

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: November 21, 1983

REVISED: January 27, 1992

Jersey Shore Area School District

810. TRANSPORTATION

1. Purpose
Title 22
Sec. 23.4
SC 1361

2. Authority

Transportation for students shall be provided in accordance with law and the following guidelines.

The Board shall contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips or athletic trips.

A. General Information - Bus Contractors and Drivers

Bus Contractors

1. Bus contractors are responsible for the supervision of all drivers in their employ and for enforcing the adherence to all laws, rules, and regulations set forth in the Pennsylvania Transportation Regulation Manual.
2. Contractors will cooperate in the preparation of schedules, routes, stops, and procedures in accordance with established Board policies and will plan the operation and assignment of buses for all special purposes other than regular transportation.
3. A route schedule is required from bus contractors which indicates time of departure and a list of stops and times of each stop. Seating charts and route maps are required to be posted on all buses.

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4. All requests for buses for field trips should be processed from the respective building Principal to the Superintendent, to the Business Manager, and then to the Transportation Director.
5. All contractors shall provide the bus driver and staff advisor(s) with a detailed route plan including location, parking, and address of destination prior to departure. A copy is to be given to the appropriate Principal before leaving on the trip.

Bus Drivers

1. Drivers should be responsible for and insist on "reasonable" conduct. Eating; use of tobacco, fighting, loud talking, throwing anything, are examples of unreasonable and unacceptable actions.
2. Drivers have been instructed that, in the event that the safety of pupils riding a bus becomes hazardous, due to improper conduct by other pupils, the following procedures should be carried out:
 - a. The driver should pull to the side of the road, take necessary action to contain the situation, proceed to complete the run, and immediately notify the respective building Principal and bus contractor of the incident.
 - b. The Principal will investigate and notify parents within three (3) days of disciplinary action, also informing the bus contractor and driver of the action taken. Students not in their assigned seat when 2a occurs will automatically be suspended for three (3) days.
3. Drivers must remain on the bus when parked and waiting for dismissal except for the last buses. If a driver must get off during an emergency the key is to be turned off, the door shut, and students are to remain in their assigned seats in an orderly



manner. Major or continuous minor violations of this procedure will result in student suspensions or driver hearings.

- 4. In a situation where disciplinary action is taken by a Principal, but the problem persists, the Superintendent should be notified and action may then proceed to the Board, which may permanently expel a student.
- 5. A bus driver may be suspended or discharged if there are any violations of traffic laws of the Commonwealth or if there is verification of unsafe driving practices. Charges will be reviewed jointly by school officials and the bus contractor prior to action.
- 6. Bus drivers should exhibit responsible and ethical conduct in dealing with students.

B. Rules and Regulations for Students

Bus riding is a privilege. For safety and convenience, all students must comply with the following rules. Parents will be notified when pupils fail to comply and repeated violation may result in suspension of the privilege of riding buses.

- 1. Students are to be in the place designated, both morning and evening, ready to board the bus on time, and must leave the bus at the designated stop.
- 2. Students must stand back from the roadway in an orderly line and wait until the bus comes to a full stop before entering the roadway to board the bus; students must wait for the bus to come to a full stop before leaving seats to leave the bus.
- 3. Students must take a seat as soon as s/he boards the bus.
- 4. Students must keep hands and head inside the bus.
- 5. Students must conduct themselves properly:

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- a. Students must never bother the driver while the bus is in motion.
- b. Students must cooperate with the driver.
- c. Students must obey the driver and report promptly to the Principal when instructed to do so by the driver.
- d. Student should keep track of personal property.
- e. Students must not damage a bus; compensation for damages will be charged to the student(s).
- f. Students may not eat on the bus. (This is Pennsylvania law.)
- g. Students may not possess or use tobacco in any form on the bus.
- h. Students may not engage in loud talking, fighting, pushing or shoving, throwing anything, or moving from one seat to another (unless instructed to do so by the driver) on the bus.
- i. Students may not bring or use radios or tape recorders of any kind on the buses unless written permission has been granted by their Principal to bring, but not to use, such devices to school for a special purpose.
- j. Students should keep to a minimum the number of personal possessions such as band instruments and projects that they carry onto the bus. These items must be held by the student. The bus company is not responsible for the care of these possessions.
- k. Students may not bring water pistols or any spraying devices on the bus.
- l. Students may not light matches or lighters on the bus.



m. Students may not bring or use alcoholic beverages on the bus. Narcotics of any kind are also forbidden, as are weapons of any nature.

6. Students must warn the driver of approaching danger if the driver is unaware of the danger.

7. Students should help smaller children.

Additionally, students are subject to all rules and regulations listed in their school building's handbook, whether listed in this policy or not.

C. Disciplinary Procedures for Bus Infractions

Each building Principal has an important responsibility with respect to pupil transportation. Health and safety factors are the Principal's concern since s/he is the first to feel the impact of any deviation. Pupil behavior on the school bus is the Principal's responsibility since infractions are to be referred to his or her office. A school program which develops good pupil behavior and a democratic spirit in the school will carry over in activities outside the school, including the school bus.

Any student causing a disorder on the school bus must be reported by the driver to the student's building Principal. The Principal will work cooperatively with parents, students, the Transportation Director and the bus driver. The Principal will investigate and decide whether or not disciplinary action is necessary in every case. When it is necessary, only the Principal will administer disciplinary action(s).

Students who have committed acts of misbehavior are subject to the following penalties:

- 1. Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against drivers' orders, arms or heads out of windows, refusing to identify himself/herself



to the bus driver, or other similar offenses deemed by the Principal to merit the following penalties.

First Offense -- A warning and parents will be notified by certified mail.

Second Offense -- Suspension of riding privileges for three (3) days.

Third Offense -- Suspension of riding privileges for fifteen (15) days.

- 2. Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses deemed by the Principal to merit the following penalties.

First Offense -- Suspension of riding privileges for three (3) days.

Second Offense -- Suspension of riding privileges for thirty (30) days. (Review case after thirty (30) school days.)

Third Offense -- Suspension of riding privileges for remainder of year. (Review case after thirty (30) school days.)

- 3. Hitting or pushing the bus driver, throwing objects at the bus driver when s/he is on or off the bus, or other similar offenses deemed by the Principal to merit the following penalty.

First Offense -- Immediate suspension of riding privileges. (Review case after thirty (30) school days.)

Names of students and the nature of the misconduct shall be reported in writing on the proper form by the bus driver. Acts of misbehavior which occur during the morning trip shall be reported upon arrival at



school the same day that the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon trip will be reported the following morning. Every effort will be made to effect disciplinary procedure within a 24-hour period. However, a student brought to school by school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges.

Principals shall notify the parents by certified mail of the misconduct and of any disciplinary action which has been taken.

The Superintendent shall instruct the Transportation Director to:

3. Delegation of Responsibility

Title 22
Sec. 23.4
(3)

prepare a map of the district indicating each bus stop and route, or prepare a schedule of bus stops and an itinerary of routes to be used in conjunction with a district map;

Title 22
Sec. 23.32
23.21-2

maintain such reports and records as are required by the State Board of Education;

Title 22
Sec. 23.4
(4, iii)

promulgate rules governing student conduct during the transport to and from school; such rules shall be binding on all students;

a list of student names must be on the bus and in the Principal's hands prior to leaving on field trips.

School Code

1312, 1331,
1361, 1374,
2541, 2542

PA Code

Title 22
Sec. 23.32,
23.21-2

