



**Pembroke Public Schools**  
**School Committee Policy Manual**

**SECTION 7**

**TRANSPORTATION**

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**POLICY 7.1: PUPIL TRANSPORTATION**

- A. The General Laws of the Commonwealth provide that:
- a. The School Committee shall provide transportation for all children who live more than two (2) miles from the school.
  - b. A child may be required to walk to a bus stop if the distance is not more than one (1) mile from the school.
  - c. No School Committee shall be compelled to furnish transportation on a private way.
  - d. Every bus driver shall have a Mantoux test, and submit to a CORI check before entering employment (Chapter 71, Section 55b).

Bus transportation is provided in accordance with the above stated General Laws unless the behavior of a child interferes with the operation of the bus or the safety of the passengers.

B. Discipline

While students are under the responsibility of the school, it is essential that each driver maintain order and discipline.

1. Students are not to interfere with the safe operation of the bus. They are expected to follow the rules as announced in each school. A driver will permit only those assigned to his bus to ride. The driver will not pick up or discharge pupils except at their designated stops.
  2. Should a bus driver not be able to maintain order and the safety of the passengers is jeopardized the school principal should be notified as soon as possible, and not later than the following day so that appropriate disciplinary action can be taken by the school principal. A driver should never discharge a student for disciplinary reasons.
  3. A principal may deny bus privileges to a student as a corrective measure after informing the parents. The principal may take this action if, in his opinion, the student has abused the privilege and acts in such a manner as to disturb others, interfere with the proper operation of the bus, or if the student is referred to the principal by any driver for serious violation of school bus policies.
  4. The included form is to be used by all bus drivers and school principals to notify parents of specific bus rules violation:
- C. Bus Stops and Safety:
1. Students will be expected to walk reasonable distances to designated bus stops. The Administration will establish reasonable stops each year in the best interest of the safety of the pupils and consistent with the time requirements for the schedule, as well as those changes caused by fiscal restraints.



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2. While the legal responsibility for proper maintenance belongs with the bus owner, no driver shall transport students in a bus that is known to be malfunctioning or does not have all safety features working properly. All buses and drivers shall meet all safety standards imposed by state regulations.
3. Drivers are not to smoke while operating school buses or while children are on the buses.
4. Drivers are to use appropriate language at all times while children are on the bus.
5. Students who must cross to the opposite side of the street will cross in front of the bus.
6. Drivers will not leave their buses when there are passengers aboard or boarding. If a driver must leave his bus, he will pull to the side of the road and evacuate all passengers.
7. If a bus becomes mechanically disabled or some other emergency arises, students will remain with the bus driver, as they are his responsibility. If, upon advice from police, bus owner or school officials, students are released to go home, a list of all the children aboard the bus must be made prior to the release of any child. The bus driver or company official must contact the school administration and the school principal involved prior to releasing any child. The bus company will provide a bus to transport the children home.
8. In the event of an accident, the Superintendent will be notified as well as the School Principal and Bus Company. Contact the Principal's Office for specific information.



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PEMBROKE SCHOOL DEPARTMENT  
PEMBROKE, MA  
BUS COMPLAINT FORM

Date: \_\_\_\_\_

First Offense: Up to 20 Days

Name of Student: \_\_\_\_\_

Second Offense: Bal. of school year

Bus Number: \_\_\_\_\_

Driver:  
\_\_\_\_\_

1. Failure to remain seated:

\_\_\_\_\_

2. Using Profanity:

\_\_\_\_\_

3. Fighting:

\_\_\_\_\_

4. Refusing to obey driver:

\_\_\_\_\_

5. Unusually noisy:

\_\_\_\_\_

6. Throwing objects on bus or at the bus:

\_\_\_\_\_

7. Putting arm or head out of window:

\_\_\_\_\_

8. Improper entering or leaving of the bus:

\_\_\_\_\_

9. Disorderly at bus stop:

\_\_\_\_\_

10. Other: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**RETURN THIS NOTICE TO THE PRINCIPAL'S OFFICE IMMEDIATELY**

Date: \_\_\_\_\_

First Offense: Up to 20 days

Name of Student: \_\_\_\_\_

Second Offense: Bal. of school

year Bus Number: \_\_\_\_\_

Driver:

\_\_\_\_\_  
Comments from Principal: \_\_\_\_\_

\_\_\_\_\_  
Comments from Parent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature



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**PROCEDURES**

1. The top half of the form is completed by the bus driver on the day the rules violation occurs and is given to the school principal on that day or the next day morning if the offense occurs on the afternoon bus run. The bus driver will confer with the school principal relative to all circumstances of the violation.
2. Upon receipt of the above form the principal will conduct a conference with the pupil and complete the bottom half of the form. The form will be mailed home to the child's parents to be signed and returned to the principal immediately.
3. If in the principal's opinion the bus violation is serious (one that endangers the other bus passengers), the principal may immediately deny bus privileges to a student for up to twenty (20) school days. Prior to denying bus privileges the principal will confer with the parents. A second violation within the school year will result in permanent removal of bus privileges for the remainder of the school year.
4. Each principal will keep a yearly record of all Bus Complaint Forms and all denials of bus privileges initiated by the school.
5. At the beginning of each school year, and at any other time that it is deemed necessary, each elementary principal will review bus rules and procedures with each bus driver and every pupil attending who rides a school bus.



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**BUS ACCIDENT PROCEDURE:**

Our primary concerns in the event of a bus accident are:

1. Care of the injured - including identification, extent of injury.
2. Notification of police - for assistance at the scene, emergency procedures, traffic, communication with Administration Office and Bus Company.
3. Identification of all passengers and driver.
4. Notification by telephone to parents of all pupil passengers, injured first, and others second.

The cooperation and assistance of several persons are important to the orderly process of these concerns.

A. Bus Driver (Not necessarily in this order).

1. Determine the extent of injury to pupils and take emergency action., if possible.
2. Notify police - via a passing motorist or other means.
3. List names of passengers.
4. Determine the advisability of evacuating bus - conditions will vary.
5. Request police to notify Superintendent Office (781-829-0832), base school, and bus company (781-293-5182).

B. Bus Company

1. Send emergency vehicle, if necessary.
2. Provide back up as needed.
3. Transport students to nearest school for processing.
4. Check if bus driver has followed procedure (A).
5. Require bus driver to make out a written report of the accident.
6. Send details to the Superintendent's office.

C. School Department

1. Nearest school - emergency service  
  
Provide medical assistance through school nurse.  
Notify base school of accident details.  
  
Check and complete any details not taken care of above.



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2. Base School - school which pupils attend.

Send an administrator to the accident scene.

Notify parents by telephone - all pupils.

Supply a list of pupils and addresses.

Submit a detailed report as soon as possible following the accident to the Superintendent's office, including route number, destination, pupil's names, and accident details etc. check and complete any details not taken care of above.

3. Superintendent's Office

Notify School Committee Chairman and provide report to School Committee of accident details.

Send letter of accident to parents of all pupils re: name of bus company, insurance agent, etc.

D. Police Department

While not under the authority of the School Department, it is important that the Police Department assist with the following:

- notify the Superintendent's office of the accident
- notify the bus company of the accident
- assist school depart by supplying any special information this will assist them in providing parents with information concerning their child.