

Transportation

The transportation program is a District-wide function administered by the Superintendent/designee in keeping with Board policies and District procedures.

IMPLEMENTATION OF SYSTEM

The Superintendent shall develop and administer the necessary administrative procedures to implement the pupil transportation system, subject to review by the Board and consistent with 702 Kentucky Administrative Regulations, Chapter 5.¹

REFERENCES:

- ¹ [702 KAR 005:010](#)
[702 KAR 005:020](#), [702 KAR 005:030](#)
[KRS 158.110](#); [KRS 158.115](#)

Adopted/Amended: 12/29/1999
Order #: 012986

Bus Fleet**PUBLIC SCHOOL STUDENTS**

The Board owns and operates the bus fleet for the transportation of public school pupils to and from the public schools or such other state institutions that may be required and for such other educational purposes as the Board may deem advisable.

REFERENCES:

[KRS 156.153](#)
[KRS 157.370](#)
[KRS 158.110](#)
[KRS 158.115](#)
[702 KAR 005:060](#)
[OAG 80-390](#)
[OAG 82-392](#)
[OAG 83-294](#)

RELATED POLICY:

09.36

Adopted/Amended: 04/24/1996

Order #: 0579

Purchase**SPECIFICATIONS**

The Board requires that school buses purchased for use meet all Kentucky statutory requirements and all Kentucky State Department of Education specifications established for school buses at the time of purchase.

RETIREMENT

Every effort shall be made to retire buses from regular service when the amount calculated for annual depreciation under state regulations reaches zero (0) percent of the state bid price.

REFERENCES:

[KRS 158.110](#)

[KRS 156.152](#)

[KRS 156.153](#)

[KRS 156.154](#)

[702 KAR 005:020](#)

[702 KAR 005:060](#)

[702 KAR 005:130](#)

Adopted/Amended: 04/24/1996

Order #: 0579

Maintenance**INSPECTION**

At least once each month when school is in session all school buses shall be thoroughly inspected and road-tested by a state-approved inspector to ensure satisfactory mechanical conditions. Any safety defects found shall be repaired before the bus is placed back into operation.

REPORTING DEFECTS

The Superintendent shall develop rules and regulations for the reporting of mechanical defects of school buses, by their drivers, and for the repair of such defects.

REFERENCES:

[KRS 158.110](#)

[702 KAR 005:030](#)

[702 KAR 005:130](#)

Adopted/Amended: 12/29/1999

Order #: 012986

Fuel and Equipment

PROCEDURES FOR ACQUIRING

When drivers assume the duties of the position, the Superintendent shall furnish to each bus driver and other users of Board-owned vehicles the procedure and place for acquiring fuel, oil, maintenance, and repairs, both on a regular and an emergency basis.

REFERENCES:

[KRS 158.110](#)
[702 KAR 005:030](#)

Adopted/Amended: 08/22/1996
Order #: 0694

Authority for Use of Buses

APPROVAL FROM SUPERINTENDENT

Any use of school buses beyond the daily routing schedules will require approval from the Superintendent or the Superintendent's designee.

REFERENCES:

[KRS 157.370](#)

[KRS 158.110](#)

[702 KAR 005:030](#)

RELATED POLICIES:

06.5

09.36

Adopted/Amended: 04/24/1996

Order #: 0579

Safety**DEVELOPMENT OF PROGRAM**

The Superintendent shall develop a transportation safety program as required by applicable law and administrative regulation. Appropriate safety information shall be disseminated annually in writing to employees, parents, and pupils of the school District.

BOOSTER SEATS

When students who are under seven (7) years old and between forty (40) and fifty (50) inches in height are transported in District-owned or leased vehicles designed for ten (10) or fewer passengers, they shall be properly secured in a child booster seat.

REFERENCES:

[KRS 158.110](#)

[KRS 189.125](#)

[702 KAR 005:030](#)

[702 KAR 005:080](#)

RELATED POLICY:

06.12

Adopted/Amended: 07/28/2008

Order #: 0128259

Inclement Weather

CLOSING SCHOOLS

The Superintendent or designee has the authority to close schools when weather or other emergency conditions would make operating the school bus fleet unsafe.

