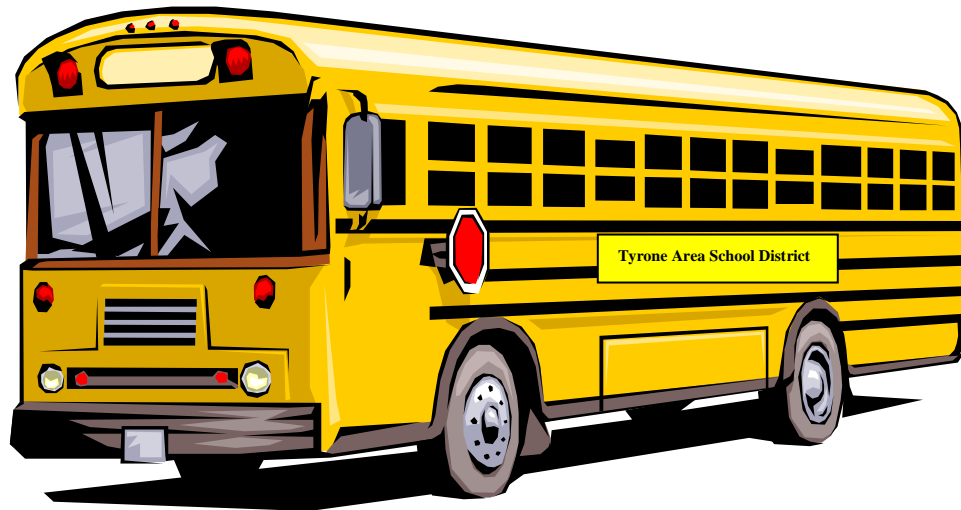


TYRONE AREA SCHOOL DISTRICT

TRANSPORTATION PROCEDURE MANUAL



Revised August 22, 2018

OBJECTIVE

The objective of this manual is to have available a set of guidelines covering all areas of student transportation. This set of guidelines will be used to ensure an ongoing transportation system that is safe, economical and consistent throughout the Tyrone Area School District.

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SECTION I: General Information

This section will explain who is eligible for district transportation; administrative line of command; and will outline the Tyrone Area School District's transportation system.

A. Eligibility

Transportation will be provided to all Tyrone Area School District students, kindergarten through grade twelve, as outlined below. Transportation will also be provided for district students enrolled in an approved non-public school who are eligible for transportation based on the same criteria as public school students. Students not eligible for transportation will not be provided bus transportation unless special education or medical reasons warrant. All students grade K-6 will be provided bus transportation. Students' grades 7-12 will be provided bus transportation if their residence is beyond a 2 mile radius of the school.

