



FLOYD COUNTY BOARD OF EDUCATION
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Rhonda Meade, Member - District 4

Action/Discussion Item: Second reading for district recommended revisions to transportation policies.

Applicable Statutes or Regulations: BOE Policy 0.11 Powers and Duties of the Local Board of Education.

Background and major Policy Implications: District administration participated in a policy review this semester. It was determined that the following changes would be more efficient for the transportation department.

Fiscal Budgetary Impact: None

Alternatives: None proposed.

Recommended Action: To review policy changes for second reading

Contact Person: Joe Marson, Transportation Director
606.285.9443

Date: August 16, 2019



Superintendent



Administrator

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."
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: 10/10/2000

Suggested Changes:

Add contact District Nurse

Add Transportation to contact Administrator of school, Administrator assign who contacts parents and document calls.

TRANSPORTATION 06.13 AP.1

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

04.31 AP.2

04.32 AP.1

06.13 AP.2

Review/Revised:10/10/2000

Suggested Changes:

Remove "Drivers, will secure their motor oil, transmission fluid, and antifreeze at the bus garage."
Our mechanics keep oil, antifreeze, transmission fluid on hand.

06.31 AP.2

NAME OF RUN: _____

Run Number: _____ AM _____ PM _____

[illegible]

Suggested Changes:

Omit all other than Student Name, Address, Parents Name, and Telephone Number.

Bus Driver's Report of Student Conduct

BUS CONDUCT REPORT	STUDENT'S NAME		CLASS-GRADE	DATE OF INCIDENT
	BUS NO	TRIP NO	DRIVER'S NAME	

NOTICE TO PARENTS:

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.
3. Continued misconduct could lead to denial of transportation privileges.

DRIVER'S REPORT

- | | | |
|---|---|---|
| <input type="checkbox"/> Violation of Safety Procedures | <input type="checkbox"/> Excessive Mischief | <input type="checkbox"/> Eating/Drinking/Littering |
| <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Writing | <input type="checkbox"/> Rude/Discourteous/Annoying |
| <input type="checkbox"/> Fighting/Pushing/Tripping | <input type="checkbox"/> Smoking | <input type="checkbox"/> Unacceptable Language |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

PRELIMINARY ACTION:

- ☐ Checked Student's Folder
☐ Held Conference with Student
☐ Consulted Counselor
☐ Sent Previous Report Home
☐ Telephone Parent
☐ _____
☐ _____
☐ _____

PRESENT ACTION AND RECOMMENDATION(S):

- ☐ Student Regrets Incident. Cooperative ☐ Student Placed on Probation
☐ Recurring Incidents Will Be Reported ☐ Student Suspended
☐ Student Denied Bus Privilege until _____ ☐ Case Referred to _____
☐ _____

 Parent's Signature Driver's Signature Administrator's Signature Date

Parent's Copy - White Office Copy - Canary Transportation Copy - Pink Driver's Copy - Goldenrod

Review/Revised:10/10/2000

Suggested Changes:

Omit current Conduct report, replace with attached.



BUS CONDUCT REPORT

Floyd County Schools

Student's Name _____ Date of Incident _____ AM _____ PM _____

Driver's Name _____ Bus No. _____ School _____

DISCIPLINE VIOLATION

RECOMMENDED DISCIPLINARY OPTIONS

Mark Violation	Warning	1 day Off Bus	3 days Off Bus	5 days Off Bus	10 days Off Bus	Applied Student Discipline Code	Referred for Possible Bus Expulsion
Insubordination/back talk	X	X	X	X			
Vandalism (restitution to be made)					X	X	X
Not staying/refusing to sit in assigned seat	X		X				
Physical/verbal abuse of personnel			X	X	X	X	X
Weapons/drugs/alcohol						X	X
Fighting			X	X	X	X	X
Fireworks/open flames			X	X	X	X	X
Possession of prohibited items			X	X	X		
Use of tobacco products/spitting	X	X	X	X		X	
Profanity/indecent/abusive language	X	X	X	X		X	
Eating/drinking/littering	X	X	X				
Harassment/hazing/threatening	X	X	X	X		X	
Excessive noise/screaming	X		X	X			
Throwing items (in or out of bus)			X	X	X		
Delaying bus run/schedule	X	X	X	X			
Forgery/falsifying documents or signatures			X	X			
Sexual behavior/inappropriate gestures	X	X	X	X		X	
Lice/contagious disease	X	X	X	X			
Body parts/objects out the window	X	X	X	X			
Disrupting/impeding driver	X	X	X	X	X		X
Defacing/tampering with bus equipment	X	X	X	X	X		
Pushing/tripping	X	X	X	X			
Other (specify)							

ACTION TAKEN BY PRINCIPAL/SCHOOL OFFICIAL

_____ Warning Issued
 _____ 5-Day Bus Suspension
 _____ Recom. for Bus Expulsion
 _____ 1 - Day Bus Suspension
 _____ Applied Student Discpl. Code
 _____ 10-Day Bus Suspension
 _____ 3 - Day Bus Suspension
 _____ Other (specify) _____

Parent Notified: ☐ Yes ☐ No Time/Date Notified _____
 How Notified: ☐ By Phone ☐ In Person ☐ By Letter

ADDITIONAL PRINCIPAL/SCHOOL OFFICIAL COMMENTS:

Dates of suspensions _____ Bus service may resume on _____

Comments _____

Driver's Signature _____ Date _____

Driver's Comments _____

Principal/School Official's Signature _____ Date _____

Student's Signature _____ Date _____ Parent's Signature _____ Date _____

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 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.

PRIVATE INDIVIDUAL CONTRACTS

In extreme situations, the Board may contract with private individuals to provide transportation for students who live on side roads inaccessible to bus traffic. In such cases, the contract shall be for transportation to an existing bus route only.

The vehicle used and the driver of said vehicle shall meet all safety and maintenance and training requirements, respectively, of regular school buses and drivers.

The distance traveled from the residence of the student(s) to the existing bus route shall be one (1) mile or more.

Extra-Curricular/Field Trips

A limit of 275 miles one way for field trips on school buses.

REFERENCES:

[KRS 156.153](#)

[KRS 158.070](#)

[KRS 158.110](#)

[KRS 158.115](#)

[702 KAR 005:030](#)

[702 KAR 005:060](#)

Adopted/Amended: 7/23/2001

Order #: 13031