

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PUPIL TRANSPORTATION

8025

*References: KRS 156.070; KRS 156.160; KRS 157.370; KRS 158.110; KRS 158.150 KRS 161.180; 702 KAR 5:030; 702 KAR 5:080; Gun Free Schools Act
Relates to: Policy 9068*

The Board owns and operates school buses exclusively for the transportation of Oldham County School pupils to and from Oldham County Schools and for such other educational purposes as the Board may deem advisable.

8025.01 AUTHORITY FOR USE

Any uses of the school buses will require approval from the Superintendent or designee.

8025.02 BUS DRIVERS - 702 KAR 5:080

The job description for regular bus drivers shall be prepared by the Assistant Superintendent for Support Services and approved by the Superintendent. Only persons qualified to drive a school bus shall be permitted to drive routes or trips.

Dismissal of Drivers

School bus drivers are subject to dismissal if they fail to maintain the qualifications as set forth in the job description or for reasons set forth in Board Policy 5025 concerning termination and discipline of all employees.

8025.03 BUS GARAGE

a. Bus Inspection

The Board requires that at least once each month all of its school buses shall be thoroughly inspected and that its satisfactory mechanical condition be attested by the Board mechanics.

b. Bus Mechanics

Are to demonstrate success in performing tasks of the job description as prepared by the Assistant Superintendent.

8025.04 CONDUCT OF PUPILS - 702 KAR 5:050; 702 KAR 5:080; 702 KAR 5:090

A pupil riding the school bus shall conduct himself or herself on the bus in a manner that will not endanger his or her life or the lives of the other pupils on the bus through distraction of the driver's attention or failure to comply with the driver's instruction. Evidence of failure of a pupil to conduct himself or herself in a proper manner on the school bus includes: fighting; scuffling; loud talking; throwing items into the bus, inside the bus, or out of the bus; making remarks to people on the road or street; failure to follow the driver's instructions; changing seats or moving around while the bus is in motion; failure to share seats; and damaging parts of the bus. Specific provisions are as follows:

a. Bus Assignment

A pupil shall ride the school bus to which he/she is assigned each day, and shall get on and off the bus at the same stop each day unless written permission to the contrary is granted by the principal of the school or his/her designee. The decision of whether to grant permission to get on or get off the bus at a different location other than the pupil's assigned stop shall be within the discretion of the principal, after considering all relevant factors including but not limited to the effect of the change on regular bus route and its impact on other students. An exception to this policy shall be made in cases where a pupil is asked to leave the bus or must be ejected from the bus for unacceptable behavior endangers the safety of the student, the driver, or other persons on or off the bus. Ejecting a pupil from the bus shall be done only in the most extreme circumstances. Following the ejection of a student, the driver shall, as soon as it is safe to do so, contact his supervisor or the Director of Transportation to report that a student has been ejected. The supervisor or Director of Transportation shall ensure that the student's parents are notified of the ejection and the location at which the student ejected by contacting the parent directly, or by arranging for a district or school administrator to promptly notify the parent.

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b. Disciplinary Action by Principal

When a pupil is reported in writing or in person to the Principal of the school for failure to cooperate on the bus, appropriate disciplinary action shall be taken by the Principal after the complaint has been investigated. In case of repeated failure to cooperate or serious misbehavior, the pupil shall be excluded from riding any school bus for whatever period of time deemed necessary by the Principal and the student shall be disciplined in accordance with Board Policy 9060.

c. Distractions

A pupil shall not bring anything on the bus that might frighten the other pupils or distract the driver's attention including helium balloons.

d. Firearms and Explosives

Pupils shall not bring firearms (operative or ceremonial) or explosives of any kind (including firecrackers) on the school bus at any time. Discipline shall be in accordance with the Gun Free Schools Act and KRS 158.150.

e. Large Items

Pupils shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows, or that would be dangerous in case of a collision, or that would present an additional fire hazard, or that would take up pupil seating space. The Superintendent may adopt by regulation a list of specific items that may not be transported by school bus.

f. Payment for Damages

The Board shall require the parent or guardian of any pupil that damages or destroys any part of the school bus beyond normal usage to reimburse the Board for the amount of damages.

g. Use of Tobacco on the Bus Prohibited

At no time shall any pupil or adult riding the school bus use a tobacco product. This includes special trips such as ball games, class trips, etc.

h. Supervision of Pupils

Pupils riding school buses are under the direct supervision of the bus driver and he/she shall direct the pupils in matters of conduct and safety. The driver has the authority and responsibility for enforcing the policies, rules, and regulations of the Board.