SYSTEM OF NOTIFICATION

The Superintendent or designee shall devise a system for notifying parents, pupils, teachers, and other employees when it becomes necessary to close schools because of emergency conditions.

REFERENCES:

[KRS 158.110](#)
[KRS 160.310](#)
[702 KAR 005:030](#)

RELATED POLICY:

08.33

Adopted/Amended: 04/24/1996
Order #: 0579

Bus Drivers' Responsibilities

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations.¹

WALKTHROUGH AT END OF RUN

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.

DISCIPLINARY ACTION

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action.

REFERENCES:

¹ [702 KAR 005:080](#); [702 KAR 005:150](#)

[KRS 189.370](#)

[KRS 189.375](#)

[KRS 189.380](#)

[KRS 189.450](#)

[KRS 189.540](#)

[KRS 189.550](#)

[KRS 281A.175](#)

[KRS 281A.205](#)

Adopted/Amended: 08/28/2000

Order #: 012103

Bus Drivers' Use of Tobacco and Other Substances**TOBACCO PRODUCTS**

While on the bus, bus drivers shall not use tobacco products and shall not permit students to use them.

DEFINITIONS

The following definitions apply for purposes of drug and alcohol testing required by federal and state law:

"Drugs" refers to controlled substances as prohibited by the Omnibus Act, including but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

"Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including but not limited to, methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

USE PROHIBITED

All employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of any drugs, that may affect the employee's ability to safely drive a school bus or perform other job responsibilities;
2. The use of alcohol:
 - a. While on duty;
 - b. Four (4) hours before driving;
 - c. Eight (8) hours following an accident; or
 - d. Consumption resulting in prohibited levels of alcohol in the system.

REQUIRED REPORTS

- Drivers taking medication either by prescription or without prescription shall report to the immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.²
- Drivers shall immediately report to the Superintendent or designee any traffic violation specified in Kentucky Administrative Regulation.²

TESTING

All covered applicants and employees shall be subject to pre-employment testing (controlled substances only), and reasonable suspicion, random and post-accident testing for drugs and alcohol. Return-to-duty and follow-up testing shall also be required.

All offers of employment with the District shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

Bus Drivers' Use of Tobacco and Other Substances**TESTING (CONTINUED)**

Current employees who test positive shall be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy and administrative procedures. A school bus driver, substitute driver, school bus mechanic or anyone performing safety-sensitive pupil transportation duties who tests 0.02 percent or higher on the confirmation alcohol test immediately before, during, or immediately following the performance of these duties shall be relieved of these duties immediately. (Drivers found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be dismissed from employment in accordance with Kentucky Administrative Regulation and Board policy and shall not be eligible for reemployment for five [5] years.)

Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations.

Applicants who refuse drug testing shall be eliminated immediately from employment consideration. Current employees who refuse to comply with testing requirements will be regarded as insubordinate and shall be subject to disciplinary action, up to and including dismissal.

Refusal to submit to an alcohol or controlled substance test means that the individual demonstrated noncompliance, including but not limited to the following actions:

- Failed to appear for any test within a reasonable period of time as determined by the employer and consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a sample specimen for any required test;
- Failed to provide a sample in an amount sufficient for testing without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

TESTING COSTS

Pre-employment drug testing costs shall be paid for by the District. All current employee drug and alcohol testing including reasonable suspicion, random and post-accident testing costs shall be paid for by the District.

