

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: March 25, 1991

REVISED: May 29, 2012

<p>1. Purpose Title 22 Sec. 23.4 SC 1361</p> <p>2. Authority SC 1361, 1362</p> <p>SC 1362</p>	<p style="text-align: center;">810. TRANSPORTATION</p> <p>The Board has elected to provide transportation for students in the Spring-Ford Area School District in accordance with the law and Board Policy.</p> <p>The Board shall purchase, equip and maintain vehicles and/or contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips and athletic trips.</p> <p>The school district shall provide transportation solely to students who live within the designated attendance boundaries of the Spring-Ford School District.</p> <p>All parents/legal guardians are always responsible for their child's safety and conduct prior to boarding the bus and from the time that their child is discharged from the bus.</p> <p>Resident students will be provided free transportation on established routes provided that:</p> <ol style="list-style-type: none"> 1. They are elementary school students living further than one and one-half (1 1/2) miles by the nearest roads from their assigned school. 2. They are secondary school students living further than two (2) miles by the nearest roads from their assigned school. 3. The walking conditions to the school are found to be hazardous by the Pennsylvania Department of Transportation. 4. They are students of special education classes, as provided for in this policy. <p>The district will use its best efforts when establishing bus routes and schedules so that bus stops may be scheduled to which students can walk in as safe a manner as possible.</p>
---	--

<p>Title 22 Sec. 23.4 (4, iii) SC 1362</p>	<p>The school bus driver shall be responsible for seat assignment, monitoring and reporting of the misconduct of student/students while they are being transported. A student may be suspended from bus transportation by the principal for bus misconduct, in which case, the parents are responsible for the student's transportation.</p>
<p>3. Delegation of Responsibility Title 22 Sec. 23.4(3)</p>	<p>The Superintendent shall have prepared a map of the district indicating each bus stop and bus route or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map.</p>
<p>Title 22 Sec. 23.32, 23.21-2</p>	<p>The Superintendent shall maintain such records and make such reports regarding school transportation as are required by the State Board of Education.</p>
<p>Title 22 Sec. 23.4(4 iii)</p>	<p>The Superintendent shall have developed rules governing student conduct during transport to and from school; such rules shall be binding on all students transported by the Board.</p>
<p>4. Guidelines</p>	<p><u>Bus Schedules</u></p> <p>The purpose of bus schedules and routing will be to achieve maximum service with a minimum fleet of buses consistent with rendering a safe, effective and economical service to all students.</p> <p><u>Bus Routes</u></p> <p>Bus routes will follow the most direct roads practicable for bus travel to serve those students eligible for transportation service. Where an alternative route may be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly.</p>
<p>Title 75 Sec. 4551-4552</p>	<p>Routes will be designed to eliminate as many turn around points as possible, and to employ as nearly as practicable the full carrying capacity for each bus trip. No bus will be overloaded. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.</p>
<p>Title 67 Chpt. 447</p>	<p><u>Hazardous Routes</u></p> <p>A hazardous route is defined as an unsafe condition caused by potential incompatibility between vehicles and school students, while the students are walking between their home and their school or school bus stop.</p>

Students using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home.

Special Transportation for Exceptional Children

Children who attend special education classes are provided transportation service without regard for the usual limitations on distance. Not all exceptional children can or should ride school buses on regular routes because of the nature of their handicaps. The Supervisor of Special Education coordinates with the coordinator of transportation regarding students identified as requiring special transportation services.

Likewise, the provision of transportation service for exceptional pupils who regularly attend approved day schools outside the district may also be planned as outlined above.

