

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/designee 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:

¹702 KAR 5:010
702 KAR 5:020, 702 KAR 5:030
KRS 158.110; KRS 158.115

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

Annually the school bus fleet will be assessed to determine purchasing needs and 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 5:020
702 KAR 5:060
702 KAR 5:130

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. Appropriate accounting will be maintained through the current fuel system.

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, motor oil 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

Upon approval of the Director of Transportation/Central Office designee, a Board fuel card may be furnished to drivers making out-of-District trips. These cards are to be used to purchase fuel ~~only and/or to pay for minor repairs~~. 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
- 04.31 AP.2
- 04.32 AP.1
- 06.13 AP.2

Bus Drivers Monthly Report

Driver's Name _____

Bus Number _____

Month _____

Year _____

Speedometer reading at END of month _____

Speedometer reading at FIRST of month _____

Total Mileage for month _____

(The reading at the first of the month should be the same as the reading at the end of the preceding month.)

Length of route WITH pupils _____ WITHOUT pupils _____

(Mileage for one day, both morning and afternoon.)

Total Daily Mileage _____

IMPORTANT: THIS REPORT IS DUE IN BUS GARAGE BY THE FIFTH (5TH) OF EACH MONTH.

NUMBER OF PUPILS TRANSPORTED		FIRST WEEK	SECOND WEEK	THIRD WEEK	FOURTH WEEK	FIFTH WEEK
Morning Runs	Name of School	Monday	Tuesday	Wednesday	Thursday	Friday
First Run						
Second Run						
Third Run						
Fourth Run						
Fifth Run						
Afternoon Runs						
First Run						
Second Run						
Third Run						
Fourth Run						
Fifth Run						

(CONTINUED)

WHITE - MAINTENANCE COPY - YELLOW - DRIVER COPY

Bus Number _____

Month _____

Bus Drivers' Pre-Trip Monthly Inspection Log

Date	Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
INSIDE	Windshield																															
	Windshield Wipers																															
	Mirrors																															
	Engine Operation																															
	Gauges																															
	Horn																															
	Steering																															
	Brakes																															
	Heater/Defroster																															
	Sent Belt																															
OUTSIDE	Windows																															
	Em-Exit																															
	Seats/Floor																															
	Tires																															
	Wheels																															
LIGHTS	Exhaust System																															
	Hood																															
	Tail																															
	Turn																															
	Flasher-4 way																															
UNDER HOOD	Warning																															
	Stop Arm																															
	Oil																															
	Radiator																															
	Hoses/Bells																															
BRAKES	Leaks/Not Applied																															
	Leaks/Service Applied																															
	Alarm Activated																															
	Button-Self Activated																															
	Parking Check																															

Fire Extinguisher Remove each month and shake**Instructions/Mark as follows:** Use upper section of box for AM and lower for PM. Use ✓ = okay, 0 = Needs Attention. Sign Log after each inspection
All items defective or requiring attention should be reported immediately to the bus garage.

Safety

DEVELOPMENT OF PROGRAM

The Superintendent/designee 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~~through the Code of Conduct.

BOOSTER SEATS

When students who are under eight (8) years old and between forty (40) and fifty-seven (57) inches in height are transported in District-owned or leased vehicles designed for nine (9) or fewer passengers, they shall be properly secured in a child booster seat. Per KRS 189.125, a child of any age who is greater than fifty-seven (57) inches in height is not required to be secured in a booster seat.

REFERENCES:

KRS 158.110
KRS 189.125
702 KAR 5:030
702 KAR 5:060
702 KAR 5:080

RELATED POLICY:

06.12

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. Contact Transportation Department and/or school administrators to begin contacting parents. 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.
 - d) List of students: names, grades, address, ~~and~~ phone numbers and where seated on bus.
 - e) Seating chart
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 (2) a substitute bus, if the present bus is inoperable. No child will be released from the scene of an accident until authorized to do so.
13. Fill out an accident report and file it with the Director of Transportation or Driver Trainer within twenty-four (24) hours of the accident. Failure to do this constitutes negligence on the part of the driver.

Accidents

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."
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 them that he/she has filed the accident report with the ~~Director of Transportation~~ appropriate personnel and they will have to see him/her 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.

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 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 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.

Emergency Evacuation
HENDERSON COUNTY SCHOOLS
TRANSPORTATION DEPARTMENT

AN EMERGENCY EVACUATION DRILL WAS PERFORMED FOR EACH STUDENT THAT RIDES

BUS # _____

DRIVER NAME _____

(BUS DRIVER SIGNATURE)

DATE _____ **TIME** _____ **LOCATION** _____

THIS DRILL WAS COMPLETED UNDER THE SUPERVISION OF

SUPERVISOR NAME AND TITLE

SUPERVISOR SIGNATURE

ADDITIONAL LOCATIONS DRILL WAS PERFORMED

LOCATION 2 _____ **TIME** _____ **SUPERVISOR** _____

LOCATION 3 _____ **TIME** _____ **SUPERVISOR** _____

LOCATION 4 _____ **TIME** _____ **SUPERVISOR** _____

Emergency Evacuation
HENDERSON COUNTY SCHOOLS
TRANSPORTATION DEPARTMENT

Dear Parent/Guardian:

Henderson County Schools Transportation Department practices emergency evacuation drills four (4) times during the school year. This practice drill is conducted with our students on school property and is held during the morning route.

Drivers need the assistance of four to six (4-6) students to help other students exit off the bus during these drills. In order for your child to help in this capacity, we must have your permission. If you give your permission to have your child be an assistant in these drills, please sign and return the attached slip to your child's bus driver as soon as possible as our first drill is conducted the first week of school.

Thank you,

Henderson County Schools Transportation Department

270-831-5120

I give permission for my child _____

To assist in any of the bus evacuation drills to be held during the _____ - _____
school year.

Parent/Guardian Signature

Emergency Evacuation Drill Report

The emergency evacuation drill for each student who rides the bus # _____ driven by _____
(Bus Number)

_____ was performed at _____
(Name of bus driver) (Time)

on _____ at _____. This drill was
(Date) (Location)

completed under the supervision of _____
(Name) (Title)

(Signature of Bus Driver)

(Signature of Supervisor)

(Signature of Assistant Superintendent)

1st Evacuation

Driver and Substitute Driver Training

SUPERINTENDENT RESPONSIBILITY

The Superintendent/designee shall be responsible for providing the annual required in-service school bus driver training in accordance with 702 KAR 5:030 and 702 KAR 5:080.

All training requirements include both regular and substitute drivers.

COMMERCIAL DRIVER'S LICENSE

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

REFERENCES:

702 KAR 5:030
702 KAR 5:080
702 KAR 5:010
KRS 189.370
KRS 189.375
KRS 189.380
KRS 189.450
KRS 189.540
KRS 189.550
KRS 189.580
KRS 189.635

Bus Scheduling and Routing

SCHEDULING AND ROUTING

The Transportation Director shall prepare a route map and schedule of stops for each route. 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 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 review 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 and on the District website 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. Each driver shall submit to the Director of Transportation a copy of the finalized route(s) by the tenth (10th) day after school begins. 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 designated transportation bus router of any revisions to their routes as soon as those revisions are made.

School Bus Incident Report
HENDERSON COUNTY SCHOOLS

Please refer to Student Discipline Notice 09.43 AP.21.

School Bus Incident Report
HENDERSON COUNTY SCHOOLS

Bus No. _____ Date _____

Driver Name _____

DEAR PARENTS:

All students in our School System who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

_____ has been cited for an infraction of the rules checked below.

- ☐ FAILURE TO REMAIN SEATED ☐ SMOKING ON BUS ☐ DISOBEYING BUS MONITOR
☐ REFUSING TO OBEY DRIVER ☐ THROWING OBJECTS OUT OF BUS ☐ BOTHERING OTHERS (See Comment)
☐ FIGHTING ☐ THROWING OBJECTS ON BUS ☐ VANDALISM
☐ PROFANITY ☐ HANGING OUT OF WINDOW ☐ OTHER (See Comment)
☐ LIGHTING MATCHES ☐ SPITTING

COMMENT: _____

DATE OF THIS OFFENSE _____

FIRST OFFENSE ☐SECOND OFFENSE ☐THIRD OFFENSE ☐

PRINCIPAL'S ACTION: _____

A copy of this action has been given to the student's bus driver.

SIGNED: _____