

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: DECEMBER 13, 2012

REVIEWED: NOVEMBER 15, 2012

810. TRANSPORTATION	
1. Purpose	Transportation for students shall be provided in accordance with law, Board policy and regulations.
2. Authority Title 22 Sec. 23.1, 23.2, 23.4 SC 1361, 1362	<p>The Board shall purchase, equip, and maintain vehicles and contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and co-curricular activities.</p> <p>The Board requires school buses to conform to, and at all times be operated in compliance with, the rules and regulations established by the State Department of Education and the Bureau of Traffic Safety of the Commonwealth of Pennsylvania.</p>
SC 1362	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 1361	The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.
3. Delegation of Responsibility	The school bus driver shall be responsible for the discipline of students while they are being transported.
Title 22 Sec. 23.4	<p>The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.</p> <p>The Superintendent or designee shall be responsible to:</p>
Title 22 Sec. 23.4	1. Establish rules governing the number of chaperones to accompany students in connection with school-related activities.
Title 22 Sec. 23.1, 23.4	2. Maintain records and make required reports regarding school transportation.

<p>Title 22 Sec. 23.4</p> <p>3. Guidelines</p>	<p>3. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.</p> <p><u>Establishment Of Bus Rosters And Schedules</u></p> <p>Bus routes will be established annually under the direction of the Superintendent over the most direct roads practicable for bus travel to serve those entitled to transportation service. Routes will be designed to employ as nearly as practicable the full carrying capacity for each bus trip. No bus shall have more students on board than the maximum rated capacity.</p> <p>Bus schedules will be established under the direction of the Superintendent. The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with the objective of rendering equal service to all students.</p> <p>Authorized bus stops shall be located at convenient intervals in places where students may be loaded and unloaded, cross highways, and await arrival of buses with the utmost safety permitted by road conditions.</p> <p>The number of bus stops on each trip shall be limited, consistent with the policy stated as to service, so as to enable buses to maintain a reasonable average speed and prevent a hazardous traffic situation.</p> <p>Parents/Guardians may request a change of bus stop for reasons of child care on the following conditions:</p> <ol style="list-style-type: none"> <li>1. The bus stop is in the regular attendance area.</li> <li>2. One irrevocable change by the parents/guardians is permitted each year.</li> <li>3. The bus stop is on a regular bus route.</li> <li>4. There is space and continues to be space available on the bus serving this new route.</li> <li>5. The newly assigned bus stop will be used on all school days, including days when late starts and early dismissals occur.</li> <li>6. The child care provider is listed on the child's emergency card.</li> <li>7. The change will require three (3) days to implement.</li> </ol> <p><u>School Bus Assignments</u></p> <p>All students eligible for bus transportation shall be given bus assignments by the</p>
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Director of Transportation or other individual assigned to supervise transportation. All students will be assigned to the existing bus stop closest to their home. Requests for bus stop changes must be called to the Transportation Office and require three (3) days to implement.

No student may ride a bus other than the one to which s/he is assigned.

No student shall be permitted to meet or leave the bus at a stop other than his/her assigned stop.

The Delaware Valley School District shall provide transportation for students to and from one location within the district. If divorced or separated parents share joint custody, the parents will select one location for the student's bus stop.

Parents/Guardians shall be permitted to pick up students at school where they are enrolled, providing that principals are notified in writing in ample time to make necessary arrangements.

With prior written approval by parents/guardians to the principal, a student may be permitted to leave his/her regularly assigned bus at a regularly scheduled bus stop in his/her return home. In such a case, the parent/guardian assumes full responsibility for the student.

Busing to licensed day care centers will continue as long as there will be no related additional costs to the district. Students will not be assigned double seats. This policy will be reviewed annually each spring by the district's transportation department. Such review will include input from the district's current busing contractor, a representative of the administration and a representative of the Board. The purpose of the review will be to determine if the district will incur additional costs as a result of such busing. The Board will be notified immediately of the results of the review. The Board will then convene to review the policy of busing to day care centers. Should the Board decide to discontinue day care busing, day care center operations and parents/guardians will be given one (1) year's notice to make other transportation arrangements. Currently day care busing is subject to satisfactory issuance of insurance agreements, without cost to the district, further subject to partnership/hold harmless agreement between the district and licensed day care providers; such agreement shall be approved by the Board.

Parents/Guardians wishing their children to be picked up at their school by a day care provider can do so on the following conditions:

1. The parent/guardian will provide written notice to the school indicating the day(s) the child is to be picked up by the day care provider.
2. The day care provider will pick up the children at the school at the entrance

designated by the school administrator and in accordance with the procedures established for student pick up.