Bus Drivers' Use of Tobacco and Other Substances**MATERIALS TO BE PROVIDED**

The Superintendent/designee shall distribute educational materials to explain state and federal legal requirements for alcohol and controlled substance testing of CDL drivers and the District's policies and procedures to implement it and answer questions about the materials. Materials shall meet content requirements of state and federal regulations and shall be distributed to each driver prior to the start of alcohol and controlled substances testing each year and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. Each employee is required to sign a statement certifying that s/he has received a copy of these materials. If the District recognizes an organization to represent bus drivers, the District shall provide written notice to representatives of the organization of the availability of this information.¹

REFERENCES:

¹49 C.F.R. Part 382

²[702 KAR 005:080](#)

[KRS 438.050](#)

Omnibus Employee Testing Act of 1991, Public Law 102-143, Title V

RELATED POLICIES:

03.11; 03.13251; 03.17

03.21; 03.23251; 03.27

Adopted/Amended: 07/25/2011

Order #: 2011.288

Driver and Substitute Driver Training**SUPERINTENDENT RESPONSIBILITY**

The Superintendent shall be responsible for providing the annual required in-service school bus driver training in accordance with [702 KAR 005:030](#) and [702 KAR 005:080](#).

All training requirements include both regular and substitute drivers.

COMMERCIAL DRIVER'S LICENSE

The Board shall pay the fee for the commercial driver's license required for all bus drivers and substitute bus drivers excluding the cost of obtaining a regular driver's license. Any license certification beyond what is required to drive school buses must be paid for by the individual.

INITIAL TRAINING INCENTIVE

After completing ninety (90) days of successful employment in the District, bus drivers, substitute bus drivers, and monitors shall be reimbursed for the cost of completing initial required training. The rate of reimbursement will be based on the hourly wage for a substitute bus driver with zero years of experience.

REFERENCES:

[702 KAR 005:030](#)

[702 KAR 005:080](#)

[702 KAR 005:010](#)

[KRS 189.370](#)

[KRS 189.375](#)

[KRS 189.380](#)

[KRS 189.450](#)

[KRS 189.540](#)

[KRS 189.550](#)

[KRS 189.580](#)

[KRS 189.635](#)

Adopted/Amended: 07/25/2011

Order #: 2011-288

Bus Scheduling and Routing**RESPONSIBILITY FOR**

The Superintendent or designee shall be responsible for scheduling and routing all buses in keeping with applicable statutes and regulations. This shall include a system of notifying parents, pupils, and drivers of bus schedules and routes and, for those schools serving breakfast, arranging bus schedules so that buses arrive in sufficient time to provide breakfast prior to the instructional day.

Buses shall be routed only on roads that are maintained by the city, county, or state.

REGULAR ROUTE VEHICLES

Except in cases of emergencies or for the transportation of students with disabilities, only school buses as defined by applicable statute and administrative regulation shall be used for transporting students to and from school along regular bus routes.

REFERENCES:

[KRS 156.153](#)
[KRS 158.070](#)
[KRS 158.110](#)
[702 KAR 005:030](#)

Adopted/Amended: 09/24/2001

Order #: 012312

Eligibility for Transportation**DISTANCE LIMITATION**

Pupils shall be eligible to be transported to and from school if they reside more than one (1) mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.

PRESCHOOL TRANSPORTATION

Students attending preschool programs of the District shall be transported in accordance with the provisions of [702 KAR 005:150](#) and other appropriate laws and regulations.

MODIFICATION

The Board reserves the right to modify the one-mile distance limitation where conditions make it advisable to include certain geographic, subdivision, or neighborhood areas.

REFERENCES:

[KRS 157.280](#); [KRS 158.110](#); [KRS 158.115](#)
[702 KAR 005:020](#); [702 KAR 005:030](#)
[702 KAR 005:110](#) (Vocational Pupils)
[702 KAR 005:120](#); [702 KAR 005:150](#)
[OAG 80-390](#); [OAG 82-392](#); [OAG 83-294](#)

Adopted/Amended: 04/24/1996

Order #: 0579

Regular Bus Stops**DISCHARGE OF PUPILS**

The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the Principal to discharge a pupil at another location.¹ Preschool students shall be transported in accordance with applicable regulations.²

The Principal shall have written authorization from a child's parents before permitting discharge at a location other than the regular stop or prior to allowing any kindergarten through grade two (K-2) student to disembark without a parent/guardian being visible.

