

JUNIATA COUNTY SCHOOL DISTRICT

SECTION: OPERATIONS
 TITLE: TRANSPORTATION
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No. 810. TRANSPORTATION	
<p>1. Authority Title 22 Sec. 23.4 SC 1361 SC 1362</p>	<p>Transportation for students shall be provided in accordance with local, state and federal law and the following guidelines. From here on the Juniata County School Board shall be referred to as “the Board.” Additionally, from here on transportation providing organizations when referred to as a whole will be referred to as “the sub-contractors.”</p>
<p>2. Delegation of Responsibility Title 22 Sec. 23.4 (3) Title 22 Sec. 23.32, 23.21 Title 22 Sec. 23.4</p>	<p>The Board shall retain contracts with organizations who meet state and federal standards for transporting school students in the Commonwealth of Pennsylvania. The Board shall retain a contract for transportation management services. A designee or designees labeled as the Transportation Coordinator and Transportation Staff will manage the daily operations of the entire transportation program, including but not limited to the articles mentioned in this transportation policy. The “Transportation Coordinator” shall work with the Business Manager and Superintendent in complying with district, state and federal policies. The Transportation Coordinator will prepare and submit a report for all board meetings regarding major changes in transportation, vehicle approvals, pending driver approvals, and other information which must be approved by the Board.</p>
<p>35 P.S. Sec. 4601 et seq</p>	<p>The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.</p>
<p>Title 67 Sec. 212.101</p>	<p>The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained where required by law on district property at locations where passengers load and unload.</p>
<p>3. Guidelines</p>	<p>Students attending kindergarten through grade twelve who live within the walking limits set by the Transportation Department will not be provided transportation services. These limits may be adjusted on an as-need basis by the Transportation Coordinator with regard for highways or other roadways labeled as “hazardous.”</p> <p>Nonpublic school pupils otherwise eligible for bus transportation are eligible for</p>

such transportation on the same basis as other school pupils concerning distance from the school which they attend. Such transportation is to be provided in accordance with state law over established bus routes which serve the public school as recommended. Secondary bus routes may be developed by the Transportation Coordinator on an as-need basis to meet the needs of nonpublic students separately from public school students for reasons including but not limited to vehicle capacity, school bell times and school location.

Upon receiving written permission from a parent or guardian and a bus pass, a student may be authorized to disembark from a school bus at a place other than his/her assigned bus stop. The requested drop-off location must be a currently Transportation Coordinator-approved school bus stop. This written permission must be submitted before 12:30 p.m. on the day of the alternative bus stop. The student must receive a signed bus pass from the building administrator or his/her designee and present the bus pass to the school bus driver upon boarding the bus. Students with only parental notes and no bus pass will not be permitted to ride an alternative bus or disembark at an alternative location on the same bus route. Student bus passes will be provided on a first come, first served basis and may be denied due to a full capacity school bus, the student's discipline record, or vehicle routing changes. In emergency situations the Transportation Coordinator may assign a temporary bus stop location at a previously non-approved location; temporary stop may not exceed four business days of drop-off or pick-up. All bus stops will be assigned by the Transportation Department and approved by the Transportation Coordinator.

In the event a parent or concerned citizen has questions, complaints or concerns about any transportation of district students, the individual should contact the Transportation Coordinator.

The School Board is obligated to provide transportation for district students between their scheduled bus stops and their respective schools, and to and from certain district-sponsored activities. Special arrangements will not be made for the busing of students to non-district sponsored activities, nor will the school district reimburse or pay parents for transporting their student(s) to or from school-sponsored events in alternative to busing transportation.

The school district shall supply busing to a nonpublic schools at the beginning and at the end of the school day's regularly scheduled mandatory curriculum. This nonpublic school is to be a district and/or state approved school within ten (10) miles of the boundaries of the school district.

