



EUREKA SPRINGS TRANSPORTATION POLICIES

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EUREKA SPRINGS TRANSPORTATION POLICIES

Transportation Policies

Under AR. State Statute (6-19-102) Eureka Springs School District is authorized to provide bus transportation for its students. All Parents and Students are encouraged to take advantage of this service. Bus Transportation, however, is a privilege and not a right. The law gives bus drivers the authority to keep order on his or her bus and holds them responsible for this. Only students who behave and abide by the posted rules may ride Eureka Springs School Buses.

Section 1 Bus Routes/ Bus Stops

AR. Statute (6-19-102) Authority to transport students

- A. Buses shall be routed to provide the best service for the greatest number of students. However routes are planned to provide the most economical operation of buses with distance and road conditions being the major criteria for routing.
- B. The Transportation Director is authorized under the direction of the Superintendent, to plan bus routes within the policies of the board of transportation and to change routes at any time when, in his/her judgment, better service can be provided for a greater number of students by such change.
- C. When possible, all bus stops shall be located at points where the bus can be seen for a distance of at least 500 feet. The Transportation Director shall designate each stop. The bus route or bus stop is not to be changed without the approval of the Transportation Director.
- D. Buses shall stop only at scheduled stops that have been selected for safety and convenience.
- E. Students are to be transported to school and home. They are to get off the bus only at their designated stops. With written permission from the parent and pre authorized by the building principal, pick-ups and drop-offs may be made in order to accommodate childcare arrangements.
- F. Other forms of drop-offs can be approved by the building principal before the scheduled day of the drop off. No buses will go off route for unscheduled drop-offs.

Section 2 Bus Stops Loading and Discharging of Pupils

(AR. Statute 6-19-110) Section C1

The superintendent and director of transportation of each school district, in consultation with the appropriate law enforcement agency and appropriate prosecuting authority, shall develop a school bus safety plan designed to ensure the safety of children being loaded and unloaded from school buses.

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- A. When Picking up Students at a single location on a side road, a turnaround must be provided. The bus will not travel beyond the pick-up point in order to turn around without the approval of the Transportation Director.
- B. At school bus stops, where it is necessary for the children to cross the road in going to and from home, the children should cross in a group at a distance of approximately ten (10) feet in front of the bus while the bus is stopped.
- C. AR. Statute (27-51-1005) No student will be allowed to cross any road that contains 4 or more lanes of traffic. On any roadways containing 3 or more lanes of traffic, the bus can only load and unload from the side of the road that is closest to the right side of the road (AR. statute 27-51-1003) exiting directly to the sidewalks or shoulder side of the bus.
- D. When the bus comes to a regular stop and no rider is present, the driver will stop, honk the horn, and wait approximately 15 seconds before continuing on the route. The driver will not stop the bus from that point of the present stop. If a student does not make his appointed stop, it will be the parents' responsibility to drive to the next stop or take their child to school.
- E. Students should be at the bus stop a minimum of 5 to 10 minutes before the scheduled time of the bus stop. Occasionally routes are subject to fluctuate because of non-riders from previous bus stops.
- F. Parents must be at the bus stop upon arrival of the bus. In the event there is no parent at the stop to pick up the student, the student will be taken back to the school. The parent will have to make arrangements to have the student picked up.(repeated failure to pick a child up will result in the school notifying legal authorities)

Section 3 Loading and Unloading at the Schools

- A. All buses will load/unload only at areas outlined by the Transportation Director and the Superintendent, Deemed as designated loading and unloading areas.
- B. After the buses are loaded, Students cannot get off the bus without authorization from the office. Once the doors are closed and the bus is in motion, buses will not stop to let students on or off of the bus.
- C. Students must have proper signed paperwork by the office and parent in order to get on/off at any stop other than their designated stop. The bus driver has the right to deny entry if sufficient documentation cannot be produced.
- D. Loading and unloading must be done in a timely manner; delays at the schools will result in delays on the routes. This will create problems at the bus stops.

