

Transportation of Students

The Fargo Public School District provides transportation for students in alignment with North Dakota Century Code Chapter 15.1-30. The District provides transportation to students through a contract with a third-party vendor.

Eligibility for Transportation

Transportation is provided to students enrolled in the District who live within their neighborhood attendance area. Transportation is not provided to students who are parentally placed outside the boundaries of their neighborhood school. The District reserves the right to impose a minimum distance-to-school mileage when determining eligibility for ridership. Regardless of this determination, the District maintains compliance with Section 504 and IDEA to provide transportation as a related service when deemed necessary by a student's team.

Transportation of Students

The driver of a vehicle used to transport students under a contract as provided in this chapter is under the supervision and direction of the school district while the driver is on duty. The safety and disciplinary authority of the school exists while a student is being transported, by or on behalf of the student's school, and the driver of the vehicle is charged for the duration of time that a student is on the bus.

A. Driver and Monitor Responsibilities

1. Communicate with school personnel in a professional and proactive manner.
2. The bus driver and/or monitor will treat all students with respect and fairness and set an example of good citizenship.
3. The bus driver and/or monitor shall never knowingly discharge a student other than at the school attended by that student, or the student's regular designated stop.
4. The bus driver and/or monitor shall make every effort, within safety standards, to insure that his/her school bus is on schedule.
5. The bus driver and/or monitor is in charge of students enroute and must accept the responsibility for safety and discipline.
6. The bus driver and/or monitor may assign seats to students on the bus to ensure safety and discipline.
7. The bus driver and/or monitor shall complete a written report of incidents of misconduct (refer to student responsibilities section) the day of the occurrence. The driver or the bus manager will relay these to the appropriate building principal as soon as possible.
8. The bus driver will complete a walkthrough of the bus upon returning to the dispatch facility to ensure no passengers are left on the bus.

B. Building Principal Responsibilities

1. The building principal shall maintain open communication with bus drivers and monitors.
2. If information that is part of a student's academic record, and there is an educational need to know, the principal should share this information with the bus driver.

3. It is the responsibility of the building principal to determine appropriate discipline for students reported by the bus driver or bus manager of misconduct. The principal will follow district policy in making the determination of the level of discipline.
4. The building principal shall inform the bus driver and/or bus manager of any disciplinary action.
5. The principal shall inform the parents of students who are disciplined for misconduct.

C. Student Responsibilities

Students are expected to follow the same code of conduct on the bus as they do while in school as delineated in AP 6310

1. Prior to loading:
 - a. Be on time at the designated school bus stops.
 - b. Wait until the bus comes to a complete stop before attempting to enter.
 - c. Enter bus in an orderly manner.
2. While on the bus:
 - a. Each student is to remain seated until the bus arrives at its destination and comes to a complete stop.
 - b. Bus riders shall take assigned seats if so designated by the bus driver or monitor.
 - c. Bus rider shall notify driver or monitor if rider mistakenly boards wrong bus. Upon notification, the driver will initiate procedures to ensure delivery of student to appropriate location.
 - d. Bus riders shall not litter the bus with food or other debris. Students should help to keep the bus clean.
 - e. Bus riders shall not tamper with the bus or any of its equipment. Damage to the bus may be charged to the offender.
 - f. Use of obscene language will not be tolerated and will be reported as a misconduct.
3. Leaving the bus:
 - a. Bus riders shall exit in an orderly manner.
 - b. Cross the road, when necessary, at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.

Communication of Busing Concerns

Communication is essential in any successful partnership. When the partnership involves the supervision and safety of children, that communication is of paramount significance to a continued working relationship. As a school district we recognize that there will be occasions when concerns are expressed by patrons relative to the operation of our bus service and the safety of our students. It is important that these concerns are addressed and responded to. The following guidelines are hereby established to effectively respond to all busing concerns in a sensitive, proper and expedient manner.

1. The school district's Transportation Coordinator will act as the liaison between the bus company and the school district. All calls pertaining to busing should be directed to this individual who will work with the bus company to address the issue.
2. District personnel will conduct investigations regarding student misconduct.
3. The bus company will conduct an investigation where the conduct of their employee is in question. The bus company will notify the Transportation Coordinator as to what action

was taken as soon as is practical. Any results of investigations will be shared with parents to extent allowable by FERPA and North Dakota ch. 44-04.

4. Monthly meetings between the Transportation Coordinator and representatives of the bus company will be held to review the busing concerns and to address any unresolved issues.
5. Any concern that has not been properly addressed or continues to occur will be turned over to the Business Manager for resolution.

Alternative Transportation Services

Fargo Public School District reserves the right to use alternative transportation in the form of taxi companies or independent bussing service for transporting students who are homeless or to and from school. These services may also be used for other reasons of necessity as determined by the Superintendent and/or designee.

