

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:

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

Adopted/Amended: 10/17/2016
Order #: 57

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.

Review/Revised:7/25/2005

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: 8/9/1988

Order #: 34

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 005:020](#)

[702 KAR 005:060](#)

[702 KAR 005:130](#)

Adopted/Amended: 10/17/2016

Order #: 57

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: 8/16/1999

Order #: 14

Fuel and Equipment**PROCEDURES FOR ACQUIRING**

When drivers assume the duties of the position, the Transportation Director 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: 8/15/2005

Order #: 15

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. 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. 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

Review/Revised:9/19/2016

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						

Bus Drivers Monthly Report- Henderson County Schools Transportation

TURN IN DAILY IF DEFICIENCY IS NOTED, WEEKLY IF NO DEFICIENCIES ARE FOUND																	
DRIVER'S SIGNATURE	SUN _____	DATE _____	MILES _____	SAFE TO DRIVE?			SU	M	T	W	TH	F	SA	COUNTY: HENDERSON			
	M _____	DATE _____	MILES _____	YES	NO	AM								LOCATION: BUS GARAGE			
	T _____	DATE _____	MILES _____	YES	NO	MIDDAY								BUS #:			
	W _____	DATE _____	MILES _____	YES	NO	PM								MECHANIC'S SIGNATURE			
	TH _____	DATE _____	MILES _____	YES	NO	TRIP											
	F _____	DATE _____	MILES _____	YES	NO	POST TRIP											
	SAT _____	DATE _____	MILES _____	YES	NO	CHECK HERE IF NO DEFICIENCIES								DATE			
						SU	M	T	W	TH	F	SA					
COLUMN 1			COLUMN 2			COLUMN 3						COLUMN 4					
ENGINE COMPARTMENT 1			PASSENGER ENTRY 5			AIR BRAKE TEST 8						REAR SPENSION (VISUAL) 10					
CHECK ONLY IF DEFICIENT	LEAKS UNDER BUS		CHECK ONLY IF DEFICIENT	SERVICE DOOR AND HANDRAILS		CHECK ONLY IF DEFICIENT	CHOCK WHEELS, ENGINE OFF, KEY ON, BUTTON IN						CHECK ONLY IF DEFICIENT	LEAF SPRINGS			
	FRONT LIGHTS, LENSES, MIRRORS			STEPS	STEP LIGHT		LEAKS (MAX. 2 P.S.I. PER MINUTE, NO BRAKE APPLIED)							SPRING MOUNTS			
	WINDSHIELD CONDITION			EMERGENCY EQUIPMENT 6			LEAKS (MAX. 3 P.S.I. PER MINUTE, WITH SERVICE BRAKE APPLIED)							TORSION SHOCKS			
	WASHER FLUID & WIPER CONDITION			FIRE EXTINGUISHER	REFLECTIVE TRIANGLES (3)		ALARM ACTIVATES (APPROX. 60 P.S.I.)							AIR RIDE (IF EQUIPPED)			
	HOOD LATCH OR HOLD DOWNS			FIRST AID KIT	CLEAN UP KIT		BUTTON (SELF ACTIVATED 40 – 10 P.S.I.)							REAR WHEELS			
