

Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	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. District-owned vans may be utilized for transporting students on field trips and school-related activities with district-approved drivers. -
-SC 1361, 1362, Title 22 Sec. 23.1, 23.2, 23.4

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. -- SC 1362, Title 67, Sec. 447.1 et seq

The Board shall transport handicapped students without regard to distance or hazardous walking conditions. -- SC 1374, Title 22, Sec. 23.3, Pol. 103

The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law. -- SC 1361

A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the contractor has evaluated the results of that screening process. -- SC 111, Title 22, Sec. 8.1 et seq, 23 Pa. C.S.A., Sec. 6301 et seq

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. -- 35 P.S., Sec. 4601 et seq

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles. --Title 67, Sec. 212.101

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported. Volunteer bus monitors, as available, shall be assigned to assist in maintaining discipline.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation. --Title 22, Sec. 23.4

The Superintendent or designee shall be responsible to:

1. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips. --Title 22, Sec. 23.4, Pol. 121
2. Prepare a district map or schedule indicating each bus stop and bus route. -- Title 22, Sec. 23.4
3. Maintain records and make required reports regarding school transportation. -- Title 22, Sec. 23.1, 23.4
4. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district. -- Title 22, Sec 23.4

Guidelines

No student will be permitted to get on or off at any stop other than his/her own established stop, unless written consent is obtained from the parent/guardian and approved by the building principal or designee.

New Or Extended Routes

The following guidelines will be utilized in considering requests for new routes or for route extensions; existing routes shall not be affected by these guidelines:

1. Secondary students may walk a maximum of two (2) miles along secondary or township roads.
2. Elementary students may walk a maximum of 1.5 miles along secondary or township roads.
3. Elementary and secondary students shall not be required to walk along major or primary roads any distance greater than the distance to the nearest area which would provide a safe bus stop.
4. New routes and route extensions may be established over paved roads, provided adequate turn-around areas are available, where required.

Major roads are defined as I-80, Alt. 220, and 322. **Primary roads** are defined as 504, 144, 26, 879, and 53. **All other roads** are defined as township or secondary roads.

Transportation Certification Requirements

To ensure that the requirements for all bus contractors and drivers are currently maintained, records shall be kept in the office of the Business Manager and maintained by the Transportation Assistant.

The district shall maintain an accurate and complete database of contractor and driver information. This comprehensive database will be developed and maintained for tracking driver information. The database will include: -- SC 111, Title 22, Sec. 8.1 et seq, 23 Pa. C.S.A., Sec. 6301 et seq

1. For contractors:
 - a. Vehicle information.
 - b. Insurance information.
2. For bus/van drivers:
 - a. Bus contractor - employer.
 - b. Driver name and location of assignment.
 - c. License information.
 - d. Record of any moving vehicle violation.
 - e. Copy of annual physical examination.
 - f. Copy of criminal history and child abuse clearances.

The district shall implement an ongoing monitoring process to ensure that approved drivers:

1. Maintain a valid Pennsylvania drivers' license.
2. Comply with all government requirements applicable to the use or operation of a vehicle.
3. Complete required initial training and recertification every four (4) years.

The district shall check PennDOT records on bus driver license abstract annually on the Internet Search site, to verify driver requirement accuracy.

To legally operate a school bus, the driver must have in his/her possession the following documents:

1. Current valid physician's certificate, properly signed by the operator.
2. Current valid Pennsylvania Operator's License, properly signed by the operator.
3. Currently valid School Bus Operator's Certificate, properly signed by the operator.

District-Owned Vans

Drivers transporting in school vans must view an informational video regarding handling/driving of the van, as well as have vision and hearing tests performed by the school nurse. Van drivers must be school employees or volunteers approved by the Board. The district will obtain a driver Motor Vehicle Record (MVR) for all drivers.

Reports Of Employee Crimes/Child Abuse

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.

2. Were charged with a crime deemed serious under the criteria established by law. -- SC 111

3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers. -- Pol. 304

The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination. -- Pol. 317

If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.

Use Of School Vehicles

Employees with a Type A violation within the last three (3) years are not permitted to drive school vehicles or to transport district students under any circumstances. Type A violations are those that are assigned the most points as determined by the state point system. Examples include, but are not limited to:

1. Driving while intoxicated.
2. Driving under the influence of drugs.
3. Negligent homicide arising out of the use of a motor vehicle.
4. Operating a vehicle during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without an owner's consent.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Participating in a motor vehicle speed contest.
11. Hit and run (bodily injury or property damage).
12. Failure to stop for a school bus with flashing red lights.
13. Failure to comply with a crossing gate or barrier.
14. Moving violation over thirty (30) points.
15. Failure to notify the district of changes in the driving record during the year.