8025.05 ELIGIBILITY AND LIMITATIONS

a. Eligibility for Transportation

In general, pupils shall be eligible to be transported to and from school if they reside over one mile, by the nearest traveled road or street from school, or regardless of their distance from school, if traffic or other safety conditions make walking to school extremely hazardous. The board policy is to transport all eligible pupils to and from school in grades pre-school through twelve (12).

b. Persons not Eligible for Transportation

Persons not of school age, parents of pupils, or persons not connected with the Oldham County Schools are not permitted to ride the school buses at any time unless permission is given by the Board through the Superintendent.

c. Limitations of Transportation

1. The Board will make a reasonable effort to pick-up pupils near their home subject to these limitations.
2. Pupils will be required to walk to certain specified points to be picked up on public roads where traffic hazards do not exist.

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3. Pupils living close together will be required to assemble themselves at a central point to be picked up by the school bus.
4. Pupils will not be required to walk an excessive distance to bus stops. Lanes that exceed .75 of a mile may be traveled by bus if the road is properly maintained. Parents must insure that turning points and lanes are maintained so buses can turn. As a safety factor, all bushes must be kept cut back on these lanes so they do not strike the bus. Drivers are to report hazardous road conditions to the Director of Transportation and parents will be notified of the hazardous conditions. If the conditions are not corrected after a reasonable time, transportation of the lane will be discontinued.
5. Pupils may be dropped off at multiple regular drop-off locations, which must be submitted in writing by the parent to the school, and which may not be changed except for emergency circumstances.

8025.06 EMERGENCY CALL PLAN FOR BUS DRIVERS

All bus drivers employed by the School District must either have a telephone where they can be called in case of an emergency or provide a telephone number where they can be reached. This number will be submitted by the bus driver to the Transportation Office before he/she is employed. Each driver's telephone number will be on file in each principal's office.

The bus driver is subject to immediate recall to bus duty upon receipt of emergency order from Superintendent or any one designated to act as the Superintendent's representative.

8025.07 RENTAL OF BUSES

The Board does not rent, lease or lend school buses to groups or organizations which are not a regularly scheduled part of the School program or the Oldham County Recreation program, unless specifically approved by the Board.

8025.08 CHARGE FOR BUS USE

The use of school buses for field trips is addressed under Board Policy 8005.03.

Use by Organizations - The Board will not permit the use of any school bus to organizations not connected with the school or recreation or as otherwise stated in Board Policy.

8025.09 EMERGENCY EVACUATION KRS 156.070, 156.160; 702 KAR 5:040

Regular Bus Routes

The principal of each school will insure that emergency evacuation drills for each bus serving their school are conducted four (4) times per year (twice per semester) with the first occurring in the first week of each semester.

These drills may take place either after the buses have arrived in the morning or before departure in the afternoon and shall include all students assigned to the bus present at the school on the day of the drill. The bus driver shall be responsible for conducting the drill for his/her bus in coordination with the school principal.

Principals and bus drivers will take all reasonable and necessary precautions to minimize the risk of injury to students during these drills. These precautions may include the use of landing mats, exiting assistance for young students by older students or members of the school staff, and the designation of students to open the emergency exits. The driver shall submit a written report of each evacuation drill to the Director of Transportation within two days following the drill.

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Field Trips

Student groups going on field trips on school buses shall be instructed about evacuation procedures and informed of the location and operation of all emergency exits prior to departure. It is the responsibility of the certified staff member in charge of the students to assure that the emergency evacuation directions, Oldham County Schools Administrative Policy 8005.07, are read after all students have boarded the bus for departure immediately prior to departure.

Contracts with approved common carriers to transport students on field trips shall include a requirement for the carrier to provide emergency evacuation instructions for their vehicle to students prior to departure and shall provide documents confirming that the contractor has liability insurance in an amount deemed sufficient by the Assistant Superintendent for Support Services.