B. Transportation Personnel Line of Command

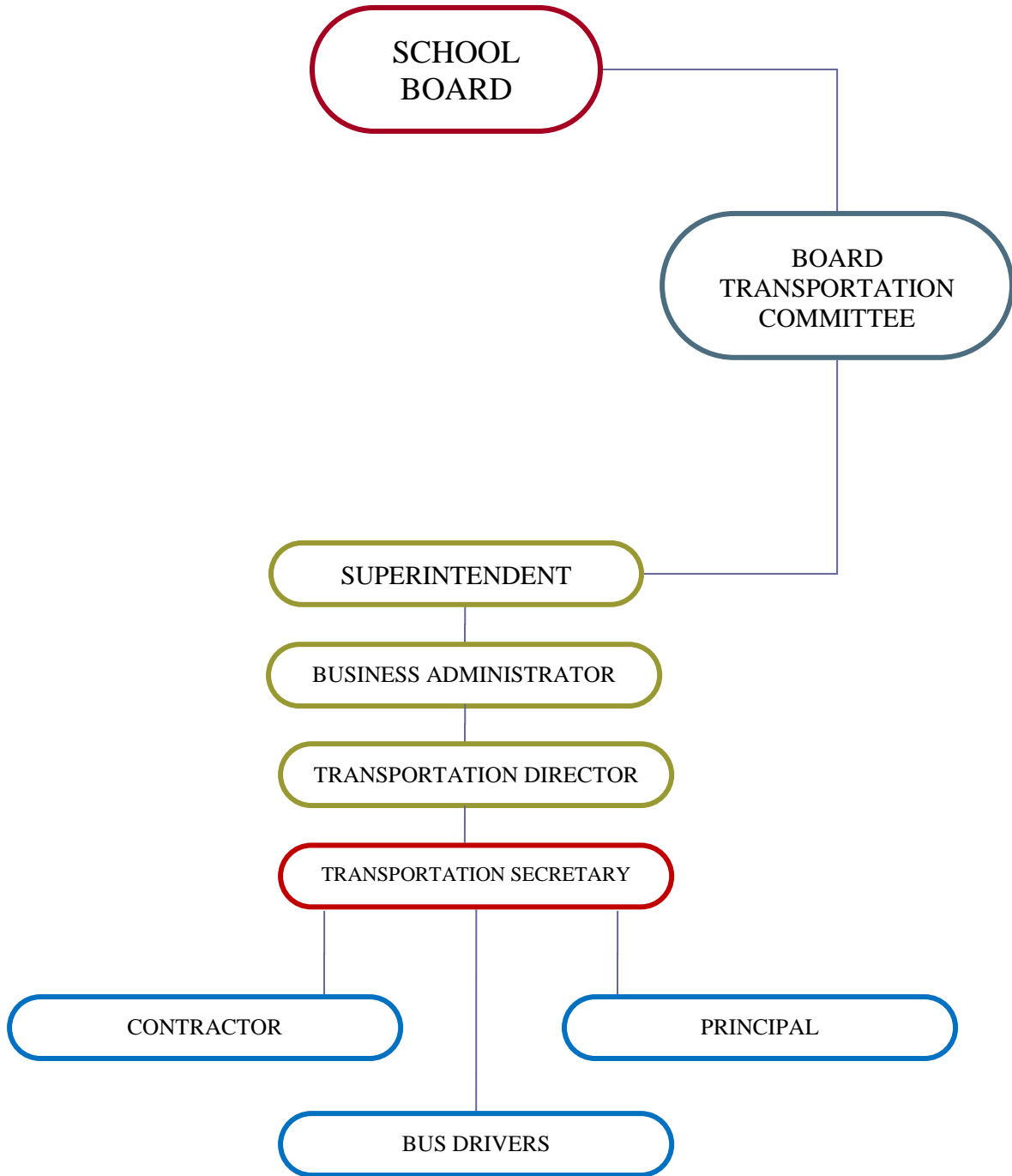
The Transportation Secretary, who reports directly to the Transportation Director/Business Administrator, is responsible for the overall to and from school transportation throughout the School District and for all the Tyrone Area School activity transportation.

All contractors are directly responsible to the Transportation Secretary.

All drivers are responsible to the Transportation Secretary for all matters required by the Tyrone Area School District and responsible to their respective contractor for the various conditions of employment.

Each building principal is responsible for bus discipline problems of their students and will follow the approved busing discipline policy. All transportation inquiries shall start with the Transportation Secretary.

1. Organizational Chart



C. Outline of Service

1. **Walking Policy**

All students not eligible for bus transportation will be required to walk to and from school.

Exceptions to Walking Policy:

All transportation requests for students not eligible for bus transportation must go to the Transportation office for consideration. Exceptions will normally only be made for medical and/or educational needs. Medical necessity must be supported by a written request from a physician.

Walking Policy to bus stops:

Students may be required to walk up to one and one half-mile (1.5 elementary) and two miles (2 MS/HS) to get to a bus stop. The decision requiring a student to walk will be determined by the following criteria:

- a. Age of the student
- b. Availability of a safe turnaround
- c. Hazards of the road (hills, curves, etc.)
- d. PA vehicle laws, posted roads and bridges
- e. Efficiency of the bus route

2. **School Bus Turnarounds**

In any situation where a school bus must turn around on private property, it is the responsibility of the property owner to maintain the turnaround. The school bus contractor will determine what is needed for an adequate turnaround. Any time a turnaround becomes inadequate, the students will be asked to walk to the closest safe bus stop. School buses will not operate on private roads.