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Section 4 Policies for Students Riding School Buses

IT IS A PRIVILEGE—NOT A RIGHT—TO RIDE A BUS

Eureka Springs School has a Zero Tolerance policy for Bullying

- A. Students are to be at the bus stop at least 5 to 10 minutes before the scheduled time of the stop. Students are to stand off the road and wait until the door is opened to move up to the bus. Do not play on the Highway.
- B. The Transportation Department must be notified when there will be no morning riders on side roads loading with a single stop more than (1/4) mile from the main route. Following failure of notification on three (3) consecutive mornings, the bus will not make the morning stop until notification by the parent that the rider/riders will be present. Notification must be made before the bus leaves on its morning route (6:15 a.m.)
- C. Students are to cooperate fully with any drill or emergency.
- D. No Bullying (AR. code 6-18-514)

Students who bully shall be held accountable for their actions while they are going to or from a school activity in a school bus, school vehicle, or any other school provided transportation or at designated school stops. Refer to ASBA 4.43 policy on bullying.
- E. Fighting, rowdiness, excessive loudness, and horseplay will not be allowed.
- F. Be courteous to the driver and to fellow students on the bus.
- G. While loading or unloading the bus, students must enter or exit quickly and in order.
- H. If a student must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the bus stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you differently).
- I. Students are to pay special attention to crossing the roadway after the bus has stopped. Cross in front of the bus at the driver's signal.
- J. Students are to conduct themselves in a manner, which will not distract the attention of the driver or disturb others riding the bus.
- K. Each student must be seated before the bus is put into motion. Wait until the bus is stopped to move to another seat or toward the exit.
- L. Students are not to tamper with any controls or safety devices on the bus nor sit in the driver's seat.
- M. Students are not to put their hands, arms, or other parts of their bodies out the window.

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- N. Students are not to litter, place all trash in containers or backpacks. Students are not to throw any object on or from the bus.
- O. Students are not to throw paper, food or other objects on the floor of the bus. The consumption of food and/or drinks is strictly prohibited on the bus. Keep the aisle of the bus clear of books, lunches, and coats etc. Do not put your feet in the aisle.
- P. Students are not permitted to exit the bus, without prior permission, at any stop other than their regular stop.
- Q. Students are not to ask the driver to let them off the bus up town, at the store, to get the mail out of the mailbox, or any place except at the regular stop. Do not ask the driver to make an exception to this policy.
- R. Students are not to deface the bus or any school property. Do not write on the bus or damage seats etc. Any student found guilty of intentionally causing damage to any part of a school bus will be required to pay for the damage at a price set by the transportation Director.
- S. A bus stop is considered at the time students are present, to be part of the schools property. Students must not damage any property, public or private while waiting for the bus.
- T. Students are not to use profane or vulgar language or make obscene gestures.
- U. Use of tobacco products is prohibited on a school bus at all times. (AR. Statute 6-21-609) Upon conviction a person shall be punished by a fine not less than ten dollars (\$10.00) but not more than one hundred dollars (\$100.00)
- V. Students are not to get underneath the bus at any time.
- W. In any infraction of these rules, the driver may: in his judgment coach the child for a violation or process a School Bus Discipline Report that will be turned in to the offices for further review.

Penalties for each offense that may be imposed are as follows:

- 1st offense – Student meeting with principal and letter to parents
- 2nd offense – Student meeting with principal, letter to parents plus detention
- 3rd offense – Student meeting with principal, letter to parents, suspension from bus privileges for no less than three (3) days but no more than 10 days.
- 4th offense – Student and parent meeting with principal, suspension from bus privileges for more than 10 days.

It is the right of any Certified Administration to escalate the offense level depending on the severity of the transgression.

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Section 5 Policies Covering the Use of Buses on Athletic/Academic Trips

1. Organization requesting the trip is to submit a transportation request at least two weeks before the date of the trip. The request will have leave/return times, as well as one way mileage. The request must have a filled out seating chart with the exact number of riders attending the trip.
2. There must be one or more school district trained supervisors on the bus for the entire trip.
3. No passenger is to ever occupy the driver's compartment except in case of emergency and only under the direction of the driver or the supervisor in charge.
4. Classroom conduct is to be maintained at all times except for common conversation.
5. There shall be no eating or drinking of any kind on the bus at any time.
6. The use of tobacco products on the bus is prohibited at all times. (AR. 6-21-609)
7. The very best care of equipment is a must. The sponsoring class, team, or organization will be responsible for any and all damage done to the bus by passengers on the trip and will be asked to pay for repair or replacement of damaged equipment.
8. The emergency door (rear door) is never to be opened except in case of an EMERGENCY, unless it becomes necessary to open it through which to load equipment, even then no one is to get in or out of the bus through the rear door.
9. No class, team, or organization will be permitted to carry a visitor from another school, class, team, or organization or anyone from outside the district without approval of the administration.
10. The bus must be thoroughly cleaned upon returning from each activity or athletic trip. If it cannot be done at that time, then it must be done the following school day (without fail).
11. It is suggested that each sponsor inspect the bus prior to its departure to ascertain the exact condition of the bus.
12. The maximum speed limit under perfect conditions, under State Laws, is the same as other traffic.
13. The driver of any school bus, whether carrying passengers or not, must before crossing a grade of any track or tracks of a railroad, bring the bus to a full and complete stop not less than fifteen feet or more than fifty feet from the rails nearest the front of the bus.
14. When any school bus must stop for any railroad track, all passengers must be silent until crossing is completed. Such signal for silence shall be given by the driver in whatever manner he/she deems suitable.