	OIL LEVEL			SPARE FUSES			PASSENGER COMPARTMENT 9							TIRES			
	TRANSMISSION FLUID			START ENGINE 7			INTERIOR							RIMS			
	POWER STEERING FLUID			GEAR SHIFT & CLUTCH	SEATS & BUS FLOOR DAMAGE						LUG NUTS, DRUM BOLTS						
	BELTS, HOSES, WIRING			OIL PRESSURE	EMERGENCY WINDOWS						AXLE SEALS – INSIDE & OUTSIDE						
	STEERING BOX & PITMAN ARM			AIR GAUGES	ROOF HATCHES						SPACERS						
	RADIATOR RESERVOIR			VOLTAGE & AMPS	EMERGENCY DOORS						REAR OF BUS 11						
	WATER PUMP (BELT/GEAR DRIVE)			COOLANT TEMPERATURE	BIG YELLOW LOADING LIGHTS (REAR)						EMERGENCY DOOR – OUTSIDE SEATS						
	AIR COMPRESSOR (BELT/GEAR DRIVE)			FUEL GAUGE	EXTERIOR						CLEARANCE LIGHTS/LENSES						
	ALTERNATOR			WASHERS & WIPERS	LEFT SIDE						4-WAY HAZARD LIGHTS						
	BATTERY & HOLD DOWNS			MIRRORS	STOP ARM						BIG RED LIGHTS/LENSES						
	FRONT SUSPENSION 2			HEATER BLOWERS	BATTERY BOX (DON'T OPEN)						BIG YELLOW LIGHTS/LENSES						
	LEAF SPRINGS			DEFROSTERS & DEFROSTER FANS	WINDOWS						TURN SIGNALS/LENSES						
	FRAME			DASH LIGHTS, LIGHT INDICATORS	CLEARANCE LIGHTS/LENSES						BRAKE LIGHTS/LENSES						
	SPRING MOUNTS			DOME LIGHTS & REAR VIEW MIRRORS	RUNNING LIGHTS/LENSES						BACK UP LIGHTS/LENSES						
	SHOCKS			BIG RED LIGHTS & STOP ARM (OVERRIDE)	REFLECTORS						REFLECTORS						
	COTTER PINS			BIG YELLOW LOADING LIGHTS (FRONT)	LEFT MIRRORS						License Plate & Lights						
	BRAKE HOSES			Head Lights – Hi-Lo Beam	DAMAGE												
	BRAKE CHAMBERS			CLEARANCE LIGHTS	FUEL AREA 10						SPECIAL EQUIPMENT 12						
	SLACK ADJUSTERS			BIG RED LIGHTS & STOP ARM	(VISUAL) UNDER VEHICLE						WHEEL CHAIR LIFT & DOOR						
	MUD FLAPS			STROBE LIGHT	DRIVE SHAFT & GUARDS						WHEEL CHAIR TIE – DOWNS						
	FRONT WHEELS 4			CROSSING GATE IF EQUIPPED (OVERRIDE)	EXHAUST SYSTEM						WHEEL CHAIR FLOOR TRACKS						
	RIMS			4-WAY HAZARD LIGHTS (FRONT)	FRAME						KNIFE FOR LIFE						
	LUG NUTS, DRUM BOLTS			STEERING PLAY (MAX 2" ON 20" WHEEL)							FIRE BLANKET						
HUB OIL SEALS		DRIVER'S SEAT & SEAT BELT							OTHER 13								
TIRES		PARK BRAKE							CHECK SERVICE BRAKE								
VALVE STEMS		HORN CHECK SERVICE BRAKE															
MUD FLAPS		SERVICE BRAKE, AIR USE PER APPLICATION															
		HYDRAULIC SERVICE BRAKES (IF APPLICABLE)															
WALK AROUND INSPECTION					SU	M	T	W	TH	F	SA	NOTES/COMMENTS:					
			AM														
STEERING			MIRRORS														
TIRES			SERVICE BRAKES														
CONSOLE			PARK BRAKES														
DASH PANEL			EMERGENCY PANEL														
			POST TRIP														