STUDENTS PRE-SCHOOL – GRADE 2

Students in pre-school through grade two (2) who ride the bus must have a parent/guardian, or a person authorized by the parent/guardian present and visible to the bus driver upon pickup and discharge of the student. A kindergarten through grade two (K-2) student may be discharged from the bus if accompanied by a sibling or neighbor nine (9) years or older that has been authorized in writing by the parent and approved by the Principal in advance to escort the kindergarten through grade two (K-2) student from the bus. If a designated person is not present to accept the student upon discharge, the student shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up. Continued violations of the student not being properly picked up from the bus may result in suspension of transportation privileges and/or the notification of child welfare agencies.

SPECIAL PERMIT

Upon written request from a parent, the Principal may issue a special permit for a student to ride another bus temporarily in emergency cases.

EXCEPTION

The driver may discharge a pupil for disciplinary reasons in accordance with Policy 06.34 of this manual and with [702 KAR 005:080](#).¹

REFERENCES:

¹ [702 KAR 005:080](#)

² [702 KAR 005:150](#)

[KRS 158.110](#)

[KRS 189.370](#)

[KRS 189.375](#)

[KRS 189.540](#)

Adopted/Amended: 07/25/2011

Order #: 2011-288

Conduct on Bus

PRINCIPAL RESPONSIBLE

The Principal shall oversee the department of students who ride on the school bus and who walk to and from the school.

REPORTING OF VIOLATIONS

Bus drivers shall promptly report any violation of District policy or school rules to the Principal.

REMOVAL OF PUPILS FROM BUS

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event of a life-threatening or violent situation involving the misbehavior of one or more pupils, the driver shall contact the school and/or Central Office via two-way radio to request assistance, or if the behavior warrants, the driver shall call law enforcement. The administrator who is sent to the scene shall assume responsibility for determining whether a student is to be removed from the bus and for the supervision of the identified student(s) if removal is deemed necessary. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above.

In the event a pupil is removed from the bus for disciplinary reasons, the administrator in charge shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian at the first reasonable opportunity.¹

WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

VIDEO RECORDING EQUIPMENT

Video cameras may be installed in the District's school buses to record student behavior during **transportation** to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

RESTITUTION OF DAMAGES

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

STUDENTS WITH SPECIAL NEEDS

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.²

Conduct on Bus

REFERENCES:

¹[702 KAR 005:080](#), [KRS 158.150](#)

²Individuals with Disabilities Education Improvement Act of 2004; Section 504 of Rehabilitation Act of 1973

[KRS 158.110](#); [702 KAR 005:100](#)

RELATED POLICIES:

09.226, 09.425, 09.434

Adopted/Amended: 07/27/2009

Order #: 0128463

Hazards in and on Bus**PROHIBITED ITEMS**

Passengers shall not bring an object on the school bus that may block the bus aisles or exits.

A driver shall not knowingly permit any of the following to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or other explosive materials of any type;
3. Live animals, except for an animal that is to enable a person to safely utilize the bus transportation as documented by adequate medical evidence or a student's Individual Education or 504 Plan, and that is not a risk to other bus riders;
4. Preserved specimens that would likely frighten a pupil or cause a commotion on the bus; or
5. Glass objects or helium balloons.

REFERENCES:

[KRS 158.110](#)

[702 KAR 005:080](#)

[702 KAR 005:150](#)

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

Adopted/Amended: 07/27/2009

Order #: 0128463

Insurance

LIMITS

The Superintendent shall recommend to the Board, after consulting with the proper officials within the Department of Education, the appropriate limits of liability insurance for all Board-owned vehicles.