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Section 6 Guidelines for School Cameras including Bus Cameras

1. Cameras are used as a tool for assisting in discipline problems and ensuring safe and dependable transportation of students.
2. If a problem is reported to a school authority, only the segment concerning the problem will be viewed. Only authorized school personnel will view the tape. Parents or guardians with a principal will be allowed to view the segment of tape pertaining to a problem concerning their child consistent with the [Family Educational Rights and Privacy Act](#).
3. The driver and the transportation director may view the tape of the entire route in order to identify problems that may need to be corrected.
4. The Transportation Director and Superintendent will be the only approved school employees that can unlock a camera box and remove a hard drive.
5. Footage of an incident may be kept on file for legal assistance if the Superintendent or Transportation Director so directs. Camera footage will not be otherwise maintained.

Section 7 Bus Driver Policies

- A. Drivers are to be punctual by beginning the route on time. Every effort should be made to stay on schedule.
- B. Substitute drivers will come on a first come first serve basis, except emergencies and illness will have priority over personal leave.
- C. Drivers must yield the right of way when entering any highway. Always stop the bus before entering any highway.
- D. Anytime a driver backs the bus, he/she must yield the right of way. When possible, avoid backing school buses on school grounds or while loaded with children.
- E. In case of accident or other delay en route, the driver is to remain with the bus and the children and send for help. The driver must utilize all safety equipment available, such as the spacing of safety triangles. Under usual circumstances, students should remain on the bus.
- F. The driver while transporting students shall not transport anything such as firearms, explosives, sharp or dangerous objects or materials.
- G. Absolutely no adult rider except on the authority of the Transportation Director or the Superintendent.

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- H. The maximum speed limit of a school bus is the same as other traffic on all major highways. (Posted speed limits). On all county roads the bus is five (5) MPH slower than the posted speed limit.
- I. The driver is to clean the inside of the bus daily. The outside of the bus should be washed when necessary. All school bus markings shall be kept clean at all times. Windshields and rear glasses shall be kept clean. The driver shall make daily checks for all safety factors, as well as fuel, oil, radiator, and tires. In case of discrepancies, a work order will be filled out and turned in to the bus shop.
- J. Never allow students to extend their head, hands, or any part of their body outside of the windows.
- K. Never allow the students to work the stop arm or tamper with any of the safety devices.
- L. The driver should not disengage the brakes until every student is seated.
- M. State Law requires school buses to stop before crossing all railroads.
- N. All students who are transported in a school bus shall be instructed in safe riding practices and shall participate in emergency evacuation procedures at least twice (2) each year. After an emergency evacuation is conducted, it will be verified and recorded.
- O. In case of ice and snow, the transportation director and the superintendent will decide if roads can/cannot be traveled. Ordinarily, announcements will be made on local radio and television stations concerning closings of schools.
- P. All drivers should encourage traffic to pass the bus between stops when possible. Traffic tie-ups behind and in front of buses are not good. A smart driver will try to keep traffic moving normally at all times.

Eureka Springs Public School Bus Safety Plan

In compliance with Act 1206 of 2009 the Superintendent and Director of Transportation of Eureka Springs School District, LEA # 802000, in conjunction with the appropriate law enforcement agency, the appropriate prosecuting authority, and the appropriate city and county government entities listed below have developed the following plan in a cooperative effort designed to ensure the safety of children being loaded onto or unloaded from District buses.

This plan is intended to foster a cooperative working relationship between the school district and any agency that has jurisdiction over the streets, roads, and highways upon which the school buses operate in their normal course of business.

This plan details the procedures of this cooperation as well as the commitment of the agencies to perform a periodic review of the plan to insure that the plan remains current.

