

EE. TRANSPORTATION SERVICES

STUDENT TRANSPORTATION SERVICES AND EXPECTATIONS

1. Buses are to travel over public roads. Exceptions to this must be made by the Superintendent or designee. These exceptions are also subject to road conditions and turn-a-round facilities that must be satisfactory to the bus company.
2. Bus routes will be reviewed annually by the Superintendent or designee. These routes will be modified or continued on the basis of current needs.
3. Students qualifying for transportation shall board buses at pick-up points.
4. Students are not to get off at points other than their designated stops nor will parents/guardians be allowed to stop the bus to remove children between designated stops.
 - A. Students are not to ride the bus for purposes other than transportation to and from school. Non-transported students are not to ride the bus on the regular bus routes.
 - B. Exceptions to the above may be made upon written approval of the principal, but then only for a specific date.
5. Buses shall maintain a fixed schedule as far as weather and road conditions permit.

Buses will not wait for children beyond the fixed departure times from designated points. These departure times will be set by the bus company.

- A. When road conditions make it unsafe to operate the bus, the following procedure is in effect:
 - (1) The first person aware of the possibility will call the Superintendent or designee giving all pertinent facts plus recommendations that may seem logical. The Superintendent or designee will seek substantiating facts as time permits.
 - (2) When additional facts substantiate the original report and before the first school bus leaves, if possible, a decision will be made regarding cancellation of bus runs.
 - (3) When only parts of bus routes are to be canceled because of road conditions, the following procedure will be in effect:
 - a. If the condition is unknown until the driver reaches the road, the driver will use discretion and the bus company will notify the school principal as soon as possible.
 - b. If the condition is known in advance, the school principal will be notified prior to the bus run by the bus company.
6. Only authorized adults may ride the District-provided buses. Authorized adults will be:
 - A. Those adults approved by the bus company for the purposes of in-service training or other official reasons.
 - B. Those adults approved by the school District for supervisory or other official reasons.
7. Bus drivers shall be in full authority of the bus and its passengers.
 - A. The bus driver shall work with the building principal in developing and maintaining procedures for loading and unloading students at the school loading area.
 - B. Students shall conform and follow rules prescribed by law and posted in the bus.
 - (1) Bus drivers will go over these rules with their students in the month of September of each school year and whenever necessary.
 - (2) Schools will go over the bus expectations and rules of bus conduct whenever necessary.
 - C. Bus drivers or the bus company shall report all student violations to a school administrator the same day or the next school day.

Bethel School District #52
Administrative Rule








- D. The bus driver shall not exclude a student from the bus as it travels to or from school unless, in the driver's opinion, an extreme emergency endangering the safety of other children demands the immediate exclusion of the student.
 - (1) If such exclusion is necessary, the driver shall notify the bus company as soon as possible giving name and place of such exclusion.
 - (2) The bus company will immediately notify a school administrator.
 - a. The student may be reinstated by the approval of the Superintendent or designee.
- E. The bus driver shall issue a citation of transportation regulations. Students who receive a citation (referral) must present such citation to their guardians and their school administrator.
 - (1) Upon receipt of the first and/or the second citation, the student must have the signature of both the guardian and the building administrator before full riding privileges are restored.
 - (2) Upon receipt of the third citation, or if the seriousness of any violation dictates, the student's privilege of riding may be suspended for five (5) days.
 - (3) Upon receipt of the fourth citation, or if the seriousness of any violation dictates, the student's privilege of riding may be suspended for ten (10) days.
 - (4) Upon receipt of the fifth citation, or the seriousness of any violation dictates, the student's privilege of riding may be suspended for the remainder of the school year.
 - (5) Throwing of any object while on the bus may result in a 5 day suspension.

All citations must be signed by the guardian and appropriate school official within 3 days of issuance or student will be denied transportation until all signatures are on the citation and it has been returned to the driver.

Each year the bus behavior expectations and Oregon Department of Education School Bus Regulations for Students will be posted in a conspicuous place in all buses and included in the student/parent handbook. Students and guardians will be asked to sign and return to school that they have read the Bethel Bus Expectations/Oregon Department of Education School Bus Regulations for Students and will abide by those expectations and regulations. These rules apply to school buses including Type 10 School Activity Vehicles if used for transporting students from home to school, school to home and from District-sponsored activities.

