

Transportation

SERVICES MANAGEMENT

The transportation program is a District-wide function administered by the Superintendent/designee in keeping with Board policies and District procedures. ~~The superintendent/designee shall be responsible for the general supervision of the Pupil Transportation Program.~~

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

~~STUDENT TRANSPORTATION~~ RECORDS AND REPORTS

The ~~s~~Superintendent/designee shall be responsible for filing reports ~~as required by at the required time sequence to~~ the ~~State-Kentucky~~ Department of Education. Such reports shall include, but not be limited to, safety inspections~~s~~, bus accident reports, program cost calculations, and reimbursements for exceptional child education and technical education students.

REFERENCES:

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

Adopted/Amended: 01/01/1900

Order #:

Bus Fleet

PUBLIC SCHOOL STUDENTS

The Board owns and operates the bus fleet exclusively 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: 01/01/1900

Order #:

Purchase**SPECIFICATIONS**

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

RETIREMENT

Every Reasonable efforts 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: 01/01/1900

Order #:

Maintenance

The ~~s~~Superintendent/designee shall be responsible for the mechanical maintenance of the ~~d~~District's school buses and for their safe operating condition.

INSPECTION

The ~~s~~Superintendent/designee shall require that, at least once each month that ~~the Jefferson County Public District S~~schools are in session, a safety inspection be made on each school bus owned and operated by the ~~b~~Board or contracted to the ~~b~~Board. If any bus is found to be in an unsafe condition, it shall ~~be withheld from not be~~ used ~~to of~~ transporting students until the required repairs are made.

REPORTING DEFECTS

The Superintendent shall develop rules and regulations requiring drivers to report school bus mechanical defects and for the repair of such defects.

REFERENCES:

KRS 158.110

702 KAR 005:030

702 KAR 005:130

Adopted/Amended: 01/01/1900

Order #:

Fuel and Equipment

PROCEDURES FOR ACQUIRING

When drivers assume the duties of the position, the Superintendent/**designee** 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: 01/01/1900

Order #:

Authority for Use of Buses

APPROVAL FROM SUPERINTENDENT

Any use of school buses beyond the daily routing schedules shall 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: 01/01/1900

Order #:

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 District employees, parents, and pupils.

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: 01/01/1900

Order #:

Bus Drivers' Responsibilities

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

EXAMINATION AND LICENSING

The ~~s~~Superintendent/designee is authorized to require that all school bus drivers shall have satisfactorily passed an annual physical examination by a physician designated by the ~~b~~Board-of education. Drivers shall have a record of safe driving experience prior to employment.

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.

DISCIPLINARY ACTION

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action, up to and including termination.

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](#)

RELATED POLICIES:

03.211

06.23

Adopted/Amended: 01/01/1900

Order #:

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

All drivers shall have a current commercial driver's license, with the passenger endorsement for a school bus, which is valid in Kentucky and shall have successfully passed the ~~b~~Board's of ~~education~~ bus driver training program.

~~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 All license certifications beyond what is required to drive school buses must be paid for by the individual.~~

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: 01/01/1900

Order #:

Bus Scheduling and Routing**RESPONSIBILITIES**

The Superintendent/designee shall be responsible for scheduling and routing all buses in keeping with applicable statutes and regulations and shall route all school buses in the most efficient and effective routing system possible. 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.

INFORMATION TO BE PREPARED

The Superintendent/designee shall prepare or cause to be prepared the following information:

- Pupil transportation maps,
- ~~b~~Bus route descriptions, and
- ~~r~~Reports necessary for calculating the amount to which the ~~Jefferson County Public Schools are District is~~ entitled under the Fund for Excellence in Education in Kentucky.

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: 01/01/1900

Order #:

Eligibility for Transportation**DISTANCE LIMITATION**

The ~~s~~Superintendent/designee shall administer a program of transportation for students within the ~~school-d~~District who do not live within a reasonable walking distance to school. Students 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.

~~Parents of students walking to school via hazardous conditions may request transportation.~~ If traffic or other safety conditions make walking to school extremely hazardous, parents may request transportation ~~offer~~ for their children without regard to the distance to their school.

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.