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State, County and Municipal Plan Participants

City

City of Eureka Springs Police Department
Chief Bryan Young
147 Passion Play Road
Eureka Springs AR 72632
Phone: 479-253-8666

Sheriff's Office

Carroll County Sheriff's Office
Sheriff Daniel Klatt
205 Hailey Road
Berryville AR 72616
Phone 870-423-2901
Fax 870-423-4336

Arkansas State Police

2724 Airport Road
Harrison AR 72601
Phone 870-741-3455

Road Department

Carroll County Road Department
Hwy 62 West
Berryville AR 72616
Phone: 870-423-3202

Prosecuting Attorney

Carroll County
Mr. Clint Scheel
202 North Springfield St.
Berryville AR 72616
Phone: 870-423-6869 Fax: 870-423-6624

School Districts Responsibilities

1. The Transportation Director, under authority of the Superintendent, will evaluate all school bus routes and stops at least annually to determine any safety issues that exist and make recommendations to local authorities for any changes and/or modifications deemed necessary to insure the safety of students. Evaluation forms will be attached and performed prior to the beginning of each school year and as needed. **See Attachment A**
2. The district will conduct an annual education program for all students regarding the safety procedures at all bus stops. The district will also instruct all bus drivers in procedures to be followed while loading and unloading students. This includes their responsibility to report any and all motorists who violate the provisions of Arkansas Code Annotated 27-51-1004 or 27-51-1005.
3. Consult with other representatives of the parties to this agreement at least annually to review the plan, have an open discussion, and make any necessary changes to the School Bus Safety Plan. **See Attachment B**

Municipal, County, and State Government Responsibilities

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Board Approved: August 21, 2014

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1. Assist the implementation of the plan with road markings, signs, lights and/or any safe driving area in their purview to ensure a safer bus routes and stops operation.
2. Review each safety issues presented to determine specific organization responsibility and action to insure the safety of bus routes.
3. Will participate in annual education program for students, when appropriate and available.

Law Enforcement Agency Responsibilities

1. Investigate each report of a violation of Arkansas Code Annotated 27-51-1004 or 27-51-1005 in a timely manner.
2. Prosecute each violator (when the evidence supports) in a timely manner.
3. Report to the superintendent or his/her designee, about the disposition of each incident report submitted by a school bus driver.
4. Provide guidance to insure compliance with city, county, and state laws pertaining to motor vehicle operation.
5. Analyze bus safety plans, bus routing, and pickup and discharge stops and make recommendation or suggestions on the safest way to conduct bus related operations.
6. Will participate in annual education program for students, when appropriate and available.

Route Updates

The school district will update its list of routes when necessary and if changes are made on a permanent basis to those routes. They will provide this update to local authorities. The school district will coordinate annually with local law enforcement agencies on current routes and hazards to those routes and stops that are beyond the control of the school district to correct.

School District Discussion with Local Officials

The superintendent or Transportation Director shall periodically inform and consult with local law enforcement agencies, prosecuting authorities and public works departments of state and local governments regarding procedures to be implemented to improve and ensure the safety of students loading and unloading school buses. These discussions shall include the appropriate procedures for a person who observes an operator of a motor vehicle violating 27-51-1004 or 27-51-1005 to the appropriate jurisdictions. These discussions should also include the possibility of additional signage, traffic markings, or electronic traffic control devices.

All participants will join together for training that would be specific to the implementation of traffic laws and enforcement to assist the school district bus drivers and school official.

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The participants from each agency will be notified annually by the school district to review the safety plan. The head official of each organization will determine the responsible contact person for participation in the safety plan.

See Attachment B

Annual Bus Route Evaluation Report

Due Prior to the First Day of School

Route Analysis

The school district should survey its routes for those road conditions they feel may be a hazard to bus operations. This survey should include bus stop locations and should take into account any school district policy and recommendation from the "Identification and Evaluation of School Bus Route and Hazard Marking Systems". This booklet is produced by the National Association of State Directors of Pupil Transportation Services. This review will be made prior to the first day of school, as well as when requested by a driver, parent, participate in this plan, or other interested persons.

The district designee should evaluate all school bus routes and stops at least annually to determine any safety issues that exist and make recommendation to local authorities of changes or modification determined as necessary to ensure the safety of students.

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Attachment A – School Evaluation Form

School Year _____

Date(s) of Review _____

Route/Driver	Date of Review	Safety Issues Found	Response
_____	_____	_____	_____

Red Patch:

Blue Patch:

Green Patch:

Brown Patch:

Black Patch:

Silver Patch:

Orange Patch:

White Patch:

Date of School Bus Drivers Safety Training: _____

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Attachment B – Open Discussion with Representatives

This plan has been reviewed and agreed to by the participants as listed below:

<u>Representative</u>	<u>Agency</u>	<u>Date</u>
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