Oregon Department of Education School Bus Regulations for Students

- 1. Students being transported are under authority of the bus driver;
- 2. Fighting, wrestling or boisterous activity is prohibited on the bus;
- 3. Students will use the emergency door only in case of emergency;
- 4. Students will be on time for the bus, both morning and evening;
- 5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
- 6. Students will not bring animals, except approved assistance guide animals, on the bus;
- 7. Students will remain seated while bus is in motion;
- 8. Students may be assigned seats by the bus driver;
- 9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
- 10. Students will not extend their hands, arms or heads through bus windows;
- 11. Students will have written permission to leave the bus other than for home or school;
- 12. Students will converse in normal tones; loud or vulgar language is prohibited;
- 13. Students will not open or close windows without permission of the driver;
- 14. Students will keep the bus clean and must refrain from damaging it;
- 15. Students will be courteous to the driver, fellow students and passersby;
- 16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

	First Student/Bethel School District K-8 Bus Expectations		
BUS	Be Safe	Be Responsible	Be Respectful
Waiting for the bus 	Remain at a safe distance from where the bus stops (4 giant steps from the bus). Keep hands, feet, and objects to yourself	Arrive at the bus stop 5 minutes before your scheduled pick up time. Keep your bus stop area neat and clean	Use appropriate language, topics, tone, and volume.
Entering the bus 	Listen and watch for driver directions Keep hands, feet, and objects to self	Be seated quickly and stay seated	Use appropriate language, topics, tone, and volume.
Riding the Bus 	Stay seated facing forward Keep aisles and emergency exits clear Keep self and objects inside the bus Keep hands, feet, and objects to self	Follow driver directions at all times Keep your area on the bus clean Stay seated unless driver gives permission.	Use appropriate language, topics, tone, and volume.
Exiting the bus 	Listen and watch for driver directions Keep hands, feet, and objects to yourself Walk down steps one at a time holding the handrail.	Take all personal items when exiting buses Report vandalism Report to the driver if you see a student sleeping or hiding on the bus.	Take turns exiting seats Use appropriate language, topics, tone, and volume.
Evacuation 	Listen and watch for directions Stay quiet Leave belongings on bus	Follow driver directions Help others when appropriate	Exit quickly and safely

TRANSPORTATION OF DISABLED STUDENTS

Bethel School District provides for the special transportation needs of students with disabilities. All policies and procedures related to the provision of transportation for the non-disabled apply to the disabled except as noted below or that are shown to work a hardship on the individual student. The Director of Special Services and the Transportation Department are responsible for recommending any other exceptions. Any exception to the regular transportation program must be approved by the Superintendent or designee.

Bethel School District #52
Administrative Rule

Eligibility for Special Transportation

Students are eligible to receive special transportation if they have a disability and the IEP team has determined the need for special transportation. Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.

Required Information

A copy of the student's IEP coversheet indicating transportation as a necessary related service shall be faxed to the District's transportation department along with emergency contact information.

Transportation for a disabled student will not begin until emergency information (Confidential Emergency and Medical Information Form) is received by the Transportation Department.

The Transportation Department will determine the equipment (e.g., buses, infant seats) to be used. The Special Services Department will inform the Transportation Department of special needs.

PROCEDURES REGARDING USE OF DISTRICT VEHICLES

1. Any person who will be using a District vehicle must arrange for required training with the Transportation Supervisor. A first aid card is also required. No one will be allowed to use a vehicle until after the training is completed and a first aid card has been obtained.
2. Anyone wishing to schedule the use of a vehicle should call the Transportation Supervisor. If a vehicle is available at the time requested, the vehicle will be reserved at that time.
3. A vehicle request form should be completed and turned in to Transportation at least two days prior to the actual day of use.
4. Drivers must arrange to pick up the vehicle and gate keys from the Transportation Supervisor.
5. After each trip the driver shall clean the interior of the vehicle. Please keep in mind that these vehicles are used every day on routes and they start early in the morning. Brooms, dust pans, etc., will be located in the parking area.
6. A trip ticket must be completed for each trip. After the vehicle has been cleaned and locked, the trip ticket and keys are to be deposited in the mailbox in front of transportation. Be sure to lock the vehicle.
7. The enclosure gate must be locked upon leaving the transportation yard.

USE OF DISTRICT VEHICLES BY CLUBS AND ORGANIZATIONS

Upon receiving permission from the Superintendent or designee, District vehicles may be used by officially organized groups under the supervision of an appointed advisor to attend activities outside of the school District. These trips will include activities such as athletic contests in which the Bethel School District is involved and educational activities such as concerts, dramatics and forensics.