REFERENCES:

[KRS 160.310](#)

[702 KAR 005:130](#)

Adopted/Amended: 04/24/1996

Order #: 0579

Use of Buses by Outside Groups

The Board may, at its discretion, enter into contracts to lease Board-owned vehicles to outside groups or individuals. Such lease agreements shall include the following express conditions:

1. School buses may be used only when they are not being used for school purposes. They shall not be used at any time that may conflict with their availability for school use.
2. School buses shall only be leased or rented in exchange for reasonable and adequate compensation.
3. Groups or individuals contracting for the use of school buses shall show evidence of insurance sufficient to cover all liability and losses of all persons who might reasonably be held responsible including the members of the Board of Education and the District. The Board shall be listed as an additional insured.
4. The groups or individuals using the vehicle or vehicles shall carry adequate collision insurance to cover the value of said vehicle or vehicles.

REFERENCES:

[KRS 160.305](#)

[OAG 75-643](#)

RELATED POLICY:

06.14

Adopted/Amended: 04/24/1996

Order #: 0579

Implementation of System

District personnel shall comply with requirements established in Kentucky Administrative Regulations, the *Pupil Transportation Management Manual*, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation.

Review/Revised:6/22/09

Fuel and Equipment**PURCHASING FUEL AND PARTS**

The purchase of fuel, motor oil, transmission fluid, antifreeze, and selected bus parts shall be determined by the Board's bidding policy (04.32) and related procedures. The designated vendor will furnish, install, and maintain, as appropriate, pumps and related equipment for gasoline and diesel fuel.

PROCEDURES FOR ACQUIRING

Drivers will fuel their buses at the Board's fuel pump(s), as designated. They shall keep a monthly log of all fuel used and submit this form to the Director of Transportation/Central Office designee on the last working day of the calendar month.

Drivers will secure their motor oil, transmission fluid, and antifreeze at the bus garage or other facility, as designated. Drivers are required to check all fluid levels daily and are responsible for putting oil into their buses. A mechanic, upon request of the driver, will fill buses with antifreeze and transmission fluid.

REPLACEMENT OF PARTS

All replacement of parts will be done by a mechanic.

EMERGENCY PROCEDURES

In case of mechanical trouble, the driver will call (or radio) the bus garage or the Director of Transportation/Central Office designee for instructions.

OUT-OF-DISTRICT TRIPS

In the event it becomes necessary for the driver to pay cash for a bus charge(s), s/he shall get a receipt for the payment and turn it in to the Transportation Director/Central Office designee for approval and reimbursement of expenses. In emergency situations, the Superintendent may authorize payment prior to Board approval.

RELATED PROCEDURES:

03.125 AP.21

03.125 AP.22

04.32 AP.1

06.13 AP.2

Review/Revised:6/22/09

Authority for Use of Buses

Refer to the procedures coded to Policy 09.36 for field trip approval and transportation needs.

Review/Revised:6/22/09

Accidents

If the school bus is involved in an accident, the following procedures are to be followed by the bus driver:

1. Set the parking brake.
2. Turn off ignition and remove the keys.
3. Remain calm and reassure the pupils.
4. Use emergency reflectors to “protect the scene,” as appropriate.
5. Unless the bus is on a railroad track or is in danger of another collision, do not move the vehicles involved until law officers advise you to do so.
6. Check for injury to pupils. If there is an injury, proceed as follows:
 - a) Move the person from danger and give first aid. Caution must be observed if neck or back injury is indicated.
 - b) If the injuries appear to be serious, call an ambulance.
7. If there is no radio/telephone readily available, use a passing motorist or send an older student to make a telephone call for assistance.
8. Keep all pupils on the bus unless there is a fire/possibility of a fire or the vehicle is in danger of further collision.
9. Account for all pupils.
10. Notify school administrators and appropriate law enforcement agency of the location and nature of the accident. In reporting the accident, give the following information:
 - a) The exact location of the bus,
 - b) If another bus is needed to transport students, and/or
 - c) If a wrecker is needed.
11. Do not discuss the facts of the accident with anyone except the investigating officer and school officials.
12. When authorized to do so, continue the transportation of the pupils by: (1) the present bus or (2) a substitute bus, if the present bus is inoperable.
13. Fill out an accident report and file it with the Director of Transportation on the day of the accident. Failure to do this constitutes negligence on the part of the driver.
14. The driver is not to admit that an accident is his/her fault. The driver may say, “I’m sorry the accident happened, and it will be reported to the insurance company that handles the Board’s insurance.”