No transportation services will be provided on national holidays when the school district is not in session. Additionally, there will be no transportation in the event of a closure of school due to inclement weather, natural disaster, or state of emergency. This goes for public and nonpublic school students and transportation.

School Vehicles

Students shall be transported on Board-approved vehicles which meet state standards for operation. This includes all buses passing the annual Pennsylvania State Police

School Bus Inspection and semi-annual state inspection. All other transportation equipment including vans and activity buses shall meet state standards for operation. All vans used to transport school students shall state "SCHOOL STUDENTS" as decals or placards on the front and rear of the vehicle and will in no way, shape or form block the driver's visibility out the windshield or rear window.

All vehicles owned by any contractors, which will be used to transport school students, faculty, or staff at any time, shall be reported to the Transportation Coordinator, who shall keep a written record of all vehicles. Reported information will include, but is not limited to, age of vehicle, VIN number, capacity, model, braking systems, manufacture, post manufacture alteration, current insurance/registration, and seating arrangements.

All school buses manufactured with a no child left behind alarm, or child safety check alarm type system, will have the system operational as it was upon manufacture of the vehicle. The system is not to be deactivated or disarmed when being used to transport students of the school district for any reason. In the event the system malfunctions the bus should be put out of service until it is repaired.

All vehicles, including route buses and vans, spare buses and vans, and activity buses and vans will be approved by the Board at a meeting prior to the beginning of school. Any additional vehicles may be approved at the Transportation Coordinator's discretion, and will be included in the Transportation Coordinator's monthly board reports.

Sub-contractors will retain necessary insurance on transportation vehicles and will provide insurance information to the Board or Transportation Coordinator upon request.

All vehicles used to transport students to and from home and on district-sponsored trips shall retain a device to contact or be contacted by the Transportation Coordinator at all times.

School Vehicle Operators

The following are classifications of drivers who may transport students within their licensing means. In addition to particular certifications and licenses, all personnel must have pre-employment criminal history, child abuse clearance, DMV record reviewed, FBI fingerprinting, and any other state-mandated clearances completed to be Board-approved to transport students. There are certain state restrictions which allow for "grandfathering" individuals to these clearances, which the Board will adhere to.

A school bus operator is an individual who possesses a valid Class (B) or higher Pennsylvania Commercial Driver's License, with Passenger (P) and School Bus (S) endorsements. This individual must also possess a valid School Bus Physical Examination Card. A school bus operator using a school bus with an air type brake system must also have the air brake restriction (X) removed from their license.

A school vehicle operator, operating a vehicle which carries fewer than 11 passengers, and has no 8-way light system, must possess a valid class (C) driver's license.

An activity bus operator is an individual who possesses a valid Class (B) or higher Pennsylvania Commercial Driver's License, with Passenger (P) endorsement. An activity bus operator using an activity bus with an air type brake system must also have the air brake restriction (X) removed from their license. This individual must also possess a valid Federal Department of Motor Vehicles Medical Examiner's Certificate.

All the above individuals must possess the assigned items on his/her person at all times while operating assigned type of vehicle following state law. The Transportation Coordinator, Business Manager, and Superintendent will have the right to randomly check any driver for licenses at any time.

School vehicle operators are to present themselves in a professional manner when operating school vehicles. Drivers are requested to adhere to the same clothing standards to which students are held. Drivers who dress in an unprofessional manner or wear vulgar apparel will be contacted by a Building Administrator, Transportation Coordinator, Business Manager, or Superintendent's Office concerning appearance. The Board will not discriminate against individuals, but reserves the right to set a minimal dress code, which presents a professional appearance and meets all state laws, for operators to follow.

The Board reserves the right to dismiss a driver from operating a vehicle transporting district students at any time due to unsafe actions, or other actions which inhibit the quality of any student's education, including the student's emotional, social, or physical wellbeing. Dismissal may also be made by the Transportation Coordinator after consultation and agreement with the Superintendent or Business Manager. The Transportation Coordinator, after conferring with the Superintendent or Business Manager, may also approve a driver who meets all criteria to operate a vehicle with district students on a temporary basis until the next Board Meeting.

