

FAIRFIELD AREA SCHOOL DISTRICT  
Guidelines

ADMINISTRATION OF TRANSPORTATION PROGRAM

7620

7620.1 Business Manager

The Business Manager shall report to the Superintendent for all matters dealing with policy.

The Business Manager shall review and grant approval of all policy change requests before submission to the Superintendent.

The Business Manager shall review and act upon all appeals of complaint and procedure decisions of the Transportation Coordinator.

The Business Manager shall administrate the daily operations of the Transportation Coordinator's office.

The Business Manager will maintain records of accounting and expense reimbursement.

The Business Manager shall supervise the compliance of filing requirements for the federal, state, and local governments and the Board.

7620.2 Transportation Coordinator

The Transportation Coordinator will review, research, and develop transportation policies for the District and ensure compliance of current policy.

The Transportation Coordinator shall supply to the Business Manager:

- a) Policy change proposals.
- b) Bus audit data used in the calculation of state reimbursements.
- c) Hazardous route data.
- d) Proposed routes, stops and drivers' lists.
- e) Bus evacuation compliance verification.
- f) Bus roster lists.

The Transportation Coordinator shall maintain records pertaining to:

- a) State bus expense reimbursements.
- b) Driver/contractor personnel.
- c) Hazardous routes.
- d) Bus safety, including seating charts.
- e) Nonpublic school transportation.

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The Transportation Coordinator shall consider all requests for change of bus route and/or stops and act accordingly.

The Transportation Coordinator shall maintain video surveillance and bus communication (re-cellular phones, two-way radio, etc.) equipment.

7620.3

Principals' Responsibilities

The appropriate Building Principal shall review all discipline referrals and issue appropriate sanctions.

The appropriate Building Principal shall include bus rules and regulation information in student/parent handbooks.

The appropriate Building Principal shall review all extracurricular bus requests for approval and forward all approved requests to the Transportation Coordinator for assignment.

The Building Principals shall maintain a current database of all enrolled students and provide this information to the Transportation Coordinator as needed.

Bus Rules

- Talk quietly.
- No profanity.
- Remain sitting in assigned seats properly at all times.
- No eating, drinking, or chewing gum.
- No live animals or weapons of any type allowed on the bus.
- Any type of accessories (toys, etc.) must be in a bag at all times while on the bus.
- Keep hands and head inside the bus.
- Put trash in trash can.
- Violence is prohibited.
- Do not distract the driver through misbehavior.
- Do not destroy property.
- Be at bus stop five (5) minutes prior to scheduled pick-up time.

7620.4

Bus Contractor(s) Responsibilities

The Contractor(s) will obtain and maintain buses and/or other contracted vehicles to comply with all applicable federal, state, and local laws and by the terms of the contract with the District.

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The Contractor(s) will hire and supervise appropriate personnel to comply with all applicable federal, state, and local laws and by the terms of the contract with the District.

The Contractor(s) shall assign vehicles and drivers to cover extracurricular assignments as issued by the District.

The Contractor(s) shall provide, in a timely manner, documentation as requested by the District to include driver verification, audit data, and safety compliance.

The Contractor(s) will be available as requested by the District to participate in discipline hearings.

The Contractor(s) shall notify the District of conditions and/or hazards which may affect the transportation interests of the District.

7620.5

Bus Driver(s) Responsibilities

The Driver(s) will maintain a current seating chart, including updates, for all rostered students.

The Driver(s) will post and enforce all rules of the bus in compliance of all appropriate regulations.

The Driver(s) will complete a minimum of two (2) bus evacuation drills each year at times designated by the District in compliance with all governmental regulations.

The Driver(s) will make written referral of all bus rule infractions and submit the referrals to the appropriate Principal.

The Driver(s) will use only approved District routes and stops except in emergencies and will record and submit all emergency related deviations to the Transportation Coordinator.

The Driver(s) will report any safety concerns or traffic violations to the Transportation Coordinator and the appropriate municipal authorities.

The Driver(s) will complete and submit all reports for any accidents involving buses, vans, etc.

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The Driver(s) will not transport passengers in excess of the rated capacity.

The Driver(s) will be available as requested by the District to participate in discipline hearings.

7620.6 Establishment of Bus Routes and Stops

All bus routes and stops shall be reviewed and/or revised by the Transportation Coordinator and annually submitted to the Board for approval.

Temporary changes (those of less than one school year) in routes and/or stops occurring after the annual Board approval, will be at the authority of the Superintendent.

7620.7 Criteria

Buses will not traverse unpaved roads; cul-de-sacs or other dead-end roads less than .5 miles in length, steep, narrow, or otherwise hazardous roads; private driveways or roads; or any other road not easily accessible.

Bus routes and stops will be designed to safely board and discharge the greatest number of students in the least amount of time and mileage.

Every effort will be used in establishing bus routes and stops so that the distance a student is required to walk will not exceed one (1) mile for secondary, one-half (1/2) miles for elementary, and one-third (1/3) miles for kindergarten students except in circumstances noted above.

In all cases the required walking distance shall not exceed two (2) miles for secondary, one and one-half (1 1/2) miles for elementary, and one and one-half (1 1/2) miles for kindergarten students.

Vehicle passenger loads will be maintained as close to full capacity as possible without exceeding rated capacity.

Bus stops with turn arounds (backing) will be avoided except where excessive added mileage or traffic hazards will result.

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No bus stops will be established outside of the District boundaries except in instances where, for reasons advantageous to the District, the bus travels without deviation past a requested stop address.

In accordance with state requirements, each student will be assigned a route and stop based on their home address and must maintain this designation unless granted approval for change.

7620.8

Changes

Subsequent to the routes and stops approved annually by the Board, any permanent changes of routes and/or stops occurring during the school year must be approved by the Superintendent after review by the Transportation Coordinator and Business Manager.

Temporary changes of routes and/or stops resulting from weather, road or other hazardous conditions will be on the authority of the Superintendent and/or his designee.

Permanent and temporary changes of student bus route and/or stop assignments within approved routes and/or stops will be on the authority of the Transportation Coordinator and/or his designee and will be in accordance with the criteria established in these guidelines.

7620.9

Change Requests

The following criteria will be used for all change requests involving approved routes and/or stops whether permanent or temporary in nature:

ALL requests, except emergencies, must be submitted in writing to the transportation department for approval at least two (2) school days before the start of the request and must include the following information:

- a) Student's first and last name.
- b) Parent's first and last name.
- c) Student's home address.
- d) "Change to" address.
- e) Student's grade.
- f) Change type (pick-up, drop-off, both).

- g) Daytime contact phone number.
- h) Effective date.

Revised November 17, 1997