PRESCHOOL TRANSPORTATION

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

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](#)

RELATED POLICY:

06.34

Adopted/Amended: 01/01/1900
Order #:

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 authorization from a child's parents before permitting discharge at a location other than the regular stop.

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:

¹702 KAR 005:080

²702 KAR 005:150

KRS 158.110

KRS 189.370

KRS 189.375

KRS 189.540

Adopted/Amended: 01/01/1900

Order #:

Conduct on Bus

Recognizing that transportation is a student privilege, student riders shall adhere to all applicable regulations in order to retain that privilege.

The **s**Superintendent/designee shall be responsible for the discipline of the students who ride the school buses to and from school.

REPORTING OF VIOLATIONS

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

A student discipline incident report shall be initiated by the driver and given to the **building p**Principal or designee for appropriate disciplinary action.

DISCHARGE 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 that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the compound coordinator to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. ~~If the student is in the sixth (6th) grade or above, t~~The driver is authorized to order a threatening or violent student from the bus and shall instruct the student to stand outside by the bus door. The driver shall not leave the area until assistance arrives. Ejecting a pupil from the bus shall be done only in the most extreme circumstances. At the first reasonable opportunity, the driver shall notify the **compound coordinator who shall notify** Principal of the school where the pupil attends who shall notify the student's parent or legal guardian.¹

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.

WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per school year for threatening or violent behavior. Additional days of service may be withheld only with prior permission from the executive director of Student Relations and Safety. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

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

REFERENCES:

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

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

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

TRANSPORTATION

06.34
(Continued)

Conduct on Bus

RELATED POLICIES:

09.226, 09.425, 09.434

Adopted/Amended: 01/01/1900
Order #:

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, look-alike 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.

Bus drivers shall promptly report the possession of a prohibited item to the compound coordinator and the Principal. The Principal shall determine if the student should be disciplined pursuant to the Code of Acceptable Behavior and Discipline.

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: 01/01/1900

Order #:

Transportation Vehicle Insurance

The ~~Jefferson County Public Schools~~District shall purchase liability or indemnity insurance for all ~~b~~Board-owned vehicles. The coverage limits shall be at least the minimum amount recommended by the State Department of Education.

~~Individual schools and programs that obtain specially assigned vehicles and/or vehicles where ownership is retained by someone other than the board of education shall have the responsibility for providing insurance protection of such vehicles according to the following guidelines:~~

Driver Training Automobiles

~~Vehicles used in an approved driver training program shall be insured on the board master policy. A written request shall be made to the insurance office at the school board, furnishing appropriate information to insure such vehicles. The insurance cost shall be charged to the driver training program. Ownership of all vehicles is retained by the dealer.~~

Courtesy Vehicles

~~Courtesy vehicles furnished for principals or school staff use, with ownership retained by the dealer, shall be insured by individual schools or users. These vehicles shall not be insured under the Jefferson County Public Schools policy.~~

SCHOOL OR PROGRAM OWNED VEHICLES

The ~~Jefferson County Public Schools~~District shall provide vehicle insurance where a school or special program has obtained the exclusive use of vehicles within the following conditions:

1. The ~~Jefferson County Public Schools~~District shall not provide insurance for more than one (1) vehicle to each high school, and no more than two (2) vehicles for each vocational school or special federally funded program, without prior approval of the appropriate ~~d~~Deputy ~~A~~Assistant ~~s~~Superintendent.
2. For all vehicles to be insured, the transportation and insurance departments shall keep on file license, registration, and insurance information. Likewise, the sale or trade of any vehicles shall be reported to the insurance office within fifteen (15) days of the sale or trade.
3. For All vehicles purchased and operated through the use of federal funds, the insurance department shall have charge their maintenance and insurance ~~charged~~ to the appropriate federal program ~~budget by the insurance department.~~

REFERENCES:

KRS 160.310
702 KAR 005:130

Adopted/Amended: 01/01/1900
Order #:

Use of Buses by Outside Groups

The Board will not grant, lease, or lend school vehicles to groups or organizations not a part of the school program, except the Board may authorize the use of school buses for civilian defense and military mobilization purposes during a period of actual emergency.

REFERENCE:

[OAG 76-606](#)

Adopted/Amended: 01/01/1900

Order #: