

# LEECHBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS  
 TITLE: TRANSPORTATION  
 ADOPTED: December 19, 2007  
 REVISED: August 19, 2009  
 May 19, 2010

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| <p>1. Purpose</p> <p>2. Authority<br/>                 SC 1361, 1362<br/>                 Title 22<br/>                 Sec. 23.1, 23.2,<br/>                 23.4</p> <p>SC 1362</p> <p>SC 1374<br/>                 Title 22<br/>                 Sec. 23.3</p> <p>SC 1361</p> | <p style="text-align: center;">810. TRANSPORTATION</p> <p>Transportation for students shall be provided in accordance with law and Board policy.</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><u>Eligibility For Transportation</u></p> <ol style="list-style-type: none"> <li>1. Elementary Students (Grades 1-6): Those students living more than one (1) mile from the school they attend shall be transported.</li> <li>2. Secondary Students (Grades 7-12): Those students living more than one and one-half (1½) miles from the school they attend shall be transported.</li> <li>3. The Board will provide transportation for students living within the limits set forth in this policy if walking conditions to the school are found to be hazardous by the Department of Transportation.</li> <li>4. The Board will transport handicapped students without regard to distance or hazardous walking conditions.</li> <li>5. Tuition students shall be entitled to transportation from an established bus stop.</li> <li>6. Those students attending a private or parochial school located within the district or within ten (10) miles of our school district boundaries, according to law.</li> <li>7. Those students attending an approved alternative school and students with a transportation component included in an Individual Education Program (IEP) in accordance with law and regulations.</li> </ol> |
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| <p>Title 22<br/>Sec. 23.4</p>       | <p>The Superintendent or designee shall be responsible to:</p>  |
| <p>Title 22<br/>Sec. 23.4</p>       | <p>1. Establish rules governing the number of chaperones to accompany students in connection with school-related activities.</p>  |
| <p>Title 22<br/>Sec. 23.1, 23.4</p> | <p>2. Prepare in cooperation with the contractor, a district map or schedule indicating each bus stop and bus route.</p>  |
| <p>Title 22<br/>Sec. 23.4</p>       | <p>3. Maintain records and make required reports regarding school transportation.</p>   |
| <p>Title 22<br/>Sec. 23.4</p>       | <p>4. Promulgate and distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.</p>  |
| <p>SC 111</p>                       | <p><u>Reports Of Employee Crimes/Child Abuse</u></p>  |
| <p>Pol. 304</p>                     | <p>District bus drivers 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>   |
| <p>SC 111</p>                       | <p>1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.</p> <p>2. Were charged with a crime deemed serious under the criteria established by law.</p> <p>3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.</p> |
| <p>Pol. 304</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>Pol. 304</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>                           |