3. **Kindergarten and Grade 1 Drop Off**

It is the policy of the Tyrone Area School District not to release any students in Kindergarten and Grade 1 from the bus unless a responsible adult is visible. If a responsible adult is not visible from the bus the child will be returned to the school and the parent will be notified to pick up the child at the school. This policy is in effect for the safety of our younger students.

4. **Child Care**

Parental requests to pick up or deliver students at child care providers (no public daycare, businesses, etc) will only be approved if the request does not alter the original bus route and will not increase the bus load to an overload situation. The District will accommodate different transportation arrangements for AM and PM but these must be consistent Monday through Friday unless a parental custody situation exists. All requests must be approved by the Transportation Secretary. If students move into an area which will cause a bus to be overloaded the last non-resident child/children assigned based on a child care provider's location will be removed from the route until the bus is not overloaded. Non-resident students will be selected based on age (oldest first) and

siblings (siblings will not be separated). At least five (5) days notice will be given when reassigning non resident students.

NOTE: No stops will be opened at places of business, daycare centers, stores, factories, etc.

5. Non-Public Transportation

Under Act 372 of 1973, the district is required to provide service to resident students who are lawfully enrolled in any private non-profit school within ten miles of the school district's boundaries.

All non- public students will ride on the regular busing schedule unless a varied time schedule is requested by the non-public school. All requests must be made in writing and acknowledged by the Tyrone Area School District before transportation will be provided under the varied time schedule.

6. Special Education Transportation

Separate transportation will be provided to special education students only when requested by the Special Education Supervisor in accordance with the student's I.E.P. All requests must be approved by the Transportation Office before transportation will start. A minimum of three (3) days are needed to make special transportation arrangements.

7. Extra-Curricular Transportation

All extra-curricular activities needing transportation must provide an approved field trip request form before a vehicle will be reserved. All requests must be presented to the Transportation Secretary so transportation arrangements can be made. All bus transportation for activities must have at least one school district employee per bus. The district employee will be the responsible person in charge. All vehicles used for student transportation must meet the minimum insurance requirements approved by the Tyrone Area School District.

The Tyrone Area School District will provide transportation to all extra curricular events via school bus or district owned vehicle. When the District provides transportation, only school personnel and chaperones approved by the Principal and/or Athletic Director will be allowed to travel on the bus. Any out of state trips will be reviewed and approved/denied by the Tyrone Area School Board. If the District provides transportation to overnight events the sponsoring organization will be responsible for the cost of accommodations for the driver. Any organization has the option to pay the additional cost for coach transportation above the cost of a regular school bus or van. This request must be submitted in writing to the Transportation Secretary. Sponsoring organizations may request a specific coach provider. This request must also be submitted to the transportation secretary in writing. District personnel will schedule coach transportation based on written requests. The cost difference for coach transportation will be billed to the sponsoring organization. If the organization has not paid all transportation costs billed for the year by June 30, they will not be entitled to coach transportation the following year.

8. Route Preparation

- a. The Transportation Secretary is responsible for preparing the routes during the summer months. The following considerations are made in preparing each route:
 1. Student riding time will be kept to about one hour or less from the first pick-up to the school if possible.
 2. Bus stops will be kept to a minimum, consolidating wherever possible, keeping safety factors of the stop location, road and volume of traffic in mind.
 3. Efficiency will be maintained by keeping the number of miles to a minimum. Routes will be arranged in loops whenever possible to reduce duplication and back tracking. Bus loads will be maintained to the highest capacity whenever possible.
- b. All route changes must be approved by the Business Administrator. No driver shall be permitted to change a route without authorization. Drivers are permitted route deviations for emergencies such as accidents, road closures, hazardous conditions, etc.
- c. If overloading requires students to be transferred from one bus to another, transferring students will be selected based on route and siblings (siblings will not be separated).

9. New Students/Care Giver

All new students requesting transportation or any students changing transportation must get approval from the Transportation Secretary. New students and transportation changes require a three (3) to five (5) day waiting period. The Transportation Secretary will inform the bus driver of additions and deletions to the roster. The driver is responsible for keeping an accurate up-to-date route sheet and bus roster in the bus at all times.

