stuck:

1. Check the safety of children first. Keep them on the bus unless there is danger of fire or upset, or injury exists. In this case they should be removed and retained in a safe place.
2. Ask a passerby or one of the older students to go to a telephone to call for help and for another bus to finish the trip. Stay with other pupils and render first aid if necessary.
3. Use prudent judgment in deciding whether or not to allow any students to walk or to leave with some other motorist. Consider distance, safety and age of child in decision of allowing to walk or not; make certain the motorist is a parent or neighbor before allowing a child to ride.

Issued and approved 4/28/69; revised January, 1980

## SPECIAL USE OF SCHOOL BUSES

School bus services may be used as transportation for student field trips and extracurricular activities in accordance with amounts budgeted for such purposes and subject to rules and regulations established by the Superintendent.

All arrangements for bus services for special trips shall be made by the District office.

Based on practice and adopted 1974

LEGAL REF.: 24 P.S. 13-1361