Accidents

15. Do not offer to pay any damages to the other party involved. If the bus driver is at fault, the Board's insurance company will handle any claims.
16. Never say, "The Board's insurance company will pay for the damage." The Board's insurance adjuster will make that decision. If the representative of another insurance company or an attorney representing the other party involved visits the driver and requests a statement either written or verbal, the driver shall refuse. The driver should tell the party that s/he has filed the accident report with the Director of Transportation and that the party will have to see the Director or the Board's insurance agent. (This is very important in settling claims.)
17. Be sure to get the names, addresses, driver's license numbers, tag numbers, and insurance information of all persons involved in the accident. It is very important to get the names and addresses of any witnesses to the accident.
18. Keep cool. Don't panic. Don't exaggerate.

Review/Revised:6/22/09

Use of Communication Devices on Bus**RADIOS/CELL PHONES PLACED IN BUS**

Two-way mobile radios or cellular phones placed in the school buses operated by the District can be an important safety device if properly used. The purpose of these radios/phones is to provide instant communication with the base units (located in the bus garage and the Central Office) in case of an accident, mechanical problems, or a misplaced child. The following rules and procedures for the use of mobile radios/cellular phones shall be followed:

1. The radio/phone will be used for school business only.
2. Students or unauthorized persons are not to use the radio/phone.
3. A driver using the radio/phone to report an accident or breakdown shall give the following information:
 - a) The FCC number, driver identification number, or bus number, as appropriate.
 - b) The location of the bus.
 - c) Whether or not medical assistance and/or an ambulance is required.
 - d) Whether or not a police officer is needed.
 - e) Whether or not a replacement bus is needed.
 - f) Whether or not a wrecker is needed.
4. The FCC number, driver identification number, or bus number, as appropriate, shall be used when the driver is talking with another vehicle.
5. The driver shall keep the radio/phone on at all times s/he is in or around the bus.
6. The driver shall not attempt to repair the radio/phone; if it develops a problem, it should be taken to the bus garage for repair.
7. The radio/phone shall be protected from vandalism and theft. The driver shall be responsible for securing the radio/phone when the bus is vacant.

RESTRICTIONS WHILE OPERATING

Bus drivers shall not use a cellular telephone of any type when transporting one (1) or more children and shall not use any communication device to text or e-mail while operating a vehicle (District-owned or otherwise) while on District business, unless the vehicle is parked or unless there is a bona fide emergency, which shall include, but not be limited to, the need to make following communications:

- Report illegal activity;
- Summon medical help;
- Summon a law enforcement or public safety agency; or
- Prevent injury to a person or property.

EXCEPTION: The above prohibition does not apply to use of an authorized two-way radio or cell phone (when a bus is not equipped with a functioning two-way radio) for dispatch purposes.

Review/Revised:7/25/11

Bus Evacuation Drill Report

The standard for real drills is to completely evacuate the bus within two (2) minutes. Drivers shall follow the evacuation strategies specified in the *Pupil Transportation Management Manual* published by the Department of Education.

Name of School _____ Principal _____

Bus Number _____ Number of students _____ Weather Conditions _____

Date of Drill _____ Time of Drill _____ Time taken to evacuate _____

NUMBER OF STUDENTS IN EACH GRADE TAKING PART IN THE EVACUATION DRILL:

_____ Preschool	_____ Fourth Grade	_____ Ninth Grade
_____ Kindergarten	_____ Fifth Grade	_____ Tenth Grade
_____ First Grade	_____ Sixth Grade	_____ Eleventh Grade
_____ Second Grade	_____ Seventh Grade	_____ Twelfth Grade
_____ Third Grade	_____ Eighth Grade	

NUMBER OF STUDENTS USING THE FOLLOWING:

☐ Crutches _____ ☐ Wheelchairs _____ ☐ Child Safety Restraint System _____
☐ Other special needs; please specify _____

CHECK TYPE OF EVACUATION PRACTICED:

☐ front ☐ rear ☐ side ☐ front and rear ☐ front and side ☐ rear and side
☐ front, rear and side ☐ emergency window, hatches and windshield evacuation instruction

Drill was conducted by: ☐ Principal/designee ☐ Bus driver ☐ Central Office designee

Comments: (Include any comments about safety or problems encountered during the drill.)