10. School Closing, Delayed Starting and Early Dismissal

- a. Whenever a decision is made for a delayed start or a school closing the decision will be made no later than 6:00 a.m. Parents are advised to listen to the local radio or TV reports, Facebook, District Website and there will be a district phone message sent when inclement weather is present. A delayed starting time will permit school district officials to better evaluate roads and weather conditions when the forecast is uncertain.
- b. When a delayed start is initiated all starting times will be delayed by two hours.
- c. All early dismissals must allow for at least one hour prior to the closing for driver notification and pick-up time. Parents again are advised to listen to local radio or TV reports, Facebook, District Website and there will be a district phone message sent for all early dismissals.

11. District Owned Vehicles

District owned vehicles will comply with all applicable federal and state laws, particularly with regard to the maximum passenger load. Staff personnel desiring to use a school vehicle must submit a field trip request. Normally, the vans will be used for transporting students versus transporting staff personnel. The high school head custodian will be responsible for scheduling and maintenances of the vans. School District personnel who drive the vans will be responsible for observing all state and local vehicle laws and for driving in a safe and prudent manner. They will be responsible for ensuring all passengers wear seat belts, for stopping at all railroad tracks prior to crossing and for removal of all trash from the vehicle upon return to the school. Students who commit disciplinary infractions while on a van or while attending an event at another location will be subject to the same corrective measures as are in effect while on Tyrone Area School District property.

12. Camera/Audio/Video

Refer to board policy 816 Video/Audio surveillance systems.

SECTION II: ADMINISTRATIVE POLICY

The following section is a listing of rules, regulations, and procedures for drivers and students. With driver commitment and parent support of this policy a safe, economical transportation system will continue as the safest means of transporting our children.

A. Drivers

This section will cover this most important area of transportation concerning the responsibilities of the driver. It is the responsibility of each driver to know and understand all Federal, State and Local laws governing student transportation safe driving. The safety of each student will always be our number one concern.

1. Qualifications

- a. Must be at least 18 years of age
- b. Possess a valid Pennsylvania Commercial Operator's license.
- c. Certified by the Department of Transportation as a school bus driver, license stamped with a Class B.
- d. Possess a health certificate (yearly).
- e. Possess a driver training certificate (every four years).
- f. Driver must submit Criminal Records Check (Act 34), FBI Clearance (Act 114), Child Abuse Check (Act 151), and a Mandated Child Abuse Training Form (Act 126).
- g. Every new driver will be required to meet with the Business Administrator before he/she starts to drive for the Tyrone Area School District.
- h. All drivers may be required to attend at least two (2) safety meetings per year held by the Tyrone Area School District.
- i. Each driver is responsible for knowing all sections of the Department of Transportation's School Bus Operator's Manual before driving.
- j. Submit to pre-employment and random drug and alcohol testing per State/Federal regulations.

2. Record Keeping

- a. Each driver will maintain an updated roster sheet and seating chart to be carried on the bus at all times.

- b. All reports required by the School District shall be turned in on time.

3. General Driving Rules

- a. Each driver is responsible for obeying all laws that pertain to the transportation of students.
- b. Drivers will follow his/her route slips relating to assigned stops and are not to deviate from the stops without permission unless an emergency situation occurs.
- c. Drivers are to honor any request made verbally or in writing by any administrator unless the request would lead to a direct violation of a State Law; in such case notify the administrator of the problem. If a driver feels a request is out of line, he/she should carry it out if at all possible, and then make a report to the Superintendent.
- d. Students shall be taken on and discharged from the bus only at designated stops and at the extreme right of the road. No students shall be permitted to get on or off the bus while it is in motion. No school bus operator shall start his/her bus or signal the driver of any vehicle who has stopped to proceed until after each child who may have alighted there from shall have reached a place of safety.
- e. No person other than school student, assigned teacher, or other school official shall be permitted to ride in the bus without prior approval of the Business Administrator.
- f. All school bus drivers of the Tyrone Area School District are to be at the controls of their assigned bus and directly supervise all children during the entire time said students enter the bus until they leave the bus and shall assume complete responsibility for the safety and welfare of all students under said bus driver's supervision.
- g. The Board of School Directors delegate discretionary authority to school bus drivers to deviate from their established bus run(s) in the event of emergencies that may impair the safety of passengers and/or the safe operation of the bus due to extremely adverse environmental conditions, physical obstructions and/or serious mechanical malfunctions. In the event of serious misbehavior the driver shall return the student and bus to the school from which it departed. Bus drivers must justify and show good cause for his/her action.
- h. Students shall not be picked up prior to their designated pick-up time nor discharged prior to their designated arrival time at the school. There can be an excuse for being late, but not early.
- i. Assigned buses are not to leave a transfer area before the students arrive from another assigned run unless instructed.
- j. Drivers shall not pick up nor let students get off the bus at any other approved bus stop than their own, unless the student has a bus pass from a school official.