Up-to-date copies of the above listed licenses, certifications and clearances will be kept by the Transportation Coordinator. These items will be furnished to the Transportation Coordinator by each sub-contractor on or before a date set by the Coordinator prior to the beginning of each school year, and updates will be supplied to the Transportation Coordinator prior to expiration of previous items.

School bus drivers are to adhere to all local, state and national laws when operating a school bus with or without students on board. This includes, but is not limited to, driving with headlights, taillights, and marker lights illuminated during day or night operation, using school bus 8-way light system at all school bus stops and only at assigned school bus stops, and completing proper procedure for crossing railroad tracks with or without students. Additionally if a school bus is equipped with a

strobe light affixed to the roof of the bus it is to be illuminated at all times, not just in inclement weather.

School vehicle drivers will be responsible for maintaining control of both the vehicle and the passengers. At no time is any vehicle operator permitted to discharge a student at any point other than that which has been assigned to them. Drivers are to do everything in their power to maintain a disciplined vehicle and talk to Sub-contractor, Building Administrators, and Transportation Department personnel about concerns with students on vehicles. In the event the driver feels the actions of the student are beyond acceptable, the driver should follow the proper procedures to deal with the situation. A Student Conduct Report should be completed and submitted to the Building Administrator and forwarded to file with the Transportation Coordinator. The driver should also notify the sub-contractor of the issue and the report. The building administrator will assess the student's behavior and will deal with the situation as he/she sees fit. In the event the driver feels the actions taken do not reflect the severity of the misconduct, the driver should contact the Transportation Coordinator, who may discuss the situation with the driver, sub-contractor and building administrator.

Sub-contractors

Sub-contractors must submit a list of all regular and substitute drivers, their addresses, phone numbers, driver's license numbers, and bus assignments to the Transportation Department on or before a day designated by the Transportation Coordinator prior to the start of each school year. Updates are to be provided as soon as they occur.

Sub-contractors will maintain in serviceable operation enough equipment to meet the day-to-day needs of the district, with the understanding that there must be spare equipment in the event of a breakdown or a vehicle is out of service. If a vehicle which should have been placed out of service due to safety concerns is knowingly used to transport students, disciplinary actions will be taken against the driver(s) and sub-contractor and a written notice will be submitted to the Board via the Transportation Coordinator.

Sub-contractors will be responsible for keeping vehicles furnished in clean working order to transport district students. This includes but is not limited to proper mechanical care of vehicle, washing of vehicles' exteriors, and sweeping/cleaning of interiors of vehicles. The Board authorizes the Superintendent, Business Manager or Transportation Department staff to submit verbal and written messages to drivers and sub-contractors requesting cleaning or other maintenance actions to be taken on vehicles, on an individual basis.

Sub-contractors will be furnished with a list of assigned routes and stops prior to the beginning of each school year. Each sub-contractor is to review the routes and submit written change requests to the Transportation Coordinator as soon as possible prior to the beginning of school. The Transportation Coordinator has the right to deny a change request. If said sub-contractor believes this denial was unjust, the sub-

contractor may submit a written request for review to the Superintendent or Business Manager. Each sub-contractor is to assign a regular driver to each assigned route and provide the Transportation Coordinator with the required information. Each sub-contractor and driver is required to complete each route according to the directions and routing sequence assigned by the Transportation Department and may not deviate from the route or sequence.

Parents may request changes to student's assigned bus stop only by contacting the Transportation Coordinator. Drivers or sub-contractors may at no time commit to parents or guardians that a school bus stop can or will be changed, without written notice from the Transportation Coordinator.