Student Responsibility

Students are required to:

1. Be careful in approaching bus stops, walk on the left, toward coming traffic; be sure the road is clear both ways before crossing the highway.
2. Respect property and wait at the assigned bus stop without damaging or trespassing on private property.
3. Be at the assigned bus stop eight to ten (8-10) minutes before the scheduled time. Be on time for the assigned dismissal bus in order to permit the bus to follow the time schedule. Students shall not be permitted to ride any but their assigned bus.
4. Sit in their assigned seat (K-6). Bus drivers have the right to assign a student (K-12) to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
5. Reach their assigned seat in the bus without disturbing or crowding other pupils.
6. Obey the driver promptly. The driver is in complete charge while the transportation vehicle is in operation.
7. Keep the bus clean and sanitary, neither smoking nor drug use is permitted. No chewing gum, candy, soda, ice cream or other food is permitted on the bus at any time. No animals/pets are allowed. Portable electronic devices (PED – as

defined in School Board Policy #237 – Electronic Communication Devices) are only permitted with the use of a personal headset. In conjunction with the Electronic Communication Policy (#237), all guidelines for the use of PED's are strictly enforced while on school district transportation. The guidelines prohibit the use of PED's with electronic images and photographs, unauthorized audio or video recording and for the purpose to bully, harass or threaten another person. Bus drivers and transportation personnel are authorized to confiscate a student's PED when used in violation of this policy or in an attempt to diffuse a behavioral or unsafe situation. All confiscated PEDs shall be delivered to the building principal's office as soon as practical.

8. Maintain proper conduct. The use of obscene language is not permitted.
9. Keep head, arms, and hands inside the bus at all times.
10. Be respectful to fellow pupils and to the bus driver.
11. Be respectful of bus equipment. Damage to seats and other parts is often unnecessary and always costly. Students will be held responsible for any and all damage to the bus perpetrated by them.
12. Remain seated until the bus stops at designated stop; if crossing you must cross in front of the bus, look both ways as you are crossing to make sure all traffic is stopped.

Video Monitor

Guidelines on video monitors are contained in Policy 810.1.

Child-Care Transportation Services

District administrators shall develop rules for the before and after school child-care transportation service. Students in grades K-6 are eligible for Child Care Transportation provided the day care facility is located in the bus transportation boundary of the attending school. Transportation WILL NOT be provided for any Day Care facility located in the walking boundary or is located outside of the boundary of the attending school. The Requests for Child-Care Transportation Form must be submitted yearly for review and approval.

It is preferred that child-care requests for the upcoming school year be submitted in the spring and summer but no later than the last Friday in July. Until the request has been reviewed (approval/denial), the parents are responsible for providing alternate transportation. The review process, depending on the time of the year could be for a period not to exceed sixty (60) days.

The following criteria will apply:

1. The student must ride the bus on a regular basis. Regular basis shall mean:
 - a. Everyday a.m. and p.m. to and from child care.
 - b. Every a.m. from child care and every p.m. to their residence.
 - c. Every a.m. from their residence and every p.m. to child care.
 - d. Student will not be assigned to more than one (1) bus in any one (1) direction.
2. Services requested must be within the attendance boundary for the school the student attends.
3. Space must be available based on the rate capacity of the bus.
4. Requests will be honored or subsequently canceled (exceeding bus capacity) in order in which they are received.
5. Approval for services on buses which are operating within fewer than ten (10) pupils of their rated capacity shall include notice that service may subsequently be canceled if the capacity of the bus would be exceeded because of an obligation to provide service to additional students who are eligible under the provisions of law for transportation by the school district.
6. Requested stop must be an established stop listed on the transportation schedule.
7. The bus and stop locations must be consistent each day of the week during the school year. Requests which are occasional rather than regular or which involve only a portion of a week, will not be approved.

Alternate arrangements for any reason are the responsibility of the parents.

8. Subject to the foregoing, not more than three requests for change in location to accommodate a modification of child-care arrangements may be sought during a school term.
9. Request procedures:
 - a. Request Forms are available on the Spring-Ford website, attending school office and the District Office. They must be completed and turned into the attending school office.
 - b. The Request Form will be reviewed and approved/denied by the Transportation Coordinator.

810. TRANSPORTATION - Pg. 7

	<ul style="list-style-type: none">c. Bus contractor and attending school office will be notified of the transportation arrangements. Approval/Denial of childcare logs are kept on file.d. Parents will be notified by attending school office of approval/denial of child care request.
--	---