- k. Smoking is not permitted on the bus.
- l. Never exceed posted truck speed limit in a school bus carrying children.
- m. No bus shall exceed 15 mph on District property or in a designated school zone.
- n. Under no circumstances should the brakes be used to jerk, or stop the bus quickly, unless it is an emergency.
- o. Avoid excessive idling of the engine to reduce exposure of toxic fumes and to conserve fuel.
- p. Any injuries to students while on or around the bus shall be reported to the principal/transportation secretary/school nurse.

4. Loading and Unloading

- a. Students are expected to be waiting at the bus stop approximately five minutes prior to the bus arrival. Drivers are required to stop at each approved stop on their route. On bad weather days, drivers are encouraged to stop at all regular bus stops.
- b. When the bus has stopped, with the red lights flashing, the driver shall signal the waiting students to board only after making sure all traffic is under control. The driver shall not start moving until all passengers are seated. The driver shall be careful of latecomers before proceeding.
- c. Students shall be discharged only at their designated bus stop unless approved in writing by an administrator. When possible, parent/guardian requests for deviations from the student's normal busing arrangements should be in writing and a bus pass will be issued by the transportation secretary.
- d. Before discharging students, make sure all traffic has stopped and is under control.
- e. Instruct students to walk in front of the bus when unloading. They should cross at a distance where they are completely visible and should reach a point of safety before proceeding.
- f. If for some reason the driver is unable to return the student to the proper discharge point, the student shall be transported to a stop nearest the regular stop, or back to the high school or bus garage. Drivers should use their best judgment.
- g. Drivers shall not allow parents to take students off of the bus unless at the regular stop, under emergency circumstances, or with an administrator's approval.
- h. Buses are required to arrive 15 minutes prior to departure time for extracurricular trips.

5. Vehicles

- a. Drivers shall complete a pre and post-trip inspection of their vehicle for each trip taken. The inspection shall focus on the lighting system, brakes, windshield wipers, tires and any others areas required by the contractor.
- b. Any problems found during the pre and post-trip inspection should be reported immediately to the contractor. If such problems effect the safe operation of the bus, it shall not be used to transport students until the problem is fixed or a replacement bus is used.
- c. If mechanical problems are encountered during a route, the bus shall be stopped in a safe place and the contractor called to fix or replace the bus.
- d. Bus interiors shall be checked after each run for damage. All litter shall be cleaned out at this time.
- e. Buses are not to be refueled with students aboard.

6. Student Discipline

- a. Each driver is responsible for maintaining discipline on the bus. The driver has similar authority in the vehicle as the teacher has in the classroom.
- b. The driver should:
 1. Be friendly and cheerful
 2. Be businesslike and patient
 3. Be firm but fair
 4. Be consistent with policies
 5. Be honest
 6. Make no promises or threats you cannot carry out
 7. Avoid favoritism
 8. Stop the bus on the side of the road to reprimand a pupil. Never put any pupil off a school bus while it is in route unless they are endangering the safety of the bus. If a student is put off for the safety of others, notify the contractor and Principal as soon as possible.
 9. Use the discipline reports provided to refer students for disciplinary action.