Each school bus driver will be responsible for a monthly mileage audit provided by the Transportation Department, which each sub-contractor will collect and submit to the Transportation Department on or before a date assigned by the Transportation Coordinator. Each school van driver and some school bus drivers will be required to complete daily vehicle mileage audits and submit them to the respective sub-contractor. The sub-contractor should submit these audits on a regular basis as assigned by the Transportation Coordinator. If audits are filled out incorrectly or do not match estimates by the Transportation Department, a stop-by-stop audit may be requested or a Transportation Department employee may ride along to complete an audit to compare to the driver's audit.

Trips Assignment Procedure

Travel for school students which is not to school from home or from home to school will be referred to as a "trip." Transportation for trips may be provided by school buses, activity buses, vans or coach buses as approved by the Transportation Coordinator. Any cost associated with using a coach bus will be assessed and charged to the requesting parties within the school district. School buses may be used for both in-state and out-of-state transportation.

Trips will be developed in coordination between the Business Manager, Transportation Coordinator and Athletic Director. Trips will be assigned by the Transportation Coordinator, in a way that he/she sees fit.

It is the responsibility of each sub-contractor to retain enough vehicles to complete all routes while having enough vehicles to complete trips as assigned. In the event that there is a shortage of vehicles, it is the sub-contractor's obligation to find additional vehicles, though they may request assistance from the Transportation Department.

After being assigned trips a sub-contractor will be provided a "trips sheet," which provides all necessary information for the driver taking the trip. The driver is to complete the form in its entirety and turn it into the sub-contractor, who will submit it to the Transportation Coordinator. Please note that incorrect forms will be returned, and no payment will be made to any sub-contractor without submitting a complete and correct trip sheet.

Drivers for trips are to arrive to the assigned loading zone at least 15 minutes prior to the departure of the trip. Buses are to be washed and cleaned on both the interior and exterior as to present a professional and respectable appearance. Upon arriving at the destination, the driver(s) are to remain with the group or provide adequate means for contact if needed while on the trip.

For trips which require multiple buses all buses are to remain together for the entire trip. At no time should any bus be more than one mile ahead of or behind other buses. This goes for buses from the same sub-contractor and from multiple sub-contractors. No one leaves until everyone leaves; this is the case even if a chaperone or coach tells a specific bus to depart. Any varied departures must be approved by the Transportation Coordinator.

It is the sub-contractor's and vehicle driver's discretion whether students may eat on the bus on trips. If students do not clean up their mess, it is to be reported to the Transportation Department. The team/organization may be banned from eating onboard the bus for the duration of the season and may be responsible for cleaning of the bus outside instructional time at the Transportation Director's or Athletic Director's discretion.

Trip requests must be submitted at least 30 business days prior to trip. The request must be made on the district-approved request form. After a request is approved it will be forwarded on to the Transportation Coordinator, who will contact requestor with trip information and sub-contractor assignment. If a trip is denied, an administrator will return the request with the "denied" section filled out, outlining exactly why the request was denied. If a trip is denied and a reason is not given, the request should be forwarded to the Superintendent's Office for further review. Though the trip request form allows for a requestor to select a type of vehicle, the Transportation Coordinator has the right to make the final assignment based on availability, cost and state or federal requirements.

Transportation in Inclement Weather

Sub-contractors and drivers are required to transport the county's most precious cargo, even in inclement weather. The decision to delay, close or dismiss school early will be the responsibility of the Superintendent. Sub-contractors and drivers are to work to the best of their ability to keep on track with getting students to and from school on time, though in the event of inclement weather, more so than normal, the statement "safety before schedule" is to be adhered to. As professional drivers and sub-contractors, individuals are to use their best judgment when transporting students, to take the safest routes possible. If it is necessary to deviate from the regular route, contact must be made with the Transportation Department and the deviation must be approved. Drivers are to use extreme caution and be prepared for the worst. In the event school is delayed, drivers are to wait at bus stops an additional (30) seconds to be sure no students are running late.

In the event a bus becomes disabled during inclement weather, the driver is to place

their 4-way flashers on and contact the sub-contractor and Transportation Coordinator for assistance. The driver is to be sure that the tail pipe remains unblocked as not to build up exhaust in the vehicle.

