

Book
Policy Manual
Section
800 Operations
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Transportation
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810
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Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Authority

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.[\[1\]](#)[\[2\]](#)[\[8\]](#)[\[10\]](#)[\[11\]](#)

The Board shall approve a list of bus drivers submitted by contractors.

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.[\[2\]](#)[\[3\]](#)

The Board shall transport handicapped students without regard to distance or hazardous walking conditions.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.[\[1\]](#)

The designated auxiliary committee shall recommend for Board approval any changes in bus routes and bus stops.

Each student will be assigned one (1) stop in the morning and one (1) stop in the afternoon for travel to and from school, and those stops will be in force for each day of the school year unless a parent/guardian requests a change of assignment of a permanent nature.

The Board requires the following for any parent/guardian who has a joint custody legal agreement and requests an additional pick up/drop off site:

1. A letter in writing stating the intention of an additional stop for their child.
2. Proof of the joint custody agreement.
3. The address of the requesting parent.

If all of the documentation is validated, the district's transportation coordinator will assign a pick up/drop off site in accordance with Watts v. Manheim School District and the district's transportation policy.

Delegation of Responsibility

The school bus driver shall be responsible for the discipline of students while they are being transported.

Physical disciplinary measures shall only be used by the school bus driver to the extent necessary to protect him/herself and other school bus passengers.[7]

No school bus drivers shall pick up or discharge any student at any place other than the authorized stop for that student.

School bus drivers shall report continued incidents of disruptive behavior or serious misbehavior in writing to the building principal.

The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[8]

The period of suspension is at the discretion of the building principal and the Superintendent.

Immediate notice of suspension, along with the reasons for and duration of suspension shall be given to the parents/guardians and the Director of Transportation.

The Superintendent or designee shall be responsible to:

1. Promulgate rules governing the number of chaperones to accompany students in connection with school-related activities.[8][9]
2. Prepare a district map or schedule indicating each bus stop and bus route.[8]

3. Maintain records and make required reports regarding school transportation.[\[8\]](#)[\[10\]](#)
4. Promulgate rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[8\]](#)

Guidelines

Authorized bus routes shall be posted, along with a list of students authorized to ride the vehicle and the schedule of stops.

Enough buses shall be provided, and routes shall be designated so that maximum utilization of buses is accomplished without exceeding the rated capacity.

In addition to providing instructional and extracurricular services to district students, auxiliary support shall be provided to aid in the instructional efforts of the district. Categories of auxiliary support shall include nutrition and health, transportation, and food services.