7. Accident Procedure

- a. In the event of an accident the driver shall follow these steps, if possible.
 1. Set parking brake and turn off ignition.
 2. Keep all students in the bus, unless conditions warrant their removal.
 3. Check for injured pupils and administer first aid if necessary.
 4. Use the 2-way radio to contact the Transportation Secretary or contractor for assistance. If you cannot get through, ask a passerby to get assistance. As a last resort only, send two responsible students to the nearest phone.
 5. Protect the scene and students from further accidents and injuries.
 6. Do not move vehicles until the police arrive
 7. Do not discuss the facts of the accident with anyone other than the police or school officials.
 8. Keep a record of all injured students.
- b. **Post-Accident Procedure**
 1. All accidents will be reviewed by the School Police with a report submitted to the Superintendent and Pennsylvania Department of Transportation within five (5) days of the accident. If the driver is found to be at fault, a review will be made by the contractor, Business Administrator and Superintendent to determine the driver's future employment.
 2. Drivers are subject to urinalysis drug testing for all accidents involving loss of life or a moving violation.

8. Emergencies and Evacuation Drills

Drivers are responsible for evacuating their passengers in the event of an emergency.

- a. When to evacuate:
 1. Fire
 2. Unsafe Position of the bus (curve, hill, tracks, etc.)
 3. Tornado
- b. Procedures
 1. During an evacuation students should be removed to a safe location at least one hundred (100) feet or more from the bus.

3. During a tornado all students should be removed to a safe location when a tornado is sighted. The safest location would be in a sturdy building or in an open area, in a depression or ditch will all students lying face down.
4. In any emergency situation, the driver must remain calm and use common sense in making decisions. Always keep the students' safety in mind.

c. Evacuation Drills

Bus drivers are required to exercise two emergency evacuation drills each year. The purpose of these drills is to prepare each student in case of an emergency.

1. Each student is to cooperate fully with the driver's instructions.
2. High school students shall help elementary students during these drills.
3. Rear and side doors are to be used only during an emergency or emergency drill. If they are used, older, stronger students should be designated to assist small students to evacuate the bus safely.

B. Students

Student transportation is a privilege, the following outlines what is expected of students who ride vehicles provided by the Tyrone Area School District. Abuse of these rules will result in the loss of District transportation.

1. **Behavior on School Buses/Vans**

Because improper behavior jeopardizes the safety of all passengers the following regulations will be strictly enforced:

- a. Students shall not throw any material or substance in or around the school bus, nor shall they use squirt guns on the bus.
- b. Students shall not use loud or profane language in or around the school bus,
- c. Students shall not engage in pushing, fighting or other unruly behavior in or around the bus.
- d. No student shall disobey, abuse, or show disrespect for the driver.
- e. All students shall remain seated at all times while on the bus keeping the aisle clear.
- f. Students shall keep hands, head, and arms inside the bus at all times. Windows shall remain closed unless the driver gives permission to lower them.
- g. Students shall not deface or damage any part of the vehicles. Damage will be paid for by the individual.
- h. There shall be no smoking or lighted flames at any time in or around the bus.

- i. There shall be no drinking or any beverage or eating of food unless permitted by the driver.
- j. There shall be no littering from the vehicle or in the vehicle.
- k. Students will keep all pencils and other sharp objects in pockets, purses or book bags.

2. Discipline Policy

- a. All rules and regulations concerning student behavior should be well known and clearly understood by the administration, teachers, parents, bus drivers and students.
- b. Students transported by the Tyrone Area School District are under the authority of and responsible to the driver of the vehicle.
- c. Bus Discipline – refer to Student Handbook
- d. If a student is suspended/expelled from the bus, it is the responsibility of the parent/guardian to transport him/her to school. Once a driver has received notification of suspension/expulsion of a student they shall not transport the student.

3. Bus Stops

- a. Students shall be at the bus stop five minutes prior to the bus arrival.
- b. Students waiting at bus stops shall wait at a safe distance from the road.
- c. Students should remain at assigned stops paying special attention to the rights of property owners.
- d. As the bus stops and the red lights activated, the students shall board the bus only when given the proper signal by the driver.
- e. When leaving the bus, the students shall go directly to the side of the road where they live or have to walk, keeping a safe distance from the bus.
- e. Students transferring at the high school shall go directly to their transfer bus or wait at the designated areas until their bus arrives.
- f. Students loading or unloading at their school shall go directly to their building or bus.
- g. It is the responsibility of the parent or guardian to transport any student who misses their bus.

4. Extra-Curricular Trips

The above regulations also apply to all school-sponsored trips.

5. Problems

Students having problems in any area of transportation should report these problems to their school principal or the Dean of Students.