All vehicles transporting district students shall run on the same delay schedule if one is assigned. There will be no exceptions to this rule. In the event of a closure, no transportation will be provided. In the event that students are en route to the school or at school, they will be returned home or to a safe location until they can be returned home.

In the event that an early dismissal is necessary due to inclement weather, all students will be dismissed based on at least the dismissal time change. Some may be dismissed earlier than the change based on transportation needs, routing and vehicle capacity.

Emergency Procedures and Drill Procedures

In the event of an emergency, the following procedure should be followed. Students should be kept onboard the vehicle unless it is safer for students to be evacuated. Reasons for evacuation could be, but are not limited to, fire, excessive damage, sinking in water, on railroad tracks, in danger of being hit by additional motorists. In the event of any accident with or without students onboard, the Transportation Coordinator shall be contacted immediately, along with the authorities if medical attention is needed. If the bus is disabled, a replacement bus will be dispatched. At no time are students permitted to leave the scene of the accident with parents, friends or alone. If medical attention is needed, students may be transported by certified medical personnel only. Drivers, students and others onboard the vehicle are not permitted to speak to anyone concerning the accident except school administrators, EMTs, police and the driver's employer.

The driver should complete the school district accident report, which is provided in every school vehicle. This report outlines the information needed from others involved in the accident, witnesses and other important information. When completed, the report is to be submitted to the Transportation Coordinator within 12 hours of the accident. Sub-contractors are advised to have additional safety measures and procedures.

As a preventative measure and based on Department of Education policy, school bus evacuation drills will be carried out twice a year, once by the end of the first full week of school and again in March of the following calendar year. The following information shall be explained to students by the assigned bus driver at the time of the drill:

1. The location of and use of fire extinguishers.
2. The use of other emergency equipment.
3. The location and operation of all emergency exits, doors, windows and roof hatches.
4. Students will be instructed to use the regular/front service door if available and the rear emergency door if front is blocked or unsafe.

5. Administrators and teachers may be available to observe drills and time the students onboard for exiting. In the event they are not, each driver will be responsible for his/her vehicle.
6. The driver should inform the students of the evacuation drill plans from the information provided on the evacuation drill form, which provides step-by-step directions for the driver to inform the students how to carry out the drill. Students will be instructed to exit out the back door one at a time, leaving all personal items except jackets onboard the bus. Two senior high students should exit first to assist other students exiting, one seat after another, beginning with seat 24, then 23, and so on to 1. The driver should go through the bus to check that all students have exited and close the back door.
7. The time of the above drill should be kept by a teacher, administrator or the assigned bus driver and reported on the evacuation drill Form. The completed form will be submitted to the Transportation Coordinator, who in conjunction with the Business Manager should submit the proper forms to the Department of Education.

Transportation for Students with Disabilities

The district shall ensure that appropriate transportation services be provided for students with disabilities as specified in their individualized education program (IEP) or accommodation plan. The district shall make home-to-school transportation available for those students at no cost to the parents/guardians as specified in the student's IEP.

The superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses. Arrivals and departures should not reduce the length of the school day for these students except as may be prescribed on an individual basis.

The superintendent or designee shall establish administrative regulations setting forth criteria for determining the most appropriate mode of transportation for an individual student.

Students shall not be transported in any mobile seating device that is not compatible with the bus securement system. The superintendent or designee shall provide procedures for ensuring this compatibility before the district initiates the student's transportation.

Transportation for Students Experiencing Homelessness

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services.

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon

a method to apportion the responsibility and costs of transportation.

Closing

It is the desire of the Juniata County School District's Board of School Directors to provide the safest, most reliable transportation, which allows for the most successful students possible. The Board provides that the Transportation Coordinator in conjunction with the Superintendent and Business Manager may make and implement decisions which better the routing, management and safety of the student's transported in the Juniata County School District.