For each drill, the Principal/designee shall complete and keep on file this form and provide a copy(ies) to the Superintendent/designee, as required.

Principal/Designee's Signature

Date

Signature of Bus Driver, as appropriate

Date

Signature of Central Office designee, as appropriate

Date

Review/Revised: 6/22/09

Inclement Weather Plan

NOTIFICATION

The Director of Transportation/Central Office designee shall prepare a plan whereby all bus drivers will be notified when school is delayed or dismissed.

When school is called off or delayed, the announcement will be made on designated radio and TV stations. At the beginning of each school year, the Superintendent/designee shall notify students, employees, and parents as to the stations that will carry the District's delay/cancellation information.

BUS RUNS

Drivers should be available for unexpected schedule changes.

When the opening of school is delayed, bus runs will reflect the delay.

Review/Revised:6/22/09

Driver's Responsibilities

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education.

Review/Revised:6/22/09

Bus Scheduling and Routing**SCHEDULING AND ROUTING**

The Director of Transportation/Central Office designee shall prepare a route map and schedule of stops for each bus in the District. These maps will show the routes traveled by buses both morning and afternoon.

WRITTEN DESCRIPTION

A written description of each route shall be kept on the bus; a copy shall be filed with the Principal of the school(s) the bus serves, and the original shall be filed with the Director of Transportation/Central Office designee. This description shall include any characteristics peculiar to the route such as dangerous turns, steep grades, signals, and special information about any danger areas.

EXTENSION OF BUS ROUTES

The Principal and Transportation Director will survey the need for a route extension on request by interested parties.

NEW DRIVERS AND ROUTES

At least one (1) week prior to the opening of school, each new driver and each experienced driver with a new route shall receive his/her map and schedule. The drivers shall drive their routes before school opens in order to become familiar with the route and the schedule.

NOTIFICATION TO PARENTS

Bus routes will be published in the local newspaper at least one (1) week prior to the first day of school for students.

DRIVER TO FINALIZE SCHEDULE

Each driver shall finalize his/her route schedule within ten (10) driving days after school opens. This route schedule will contain the names of the students riding the bus, the name of the road(s) on which the bus is routed, each stop's number, the time of the stop, the grade of the pupil, and the school the pupil attends. Drivers shall notify the Director of Transportation/Central Office designee of any revisions to their routes.

Review/Revised:6/22/09

Eligibility for Transportation**STUDENTS WITH DISABILITIES**

The need for students to be transported via a bus equipped for students with disabilities must be determined by the ARC and stated in the student's Individual Education Plan (IEP).

CAREER AND TECHNICAL STUDENTS

High school students attending an area career and technical school or extension center are eligible to be transported from the high school to the career and technical school. Transportation will be provided by the District in accordance with state regulations.

DISTANCE LIMITATIONS

Three (3)- and (4)-year-old preschool children and students with disabilities are not required to meet the distance specifications in Policy 06.32 to be eligible for school transportation.

PRESCHOOL TRANSPORTATION

The District shall provide Child Safety Restraint Systems for use by preschool students being transported on District buses in compliance with guidelines established by the National Highway Traffic Safety Administration.

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon midday or afternoon delivery, the child shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up.

Continued violations of the student not being properly picked up from the bus may result in suspension of transportation privileges and/or the notification of child welfare agencies.