A PRE-TRIP INSPECTION OF A FORWARD CONTROL BUS SHOULD BE PERFORMED IN THE SAME MANNER AS ABOVE. BE ADVISED THAT MANY COMPONENTS HAVE TO BE INSPECTED VISUALLY SINCE IT IS IMPOSSIBLE TO MANUALLY CHECK VARIOUS ENGINE PARTS.

WHITE – MAINTENANCE COPY - YELLOW – DRIVER COPY

Review/Revised:9/19/2016

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.

USE OF VEHICLES

Only Board employees are authorized to drive Board-owned school vehicles unless authorized by the Superintendent or the Superintendent's designee.

REFERENCES:

[KRS 157.370](#)

[KRS 158.110](#)

[702 KAR 005:030](#)

RELATED POLICIES:

06.1

06.5

09.36

Adopted/Amended: 8/9/1988

Order #: 34

Authority for Use of Buses

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

Review/Revised:8/18/1997

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 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 005:030](#)

[702 KAR 005:060](#)

[702 KAR 005:080](#)

RELATED POLICY:

06.12

Adopted/Amended: 10/17/2016

Order #: 57

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 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, phone numbers and where seated on bus.
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.
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 them that he/she has filed the accident report with the 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.

Review/Revised:9/19/2016

Use of Communication Devices on Bus**RADIOS PLACED IN BUS**

Two-way mobile radios placed in the school buses operated by the District can be an important safety device if properly used. The purpose of these radios 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 shall be followed:

1. The radio will be used for school business only.
2. Students or unauthorized persons are not to use the radio.
3. A driver using the radio 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 on at all times s/he is in or around the bus.
6. The driver shall not attempt to repair the radio; if it develops a problem, it should be taken to the bus garage for repair.
7. The radio shall be protected from vandalism and theft. The driver shall be responsible for securing the radio 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:9/19/2016

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

Review/Revised:9/19/2016

Inclement Weather**CLOSING SCHOOLS**

The Superintendent or the Superintendent's 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 the Superintendent's 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: 8/9/1988

Order #: 34

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:8/18/1997

Bus Drivers' Responsibilities**COMPLIANCE**

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.

DRIVING RECORD

Under procedures developed by the Superintendent, any person who drives a Board-owned vehicle and/or who transports students shall provide the Board with a copy of his/her driving record from the Kentucky Department of Transportation.

REFERENCES:

¹[702 KAR 005:080](#); [702 KAR 005:150](#)
[KRS 189.370](#)
[KRS 189.375](#)
[KRS 189.450](#)
[KRS 189.540](#)
[KRS 189.550](#)
[KRS 281A.175](#); [KRS 281A.205](#)

RELATED POLICY:

03.1321; 03.213; 09.36

Adopted/Amended: 8/21/2000

Order #: 23

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:8/18/1997

Bus Drivers' Use of Tobacco and Other Substances

USE OF TOBACCO PROHIBITED

Tobacco use, including alternative nicotine products and vapor products as defined by [KRS 438.305](#), is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school-owned property including stadiums/athletic facilities, and during school-related student trips.

Employees who violate these prohibitions shall be subject to disciplinary action.

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 Administration 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.

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

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

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 should 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. Each employee who is drug tested shall receive one (1) hour pay at the extra-curricular rate.

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](#)

[KRS 438.305](#)

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: 7/18/2016

Order #: 7

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 005:030](#) and [702 KAR 005:080](#).

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 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: 10/17/2016

Order #: 57

Bus Scheduling and Routing**RESPONSIBILITY FOR**

The Superintendent or the Superintendent's 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 student attendance day.

Buses shall be routed only on public roads which are safe for bus travel.

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: 8/20/2001

Order #: 32

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.

Review/Revised:9/19/2016

Route Schedule for Transported Students

SCHOOL: _____ DRIVER: _____ BUS NUMBER: _____
PARKING LOCATION: DAY _____ NIGHT _____ DEPART PARKING LOCATION AT _____ AM
TOTAL MILES TRAVELED ON ROUTE DAILY: _____

STOP #	NAME OF ROAD	AM STOP	PM STOP	STUDENT’S NAME	GRADE	SCHOOL

Eligibility for Transportation**DISTANCE LIMITATION**

Entry level students and students through grade twelve 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.

Students shall be required to walk to certain centralized bus stops on public roads where traffic hazards would not make it feasible to stop buses in front of their homes. Students who live close together shall be required to assemble themselves at a certain point to be picked up by the bus.

ELIGIBLE STUDENTS

The Board owns and operates the bus fleet for the transportation of:

1. Public school pupils to and from the public schools;
2. Nonpublic school pupils to schools located in the District, provided the school is fully certified by the State Department of Education and special routes do not have to be established for nonpublic school pupils and provided the Board is reimbursed for transportation costs on a per capita basis;
3. Pupils enrolled in state or local district vocational programs not available in the District; and
4. Pupils to other state institutions as may be required.

