

ADMINISTRATIVE REGULATION

APPROVED: February 11, 2019

REVISED:

# LAKE-LEHMAN SCHOOL DISTRICT

## 810-AR-1. STUDENT TRANSPORTATION

The district will provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.

The district will provide nonpublic transportation upon written request of the school and receipt of its official school calendar.

The district will provide transportation to charter school students on the dates and periods that the charter school is in session, regardless of whether transportation is provided to district students on those days.

The district will provide transportation to children in foster care and homeless children and youths in accordance with federal and state laws and regulations, Board policy, administrative regulations and applicable transportation plans.

Transportation will be provided for students residing more than 1½ miles from the assigned school and for students residing within the 1½ mile limit when walking conditions are found to be hazardous by the Department of Transportation.

The district establishes administrative regulations, rules and procedures governing student transportation to ensure that resident students are transported in a safe manner and in accordance with federal and state laws and regulations, and Board policy.

### Contracted Services

When it is impractical to provide transportation with district-owned equipment or public transportation, the district may contract with a public and/or private carrier.

Contracted services may be provided by any of the following:

1. Public carrier licensed to provide student transportation.
2. Parent(s)/Guardian(s) of a student.

3. Public school district.
4. Nonpublic school entity.

A contractor that provides transportation services for the district must submit evidence of liability insurance in the amount required by the district and must meet all requirements of the Pennsylvania Department of Transportation and the Pennsylvania Department of Education.

All contracts for transportation services must be approved by the Board.

#### General Rules

Only resident students, district representatives and authorized riders will be allowed on or transported in an approved school bus or school vehicle.

No pickups or discharges of students will be made at residences outside of district boundaries except as authorized by Board policy or the Superintendent.

Students will be picked up and discharged at the same bus stop, and only students scheduled on the bus run are allowed on that bus or school vehicle, unless a change is approved by the Superintendent or designee.

Students with disabilities will be provided transportation in accordance with the student's individualized education program (IEP) or Section 504 Service Agreement.

Bus/Vehicle drivers may assign seats for all students on his/her bus or vehicle.

#### Transportation Supervisor

The Transportation Supervisor is directly responsible to the Superintendent for the efficient and safe operation of the district's transportation system.

The Transportation Supervisor is responsible to supervise assigned staff and to ensure the following responsibilities are completed on an annual basis:

1. Maintain records required for resident students transported to and from district, charter and nonpublic schools.
2. Make and submit required reports regarding district transportation, including cost of operation.
3. Determine, prepare, distribute and post established bus routes after Board approval. Preparation of routes should be developed in consideration of the requirements of law, safe transportation of students, school attendance assignment and economic efficiency.

4. Determine distance from students' homes to pertinent school bus loading zones, to include the distance between stops necessary to allow driver to activate eight-way lighting, unless determined unsafe by the Transportation Supervisor.
5. Maintain a list and make accommodations for students requiring special transportation.
6. Provide drivers with information and training related to students with medical conditions which may require emergency response, as necessary.
7. Provide drivers with an emergency contact list and first aid procedures.
8. Maintain a file for each driver that includes employment record, license information, physical examination certificate, training documentation, driver statistics, safety record, accident history, incidents and complaints.
9. Provide appropriate training for all new and current drivers.
10. Schedule and direct the conduct of two (2) bus evacuation drills in all buses within the required time periods.
11. Ensure compliance with all federal and state specifications for school buses/vehicles and requirements for first aid kits, fire extinguishers, traffic flares and other safety features.
12. Develop and implement an efficient system of maintenance and replacement for all district transportation vehicles designed to meet federal and state specifications and to maximize safe and efficient operation and durability.

#### Bus/Vehicle Drivers

Safety of students is the drivers' primary responsibility. Drivers will maintain orderly student conduct, obey all applicable laws and posted speed limits, and remain with the bus/vehicle when students are aboard.

Each driver will receive a list of students who will ride the bus/vehicle and a detailed route that shows each stop; special instructions; and driving hazards, dangerous intersections, etc.

Each driver will routinely conduct a visual check of the bus/vehicle to make certain all lights are operational and the bus/vehicle is safe for road use.

Drivers will maintain established bus schedules unless student safety, traffic, detours or road conditions require schedule adjustments.

Drivers are responsible to report to the Transportation Supervisor any unsafe conditions at bus stops and on bus routes, and any malfunction or required maintenance for assigned vehicles.

Drivers are responsible for reporting all incidents including, but not limited to: discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Transportation Supervisor or designee as soon as practicable.

### Bus Evacuation Drills

The Transportation Supervisor, in cooperation with each building principal, will schedule and direct two (2) emergency evacuation drills during the school year for each school bus transporting students.

The first evacuation drill will be held the first week of school, and the second drill will be conducted during the month of March.

Drills will be held on school property and not on a bus route.

The drill will inform students about the location of emergency exits and fire extinguishers, as well as the proper procedure for leaving the bus.

See Pennsylvania School Bus Driver's Manual, Unit H on Evacuation Drills:

<https://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20School%20Bus%20protected/SB%20Manual/SB%20Manual/English/PUB%20117.pdf>