

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
12/10/15	810.1 of 6/17/10	810.1R1

Title: Pupil Transportation

Purpose: Transportation for students shall be provided in accordance with law and School Board policy.

The School Board shall purchase, equip and maintain vehicles for transportation of students to and from school at regularly scheduled hours, for classroom extensions, for school-sponsored and approved extracurricular activities and for other school sanctioned events.

References: PA Code Title 22 §23.1, 23.2, 23.3, and 23.4
School Code 1331, 1361, 1362, 1374, 2541, and 2542
School Board Policy No. 810.9R1, titled *Code of Conduct for Bus Passengers*
School Board Policy No. 810.13, titled *Transportation of Elementary Students to Child Care Providers*
School Board Policy No. 121.1, titled *Classroom Extensions*

Policy: Eligibility

An eligible student for transportation purposes is a resident child who meets the enrollment qualifications of Pennsbury School District and/or whose eligibility for transportation is mandated by the state.

Transportation for eligible students shall be provided in accordance with law for:

1. Elementary students residing more than one mile or who live one mile or less from school but have hazardous walking conditions;
2. Middle school students residing more than one and a half miles from the school or who live one and a half miles or less but have hazardous walking conditions;

3. High school students who live more than one and eight-tenths miles from school or who live one and eight-tenths miles or less from school but have hazardous walking conditions;

Transportation shall also be provided for students on classroom extensions and athletic trips as described in School Board Policy No. 121.1, titled *Classroom Extensions*.

Transportation shall be provided for eligible students living inside the previously specified distances when the walking conditions are certified to be hazardous by the Pennsylvania Department of Transportation. The administration shall examine walking routes in an effort to maximize the number of students that could walk to the established schools and/or bus stops. Eligibility exceptions may be considered if they do not require any modifications to existing bus routes and/or schedules.

Upon the parents' or guardians' request, transportation shall be provided to eligible resident students enrolled in approved private and parochial schools located in the District or within ten miles from the School District's border by the nearest dedicated public road. In computing such distance no allowance shall be made for the distance that the dwelling house of the student is situated off the public highway. All such distances shall be computed by the public highway from the nearest point where a private way or private road connects the dwelling house of the student with the highway to the nearest point where the highway touches the grounds of the school to which the student has been assigned, or a point 300 feet from the nearest entrance to the school.

Requests for exceptions shall be submitted in writing to the Director of Transportation. Requests for exceptions to this policy that are not approved by the administration may be referred to the Board Transportation Committee for review and recommendation.

School Bus Schedule

The administration shall annually recommend school bus routes and schedules for School Board approval, which are generally to be followed during the ensuing school year. The administration shall endeavor to establish centrally located bus stops. Bus stops and subsequent route changes during the course of the school year are a matter of administrative action and should be established with due regard for safety and efficiency.

Establishment Of Stops

For the safety of students already on the bus, as well as that of the traveling public, bus stops should be consolidated when possible in order to reduce the hazards caused by frequent stops along a road or highway.

Intergovernmental Cooperation

Other agencies, particularly municipal governments, have a responsibility for requiring the installation of sidewalks, traffic lights and police and crossing guards, as well as the maintenance of safe roadway conditions.

Entrance Onto Private Property

Entrance onto private property shall be governed by the property owner. No bus shall be driven onto private property without written permission, which must be on file in the Transportation Department office.

Maximum Stops Per Mile

Bus stops shall be limited to four per mile unless the administration determines that the number of students at a spot becomes unwieldy, hazardous conditions exist, or the health of a student mandates an additional bus stop.

Time On Bus

The administration shall make every reasonable attempt to limit the amount of time spent on the bus to a maximum of one and a half hours each way.

Vehicle Loading

The administration will not exceed seating limits established by the vehicle's manufacturer or specified by federal or state guidelines.

Publication and Notification of Bus Stops

Annually in August, the Director of Transportation, with the assistance of the Director of Information Technology, shall provide bus stop and schedule data to each school principal, who shall notify students in an appropriate manner. The Transportation Department shall send a letter of notification to all the parents or guardians of special education students who are not assigned to regular bus runs.

New Student Assignment

The parents or guardians of any new student, registered in the last full week before the opening of school or at any time during the school year, shall provide transportation for their children for the first full week of their attendance.

Third Party Stops

Parents or guardians of elementary students may request transportation to and/or from a third party location by completing a "Request for Child Care Transportation" form at least one week prior to the effective date. The form is to be turned in to the school principal. The third party location

must be within the attendance area of the child's school at an existing bus stop for that school and space must be available on the bus that serves the requested location. For details, see School Board Policy No. 810.13, titled *Transportation of Elementary Students to Child Care Providers*.

Parents or guardians of middle or high school students may request transportation to and/or from a third party location by submitting a letter to the school principal at least one week prior to the effective date. The third party location must be within the attendance area of the child's school going to an existing bus stop and space must be available on the bus that serves the requested location. Permission for a third party stop may be withdrawn if discipline problems involving the student ensue.

Completion And Testing

School bus routes and schedules shall be completed and notifications issued no later than five business days prior to the first scheduled day of classes. All runs shall have been assigned and the assigned driver will complete a trial run in the assigned bus at the scheduled time of day to confirm the appropriateness of the schedule.

Student Conduct

The School Board's expectation is for students to conduct themselves in a responsible and safe manner while riding on School District provided student transportation. Transportation on a district vehicle is a privilege that may be temporarily or permanently suspended when deemed appropriate. Parents or guardians of students who have their riding privileges suspended shall be responsible for transporting their children to and from school.

Bus Monitoring

The School Board authorizes the utilization of video cameras and other available means to monitor activity on school buses. Audio recordings shall not be used.

Discipline

The school bus driver shall be responsible for the control of students while they are being transported and for reporting misbehavior to the appropriate principal. Rules for riding on the school bus are described in School Board Policy No. 810.9R1, titled *Code of Conduct for Bus Passengers*.

The following process shall be followed with regard to student discipline on all School District school buses and at bus stops:

1. For a report of misconduct, the principal shall reprimand the student. This reprimand could include loss of bus privileges, detention, and in

some cases legal action. The principal shall insist that students understand and abide by the rules of conduct. Parents or guardians will be notified in writing by mail of this offense and action taken.

2. For a report of continued misconduct, the principal may suspend the bus privileges for a period of time not to exceed ten days. In such cases, a parents or guardians may be required to come to school for a conference before bus privileges are restored. The driver may or may not be required to attend this conference.
3. Further misconduct may be cause for an indefinite suspension of that student's bus privileges. Any such determination will occur following a formal hearing with the student and parents or guardians in attendance before a committee of the School Board. Students whose bus privileges are suspended are not excused from school attendance. Absenteeism would constitute an illegal absence.
4. Any offense of a serious nature could remove the necessity to follow all of the above steps. The principal can immediately implement an indefinite suspension in the event of an offense of a serious nature.

Emergency School Bus Procedures

The administration shall annually evaluate and if necessary, update the emergency school bus procedures. These procedures shall be reviewed with each driver and a copy maintained in a packet in every vehicle. Included in each packet also shall be a copy of the student roster with telephone numbers and the bus schedule.

Responsible

Administrator: Director of Transportation