Employees with three (3) or more Type B violations in the last twelve (12) months are not permitted to drive school vehicles or transport district students under any circumstances. Type B violations include any other moving violation that is not considered as a Type A violation.

Only employees with the required child abuse clearance certificate and criminal history clearance certificate on file may transport district students. --SC 11, Title 22, Sec. 8.1 et seq, 23 Pa. C.S.A., Sec. 6301 et seq

School vehicle use is restricted solely to district-related activities. Personal use is prohibited under all circumstances.

The Facilities Manager will control the scheduling of all maintenance vehicles and the Transportation Assistant, or designee, will control the scheduling of all school vans. The district employee signing out the vehicle is responsible for the safe and lawful operation of the vehicle and will ensure that no damage occurs to the vehicle as the result of abuse or negligence.

The school vehicle must be returned to its appropriate location each night. All doors and windows are to be locked whenever the vehicle is left unattended, including when it is returned for the night. Permission to keep a maintenance vehicle overnight must be secured from the Facilities Manager and to keep a district van overnight from the Transportation Assistant.

The maximum seating capacity for each of the school vans is nine (9) passengers and the employee driver. The capacity for the maintenance vehicles shall not exceed the manufacturer's recommendations.

The operator shall ensure that there is sufficient fuel to complete the round trip before leaving the district premises. The operator is responsible for filling the gas tank upon returning to the district. The driver may purchase fuel and oil as needed with a credit card given to the driver when s/he picks up the keys. Any personal funds used to purchase fuel or oil will be reimbursed after completion of a district expense form, and all receipts attached.

The Facilities Manager shall be responsible for the maintenance of all district-owned vehicles.

Safety

District-contracted buses, vans and district-owned vehicles shall not be placed in motion until all passengers are safely sitting in their assigned seats. All passengers shall remain seated in their assigned seats for the duration of the trip. All elementary age students have mandatory age-appropriate assigned seating. Age-appropriate assigned seating is defined as separating younger students from secondary students in accordance with the assigned seating bus chart.

Operators of district-contracted vehicles, district-owned vehicles, or privately-owned vehicles transporting Bald Eagle Area School District students to and from school-sponsored activities shall not be permitted to utilize a cellular telephone or any other electronic device while that vehicle is in motion unless an emergency arises on the bus. In that case, the bus driver will use his/her cellular telephone to call his/her bus contractor or the district transportation office to report the emergency. Further, the bus driver will prepare a written report defining the circumstances necessitating the emergency cellular telephone call and forward the report to the district transportation office within three (3) working days.

Should it be necessary to make an emergency cellular telephone call to a bus in motion, the driver of the bus should only accept calls from his/her contractor, the district transportation office, or another district bus driver.

In any case, conversations via cellular telephone should be brief and pertain to the emergency being reported. The bus driver should stop the vehicle at the first available safe place until the conversation is complete.

School employees or chaperones are the only authorized drivers when transporting students in a district-owned vehicle. Students are not authorized to operate district-owned vehicles under any circumstances. Chaperones must be approved volunteers with all clearances, valid drivers' license and an acceptable driving record. --SC 111, 23 Pa. C.S.A., Sec. 6301 et seq

A student may transport him/herself and/or other students to and from district activities only if written parental permission has been provided to the Athletic Director from all parties involved prior to leaving for the activity. The district employee responsible for the student's transportation must have a copy of the parental permission signed by the Athletic Director prior to allowing the student to provide or receive private transportation.

All passengers and drivers must wear seat belts at all times while being transported to and from district activities. Child safety seats shall be used as required by law.

The driver shall abide by all motor vehicle code laws, regulations and guidelines regarding highway safety.

In the event of an accident, the following steps should be taken:

1. Secure immediate medical attention for injured passengers.
2. Report accident to municipal or state police.
3. Get names and addresses of all witnesses and injured persons, license number of the other vehicle(s), names and addresses of driver(s), passenger(s) and owner(s), and insurance carrier information. Note time and place of the accident and the road conditions.
4. Make no comment or statement regarding the accident to anyone at the scene of the accident except to a district administrator, insurance agent for the district, or the police, if necessary.
5. Report the accident immediately to your immediate supervisor, Facilities Manager, and/or a district administrator.

References:

School Code – 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1366, 1374, 2541, 2542

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 15.1 et seq., 23.1, 23.2, 23.3, 23.4, 23.6

State Department of Transportation Regulations – 67 PA Code Sec. 212.101, 447.1 et seq.

Diesel-Powered Motor Vehicle Idling Act – 35 P.S. Sec. 4601 et seq.

Motor Vehicle Code – 75 P.S. Sec. 101 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations – 49 CFR Part 37, Part 38

Board Policy – 000, 103, 121, 304, 317