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| <p>4. Guidelines</p> | <p>If any bus drivers 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 Discipline</u></p> <p>Control of student discipline on school buses shall be the responsibility of the bus contractors and bus drivers.</p> <p>Bus contractors will be expected to obey all federal, state and local laws and regulations pertaining to the transportation of school students.</p> <p>In all cases where a student is to be suspended from riding privileges on a school bus for any period of time, the administration will be responsible for notifying the parents/guardians of the time period of the suspension and the reason for the suspension. In case a family has an unlisted telephone number, it shall be the responsibility of the family to inform the school district of a telephone number where one of the parents/guardians may be reached.</p> <p>In no case shall a student be suspended from a school bus en route from his/her home to school or from school to home. Any student who is picked up at his/her home stop in the morning shall be returned to that stop in the afternoon. <b>Bus suspensions</b> will mean not picking the student up in the morning and delivering the student home in the afternoon of the same day. Any student who is suspended from any district-operated school bus shall not be allowed to ride on any other district-operated school bus during the period of suspension.</p> <p><u>Changes In School Bus Routes/Stops</u></p> <p>All requests for school bus route/stop changes must be made to the Business Manager by July 1 of each school year. The request must be in writing, must outline the reason for the request and must be signed by the person(s) making the request. The Business Manager, in consultation with the school bus contractors, will evaluate and act on all school bus stop requests by August 1.</p> <p>After July 1 of each year, requests for changes to school bus routes/stops shall not be accepted. No changes in school bus routes/stops will be made during that school year except for extenuating circumstances.</p> |
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| SC 1517 | <p><u>Requests For New Bus Stops</u></p> <p>Any request for new bus stops will be evaluated from a traffic safety standpoint only using criteria listed under Pennsylvania Department of Transportation criteria for determination of hazardous walking routes.</p> <p>The district cannot consider factors that are associated with individual familial or parental situations. Such concerns are expected to be resolved by the family or parent/guardian, not the school district. Examples:</p> <ol style="list-style-type: none"><li>1. Parent/Guardian not being able to see child walking to bus stop and/or waiting at bus stop.</li><li>2. Neighborhood feuds or conflicts with nearby residents.</li><li>3. Change in parent's/guardian's work schedule or babysitting arrangements.</li><li>4. Parent/Guardian not able to walk to bus stop with child because of other obligations.</li><li>5. Unrestrained pets in neighborhood.</li><li>6. Dual or multiple guardianship and associated requests for frequent changes.</li></ol> <p>Requests for a bus stop change by a family will be reviewed by the Transportation Coordinator. The family cannot anticipate an answer before forty-eight (48) hours.</p> <p><u>Bus Evacuation Drills</u></p> <p>Bus evacuation drills shall be conducted in compliance with the 1963 General Assembly Act 152, approved by July 25, 1963, which revised Section 1517, Fire and Emergency Drills, of the Public School Code of 1949, by adding a new subsection (d) to read:</p> <p>“All schools using or contracting for school buses for transportation of school children shall conduct on school grounds two (2) emergency evacuation drills on buses during each school year. The first shall be conducted during the first week of the first school term and the second during the month of March and at such other times as the chief school administrator may require. Each such drill shall include the practice and instruction concerning the location, use, and the proper operation of extinguishers and the proper evacuation of buses in the event of fire and accidents.”</p> |
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| <p>Pol. 222</p> | <p>Bus operators shall be provided with proper training and instructions to enable them to carry out the provisions of this subsection, and may be required to attend classes and drills in connection therewith.</p> <p><u>Bus Regulations</u></p> <ol style="list-style-type: none"><li>1. Students will occupy assigned seats when so instructed.</li><li>2. If another stop, other than the one assigned, is closer to home, notify the transportation office. Any request for bus schedule changes must be made through this office.</li><li>3. Tampering with or destroying bus equipment is a very serious infraction and must be treated as such. This infraction will mean the revocation of the student's bus privileges.</li><li>4. Windows should be opened only with the permission of the driver. With windows open, the students must refrain from placing arm or head or any part of the body out of the window.</li><li>5. The use of tobacco in any form is forbidden and will be considered a major infraction. Revocation of bus privileges will result if a student smokes on the bus.</li><li>6. Students must remain seated while the bus is in motion.</li><li>7. Eating and drinking is prohibited.</li><li>8. Boisterous or profane language will not be tolerated on the bus or at the bus stop.</li><li>9. Rowdyism, shoving, tripping, fighting, etc. while waiting for the bus or while a passenger on the bus, is strictly prohibited and will be resolved as a major infraction.</li><li>10. The throwing or shooting of any kind of rubber bands, peashooter, straws, water guns, etc. means immediate suspension of bus privileges.</li><li>11. The emergency door at the rear of the bus is to be opened only on the orders of the bus driver.</li></ol> |
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12. Students must be at the bus stop at least five (5) minutes before the scheduled time. Waiting for one (1) tardy student could mean a busload of students late for school. Drivers are not to wait for students who make a habit of arriving late at the stop.
13. Students are not permitted to leave any trash on the bus. The bus is to be as clean at the end of the run as the beginning of the run.
14. Bus students are required to ride the bus when such transportation is assigned unless transportation is provided by the parents/guardians.
15. The school bus driver shall not allow any live animals, firearms, explosives or anything of a dangerous or objectionable nature on his/her bus while transporting pupils.
16. Gym bags, band instruments or any school project shall not be placed in the aisles or areas near the entrance door. Items of this nature must not be allowed on the bus unless they can be held on the pupil's lap without endangering the safety of other pupils.

