

POTTSTOWN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: MARCH 25, 2013

REVISED: JUNE 29, 2015

810. TRANSPORTATION	
<p>1. Purpose</p>	<p>Transportation for students shall be provided in accordance with law and Board policy.</p>
<p>2. Authority SC 1361, 1362 Title 22 Sec. 23.1, 23.2, 23.4</p>	<p>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.</p> <p>At times, various grants are provided to the school district which may fund transportation in support of educational opportunities. The District will fund transportation for such educational opportunities when and only when this fund amount is specified in the grant award and the funding is not provided by the local tax effort.</p> <p>Requests for grant funded transportation must be submitted in writing to the Transportation Supervisor a minimum of 10 days prior to the trip.</p>
<p>SC 1362 Title 67 Sec. 447.1 et seq</p>	<p>The Board shall provide transportation for students attending the Pottstown Public Schools at the school district expense only within the following categories:</p> <ol style="list-style-type: none"> a. Students enrolled in kindergarten and Grades 1 to 5 who must cross a route that is certified by the Bureau of Traffic Safety, Pennsylvania Department of Transportation, as “hazardous for elementary students.”
<p>SC 1361</p>	<ol style="list-style-type: none"> b. Exceptional children who are in regular attendance in a special class that is approved by the Pennsylvania Department of Education to and from school if they have an Individualized Education Program that requires transportation.

<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<ul style="list-style-type: none">c. Students assigned to a program located in a school outside the elementary attendance area in which they reside will be transported to and from school, providing they live more than one and a half miles by the nearest public highway from the school in which they are enrolled.d. Students enrolled in kindergarten and Grades 1 through 5 residing more than one and a half miles by the nearest public highway from the school to which they are assigned will be transported to and from school.e. Any students who are physically disabled due to an injury (temporary) or handicap (permanent) who provide a certificate from a physician and parent.f. Students attending private schools within ten miles of the boundaries of the Pottstown School District and enrolled in kindergarten and Grades 1 through 5 will be transported to and from the school they attend who must cross a route that is certified by the Bureau of Traffic Safety, Pennsylvania Department of Transportation, as “hazardous for elementary students, i.e., utilizing the same standards applicable to school district enrollees, as per paragraph a. <p>Parents/Guardians of Kindergarten and First grade students are required to accompany the child TO and FROM their bus stop. Failure to accompany your child will result in an attempt to reach the parent/guardian . If the parent/guardian cannot be contacted, the child will be taken to the police station for parental/guardian pick up.</p> <p>Transportation is provided as a privilege which may be suspended or discontinued for misbehavior or violation of district rules and regulations.</p> <p>A school bus/van driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district and/or contractor has evaluated the results of that screening process.</p> <p>Drivers shall read and adhere to the recommendations for driving school buses as outlined in the Pennsylvania Department of Education Bulletin 396-Handbook for the School Bus Driver, and all drivers must be properly licensed by the Commonwealth of Pennsylvania. Drivers must also conform to other protocols and procedures established by District Administration.</p>
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<p>35 P.S. Sec. 4601 et seq</p> <p>3. Delegation of Responsibility</p>	<p>Drivers' Physical Examination -- An annual physical examination shall be required to establish the ability of a person to drive, maneuver, and control a school vehicle with safety and knowledge of the laws and regulations relating to the transportation of students.</p> <ul style="list-style-type: none"> a. The school district is exempt from the commercial driver's license (CDL) requirement since we transport fewer than 9 students at a time. b. However, it is a district policy requirement for every driver to successfully complete a physical examination. c. The physical examination will be completed prior to the start of each school year for all employees and independent contractors currently on staff. d. For newly hired drivers, the annual physical should be completed as soon as possible prior to the start of the school year so, in case of a failure on the physical examination, another individual can be secured prior to the start of school. <p>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.</p> <p>Transportation rates or contracts shall be Board-approved and supervised by the Business Administrator. After the transportation schedules have been provided, modifications may be made by the Transportation Supervisor to ensure a safe and efficient transportation system.</p> <p>Requests for transportation changes or additions will be made in writing to the Transportation Supervisor who will respond within five (5) school days regarding the validity of the request.</p> <p>Students must obey bus rules and regulations, cooperate with the bus drivers at all time, and while on the bus are responsible directly to the driver.</p> <p>Any disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the school to refuse transportation to any student or placing such student on suspension as outlined in Policy 810.4, in which case the parents are responsible for the pupil's transportation.</p> <p>Such incidents shall be reported to the principal on the "Bus Incident Form"</p>
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<p>Title 22 Sec. 23.4</p> <p>Title 22 Sec. 23.4 Title 22 Sec. 23.1, 23.4 Title 22 Sec. 23.4</p> <p>4. Guidelines</p>	<p>a. Under no circumstances are drivers/aides permitted to use corporal punishment on students regardless of the circumstances.</p> <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 Transportation Supervisor shall be responsible to:</p> <ol style="list-style-type: none"> 1. Prepare a schedule indicating each bus stop and bus route. 2. Maintain records and make required reports regarding school transportation. 3. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district. <p><u>Bus Stops/Routes</u></p> <p>Bus stops shall be located at intersections, when applicable, that are central to the residences of students assigned to the stop and with due regard to safety. Busing will not be provided to/from child care providers.</p> <p>Each student for whom transportation is provided shall be assigned a bus/van number, a route, and a stop.</p> <ol style="list-style-type: none"> a. Students are not permitted to transfer to another stop, route, and/or bus. b. The parent(s)/guardian(s) may request in writing that a student be reassigned to a different bus stop and/or route. Each request shall be reviewed by the appropriate administrator and may be granted in accordance with the following: <ol style="list-style-type: none"> 1. The route operates from the student's assigned school. 2. The route does not have to be changed or extended. 3. The stop exists on the route. A new stop is not created. 4. The vehicle load capacity will not be exceeded. 5. The change does not increase cost. 6. The change shall be reasonably long-term except under emergency conditions <p><u>Extracurricular Events/Trips</u></p> <p>Students who ride to extracurricular events are expected to return on the same bus.</p>
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	<p><u>Discipline</u></p> <p>See Policy 810.4 Student Behavior While Riding on Buses/Vans</p> <p><u>Reports Of Employee Crimes/Child Abuse</u></p> <p>District van drivers/aides 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:</p> <ol style="list-style-type: none"> 1. Have been charged, subsequent to approval as a district van driver/aide, with a criminal offense that would bar their employment as van drivers/aides or contracted service providers. 2. Were charged with a crime deemed serious under the criteria established by law. 3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students. <p>SC 111</p> <p>Pol. 304.2</p> <p>Pol. 317</p> <p>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.</p> <p>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.</p> <p>If any bus/van drivers or aides 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.</p> <p><u>School Bus Insurance</u></p> <p>Contractors transporting students for the district shall file a certificate of insurance with the Business Administrator.</p>
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	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1366, 1374, 2541, 2542</p> <p>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</p> <p>State Department of Transportation Regulations – 67 PA Code Sec. 212.101, 447.1 et seq.</p> <p>Diesel-Powered Motor Vehicle Idling Act – 35 P.S. Sec. 4601 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations – 49 CFR Part 37, Part 38</p> <p>Board Policy – 000, 103, 121, 304.2, 317</p>
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