The Board may provide transportation for such other educational purposes as it deems advisable.

PERSONS NOT ELIGIBLE

Persons not of school age, employees of the Board, parents of students, and persons not associated with the schools shall not be permitted to ride the buses during the scheduled transporting of students without written authorization of the Superintendent or the Superintendent's designee.

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: 8/16/1999

Order #: 14

Eligibility for Transportation

STUDENTS WITH DISABILITIES

The need for special transportation for students with disabilities must be determined by the ARC or Section 504 Team and stated in the student's Individual Education Plan (IEP) or Section 504 Plan.

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.

Upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

CHILDREN IN FOSTER CARE

The Superintendent will appoint a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services in writing that the Cabinet has designated its foster care POC for the District. The Superintendent may appoint the District POC prior to such notice from the Cabinet.

The District will collaborate with the Cabinet when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, the Cabinet POC, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner. The arrangement and funding will be in accordance with the Cabinet's authority to use child welfare funding when required to maintain children in foster care in their school of origin when in the best interest of the student.

Eligibility for Transportation**CHILDREN IN FOSTER CARE (CONTINUED)**

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:

- The Cabinet agrees to reimburse the District for the cost of such transportation;
- The District agrees to pay for the cost of such transportation; or
- The District and the Cabinet agree to share the cost of such transportation.

DEFINITIONS

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Cabinet has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time of foster care placement.¹

REFERENCES:

¹[Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care](#)
[KRS 605.120](#)

[922 KAR 001:350](#)

42 U.S.C. § 675(4)(A)

20 U.S.C. § 6311(g)(1)(E)

20 U.S.C. § 6312(c)(5)

P. L. 114-95, (Every Student Succeeds Act of 2015)

Review/Revised:11/7/2016

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 a written 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:

¹[702 KAR 005:080](#)

²[702 KAR 005:150](#)

[KRS 158.110](#)

[KRS 189.370](#)

[KRS 189.375](#)

[KRS 189.540](#)

Adopted/Amended: 9/16/1991

Order #: 65

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.

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 bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. 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 discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.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.

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](#)

²Individuals with Disabilities Education Improvement Act of 2004; Section 504 of Rehabilitation Act of 1973
[KRS 158.110](#); [KRS 160.705](#); [702 KAR 005:100](#)

RELATED POLICIES:

09.226, 09.425, 09.434

Adopted/Amended: 9/21/2009

Order #: 36

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:8/18/1997

TRANSPORTATION

06.34 AP.2

School Bus Incident Report
HENDERSON COUNTY SCHOOLS

Please refer to Student Discipline Notice 09.43 AP.21.

Review/Revised:9/19/2016

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; Note: animals that are not a risk to other bus riders and that are necessary to enable a person to safely utilize the bus transportation as documented by adequate medical evidence, or required by a student's Individual Education or Section 504 Plan, or a service animal shall be allowed on the bus.
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

Americans with Disabilities Act

Adopted/Amended: 8/17/2015

Order #: 23

Food and Other Consumable Items

At no time shall students be permitted to eat, drink, or use tobacco products while riding the bus.

Adopted/Amended: 8/9/1988

Order #: 34

School-Sponsored Trips**USE OF SCHOOL VEHICLES**

School vehicles may be used for school-sponsored trips of an educational nature when not disruptive to the regular transportation of pupils.

The use of Board-owned vehicles for special trips is dependent upon the availability of vehicles and certified drivers.

Requests to use Board-owned vehicles for special trips shall be submitted in advance and channeled through the Principal to the Superintendent or the Superintendent's designee who will make arrangements for a regular certified driver.

For further information about school-sponsored trips, see policy 09.36.

RELATED POLICIES:

06.14

06.23

09.36

Adopted/Amended: 8/9/1988

Order #: 34

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 and collision insurance for all Board-owned vehicles.

REFERENCES:

[KRS 160.310](#)
[702 KAR 005:130](#)

Adopted/Amended: 8/9/1988

Order #: 34

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: 4/17/1995

Order #: 186