Review/Revised:7/25/11

Bus Transportation Waiver Form

Student Name (printed): _____

The Gallatin County Board of Education strongly believes that any student below grade three (3) should have an adult at the bus stop for pick-up and drop-off. It is understood that situations arise where this may not be possible. As a result, any parent who wishes for their kindergarten through second grade (k-2) child(ren) to be discharged from the bus with a sibling or neighbor's student age nine (9) or older must fill out this form and return it to their child's school. This form shall be for the current school year and be on file in the office. The Principal may revoke or deny this waiver if there are circumstances where there is a safety concern.

I _____ request that my child(ren) listed below be discharged from
Parent's Printed Name

the bus with the student(s) listed below. I understand the Gallatin County Board of Education does not promote this practice.

NAME(S) OF CHILDREN GRADES KINDERGARTEN THROUGH TWO (K-2) TO BE DISCHARGED FROM BUS:

Student Name (please print)	Age	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME(S) OF SIBLING(S) OR NEIGHBOR(S) STUDENT AGE NINE (9) OR OLDER WITH WHOM THE CHILD(REN) LISTED ABOVE MAY BE DISCHARGED:

Student Name (please print)	Age	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have spoken to all individuals associated with this situation and they have agreed to be responsible for my child to be discharged as stated above. I understand that it is my responsibility to discuss this plan with my child(ren) and/or neighbor(s) and have a back-up plan in place in the event the above named sibling/neighbor was not available.

Parent Signature: _____

Cell Phone: _____

Review/Revised: 7/25/11

Conduct on Bus**RULES OF CONDUCT**

Specific rules of conduct on school buses can be found in the Student Code of Conduct and/or in the student handbook.

ENFORCEMENT

Bus drivers will assist the Principal and Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver shall notify the Principal. The Principal may withhold bus-riding privileges (consistent with Board Policy 06.34) if the pupil continues to disobey the rules. If withholding of bus-riding privileges becomes necessary, the Principal shall notify the parents and inform the appropriate Central Office personnel.

Review/Revised:6/22/09

School Bus Incident Report

Student's Name _____

Grade _____

Bus Number _____

Driver's Name _____

Date of Incident _____

Mark Violation	BEHAVIOR VIOLATION	DISCIPLINARY OPTIONS						
		Warning And/or Remedial Training	3 Days Off Bus + Code	5 Days Off Bus + Code	10 Days Off Bus + Code	Handled Under Student Discipline Code	Referred For Bus Expulsion	Driver Removes Student Immediately
	Physical Abuse of School Personnel					X	X	X
	Dangerous Weapons/Drugs/Alcohol				X	X	X	X
	Fighting/Open Flames/Fireworks			X	X		X	
	Sexual Behavior			X	X		X	
	Use of Tobacco Products			X	X		X	
	Verbal Abuse of School Personnel		X	X	X		X	
	Profanity	X	X	X	X	X	X	
	Vandalism (restitution to be made)	X	X	X	X		X	
	Refusing to Sit in Assigned Seat	X	X	X	X			
	Refusing to Follow Instructions	X	X	X	X			
	Not Staying Seated/Pushing/Tripping	X	X	X	X			
	Screaming/Hanging Out Window	X	X	X	X			
	Eating/Drinking/Littering	X	X	X	X			
	Excessive Mischief/Annoying	X	X	X	X			
	Possession of Prohibited Items	X	X	X	X		X	
	Not Riding Assigned Bus	X	X	X	X			
	Other – Specify	X	X	X	X	X	X	X

PRELIMINARY ACTION TAKEN BY DRIVER	DRIVER'S COMMENTS
_____ Student Warned _____ Student Assigned Seat _____ Other _____	_____ _____ _____

PRESENT ACTION TAKEN BY PRINCIPAL	PRINCIPAL'S COMMENTS
_____ Student Warned/remedial Training _____ Conference with Student's Parent _____ Student Suspended From All Buses _____ Days, Beginning _____ If other actions taken, list under comments	_____ _____ _____ _____ Principal's Signature

White – Driver

Yellow – Student/Parent Guardian

Pink – Driver

Gold – Building Administrator

Review/Revised:6/22/09