Bus Driver Responsibility

It is the right and duty of the bus driver to maintain proper order and decorum on the bus.

All school bus drivers shall:

1. Follow the bus schedule as provided by the Delaware Valley Transportation Department, as rigidly as conditions will permit.
2. Remain in their seats and in control of the bus at all times. Should it be necessary to leave the driver's seat for any reason, it is a driver's responsibility to pull the bus to a place of safety and remove the keys from the ignition.
3. Set a good example of conduct and language for the students.
4. Not smoke at any time on the bus.
5. Conduct emergency evacuation drills as directed.
6. Report all infractions involving school bus discipline to the appropriate school official.
7. Maintain a current seating chart showing the seat location of each student on the bus.
8. May not leave the bus with the engine running with students on it.
9. Maintain a current safety manual.
10. Know radio procedures and protocol for radio usage.

All bus operators shall be required to post the assigned number for the bus on the rear and both sides of the bus in a clearly visible location.

If, due to inclement weather or for any other reason, driving conditions should pose a threat to the safety of passengers, it shall be the driver's responsibility to stop the bus in a place of safety and wait with the students until help arrives or conditions improve.

Student Responsibilities

	<p>No animals or pets shall be transported on the bus.</p> <p>All students are required to:</p> <ol style="list-style-type: none"> <li>1. Be on time at their designated school bus stop.</li> <li>2. Respect the property rights of people who reside at or near the bus stop.</li> <li>3. Observe regular classroom conduct while on the bus except for ordinary conversation.</li> <li>4. Take assigned seats and remain seated while the bus is in motion.</li> <li>5. Keep heads, hands and arms inside the bus.</li> <li>6. Keep the aisle clear.</li> <li>7. Keep the bus clean.</li> </ol> <p>Damage to seats, windows, etc. will be paid for by the offender.</p>
<p>Pol. 222, 227</p>	<p>Smoking, alcoholic beverages or controlled substances are strictly forbidden.</p>
<p>Pol. 218.1</p>	<p>Possession of any weapon and/or any dangerous instrument is strictly prohibited.</p>
	<p><u>Suspension Of Privileges</u></p> <p>When this policy has been violated, a review may occur of the bus' videotape, and the procedure shall be as follows:</p> <ol style="list-style-type: none"> <li>1. The driver shall file a misconduct report with the principal or his/her designee. If it is the first reported offense for the student, the principal or his/her designee shall send a notice informing the parents/guardians of the misconduct. Referral for a major disciplinary issue will be cause for the immediate suspension of bus privileges. The possession of a weapon or any dangerous instrument shall be cause for immediate suspension of bus privileges.</li> <li>2. The filing of a second misconduct report shall cause the principal or his/her designee to suspend bus privileges for up to three (3) days after notifying the parents/guardians and the Director of Transportation or other person assigned to supervise transportation.</li> <li>3. Should the child be suspended from riding the bus a second time, the principal or</li> </ol>

<p>School Code 1331, 1361, 1362, 1374, 2541, 2542</p> <p>PA Code Title 22 Sec. 23.1, 23.2, 23.3, 23.4</p>	<p>his/her designee shall suspend bus privileges for up to ten (10) days after notifying the parents/guardians and the Director of Transportation or other person assigned to supervise transportation.</p> <p>4. Should a third suspension be evoked, the parent/guardian and the child will be required to meet with the Superintendent or his/her designee to show why the privilege of riding the school bus should not be permanently suspended.</p> <p>5. During any suspension of privileges, it shall be the parents’/guardians’ responsibility to transport the student to and from school.</p> <p><u>Detention Transportation</u></p> <p>When detention has been assigned as described above, the parent/guardian assumes the responsibility for arranging the student’s transportation following the detention period. Students eligible to use district buses may ride late buses to the stop nearest their home.</p> <p><u>Activity Buses</u></p> <p>Activity buses are for middle and high school students who must stay after school for athletic activities, other school activities, and detention. Activity buses are a convenience offered to parents/guardians to reduce the amount of driving time to transport students participating in after-school activities. However, the activity buses are not a replacement of the regularly scheduled bus routes; the activity bus will only bring a student to the approximate area where the student resides. Students need to advise the driver where they need to depart the bus in advance of that stop. Parents/Guardians may still have to drive to a suitable location along the route to transport the students home. Routes and schedules for the activity buses are published each year. Any student riding the late bus for other than the approved reasons will be subject to appropriate disciplinary action at their school.</p>
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