Progressive Disciplinary Action

Poor conduct and discipline on a school bus can endanger the safety of every student riding it. Misbehavior of any type, therefore, cannot be permitted.

Any violation of the bus regulations approved by the Board will result in the following.

*Infraction Type A –*

Pushing, hitting, spitting, shouting, standing, scratching, tripping, littering, profane language, eating or drinking, opening windows against driver's orders, arms or heads out of windows against driver's orders, disobeying the driver, rude annoying conduct, obscene material, obscene remarks to others, jumping over seats, moving from seat to seat, improper boarding/departing procedures, refusing to identify him/herself to the bus driver, or other similar offenses deemed by the principal and transportation supervisor to merit the following penalties:

First Offense - A warning and parents/guardians will be notified.

Second Offense - Suspension of riding privileges for one (1) day.

Third Offense - Suspension of riding privileges for three (3) days.

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| <p>Pol. 218.1</p> | <p><u>Fourth Offense</u> - Suspension of riding privileges for five (5) days.</p> <p><u>Fifth Offense</u> - Suspension of riding privileges for fifteen (15) days.</p> <p><u>Sixth Offense</u> - Suspension of riding privileges for thirty (30) days.</p> <p><u>Seventh Offense</u> - Suspension of riding privileges for remainder of year.</p> <p><i>Infraction Type B –</i></p> <p>Insulting the driver, fighting, smoking, chewing tobacco, lighting matches, damaging the bus, (restitution required), destroying property of others, throwing potentially dangerous objects in or out of the bus, opening exit doors, or other similar offenses deemed by the principal and transportation supervisor to merit the following penalties:</p> <p><u>First Offense</u> - Suspension of riding privileges for three (3) days.</p> <p><u>Second Offense</u> - Suspension of riding privileges for fifteen (15) days.</p> <p><u>Third Offense</u> - Suspension of riding privileges for thirty (30) days.</p> <p><u>Fourth Offense</u> - Suspension of riding privileges for remainder of year.</p> <p><i>Infraction Type C –</i></p> <p>Possession of weapons or mace, hitting or pushing the bus driver, throwing objects at the bus driver when s/he is on or off the bus, or other similar offenses deemed by the principal and transportation supervisor to merit the following penalty:</p> <p><u>First Offense</u> - Immediate suspension of riding privileges and such other disciplinary action as may be deemed appropriate (see Policy 218.1 Weapons).</p> <p>A bus conduct report form will be used to notify individuals concerned with the action taken as a result of information furnished by the contractor or the bus driver. Within two (2) days of the reported violation, the school administration office will mail the original form to the parent/guardian, the second copy to the bus company and the driver, and the third copy to the building principal. A fourth copy will remain on file in the transportation office.</p> |
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Guidelines For Athletic Transportation

1. All athletic trips during the regular season will utilize school vehicles (buses or vans).
2. Should a booster organization wish to arrange a charter bus for a regular season contest, that organization will be billed the difference between the cost for a school bus and a charter bus.
3. The district may provide a charter bus for district or state championship contests where athletes had to qualify in advance to participate, or playoff contests that are located 100 or more miles from the district. Consideration should be given to:
  - a. Safety concerns.
  - b. The number of athletes and coaches attending.
  - c. The amount of equipment and luggage required.
  - d. Cost.
  - e. Length of travel time.
  - f. Any other extenuating circumstances.
4. All arrangements for athletic team transportation **must** be made through the district's Transportation Office/Athletic Department, regardless of which organization is paying.

References:

School Code – 24 P.S. Sec. 111, 1361, 1362, 1374, 1517

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 23.1, 23.2, 23.3, 23.4

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 218.1, 222, 304