- A.) *Authority to Assign a Student to Alternative Transportation:* The Superintendent or designee, English Learner Coordinator, Homeless Coordinator, Special Education Director, Transportation Coordinator, and/or Building Principals is authorized to assign a student alternative transportation services. Before making the assignment, the administrator shall consider the availability of district transportation services and review transportation standards in any applicable laws governing the student (e.g. IDEA). The administrator shall also develop and provide the impacted student with a set of rules on alternative transportation. These rules should address conduct and safety standards, drop off and pick up procedures, and requirements related to informing the school and/or transportation company of an anticipated absence.
- B.) *Provider Responsibility:* Fargo Public Schools requires the transportation company to comply with all legal aspects of transportation service. Provider is expected to conduct thorough background checks on drivers to provide for student safety.
- C.) *Parent Use of Taxis for Student Transportation:* Parents who choose to use taxi services to pick up or drop off their children from school or a school activity do so at their own risk and expense. Parents who use these services during the school hours or after school are required to provide the school with either written or verbal notice of this arrangement. Failure to provide notice may result in the school prohibiting students from leaving school grounds or school activities until it obtains parental consent to allow the transportation arrangement.

Transportation of Students By Staff or Volunteers In Private Vehicles

All school activity and field trips will be made by bus or other district vehicle except in the following circumstances:

1. The staff member or volunteer must have written permission of the Superintendent or designee. (See form AF 4410-b in AP 4410)
2. Persons authorized to use their cars for school business purposes shall carry and provide the District proof of a valid driver's license and motor vehicle insurance for the vehicle they intend to use. The Superintendent (or Board President when the requesting employee is the Superintendent) or designee shall examine the employee's insurance policy and determine that it contains sufficient coverage prior to authorizing private vehicle use for student transportation purposes.

3. Only the staff member or volunteer having written authorization shall drive.
4. Any vehicle used must be in proper working order, properly equipped with seat belts, and, if children younger than seven years of age are to be transported, approved child restraint systems will be used as required by law. The Superintendent or designee should inspect the vehicle before authorizing its use.
5. The employee shall sign a statement attesting that the vehicle will not contain prohibited substances under district policy or weapons, as defined by district policy, when used to transport students.
6. The District shall contact its insurance carrier to determine if additional coverage is necessary and shall obtain it, if so.

Portable Electronic Devices

The District prohibits the use of portable electronic devices while driver is operating a motor vehicle.

Insurance

The District will carry non-owned vehicle liability insurance at a combined single limit of \$1,000,000.

Consequences for Policy Violations

The District specifically forbids any staff member from transporting students for curricular or extracurricular purposes without prior authorization as described above or in a manner inconsistent with the criteria listed above. Staff who violate any of these requirements shall be subject to disciplinary consequences.

Scope of District Responsibility

The District shall assume no responsibility for liability in case of an accident unless the staff member has the authorization described above. It is expressly understood that the employee's personal insurance will be considered the primary insurance, and that the district's liability rider, if applicable, will be effective after the limit of the individual's liability insurance coverage is reached.

Legal References

N.D.C.C. 15.1-30

N.D.C.C. 44-04

Adopted 9/27/77
Reviewed 1/15/2003
Revised 1/15/2013
Revised 7/2015
Revised 10/2015
Revised 7/2016
Revised 7/2019
Revised 9/2023

SCHOOL BUS INCIDENT REPORT TO PARENTS

FARGO PUBLIC SCHOOLS
700 7th Street South, Fargo, ND 58103

Date _____

DEAR PARENTS:

The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well being of all students.

You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the School District.

_____ has been cited for an infraction of the rules listed below:

INFRACTION

- | | | |
|--|--|---|
| <input type="checkbox"/> Improper Boarding/Departing Procedures | <input type="checkbox"/> Hanging out of Window | <input type="checkbox"/> Tampering with Bus Equipment |
| <input type="checkbox"/> Bringing Articles Aboard Bus of Injurious or Objectionable Nature | <input type="checkbox"/> Throwing Objects in or out of Bus | <input type="checkbox"/> Rude Discourteous and Annoying Conduct |
| <input type="checkbox"/> Failure to Remain Seated | <input type="checkbox"/> Lighting Matches/Smoking on Bus | <input type="checkbox"/> Destruction of Property |
| <input type="checkbox"/> Refusing to Obey Driver | <input type="checkbox"/> Spitting/Littering | <input type="checkbox"/> Other Behavior Relating to Safety, Well Being and Respect for Others |
| <input type="checkbox"/> Fighting/Pushing/Tripping | <input type="checkbox"/> Unnecessary Noise | |

SPECIFIC DETAILS _____

PREVIOUS WARNINGS__ REPORTED 1ST OFFENSE__ REPORTED 2ND OFFENSE__ REPORTED 3RD OFFENSE__

DISCIPLINARY ACTION TO BE TAKEN: _____

Bus riding is a privilege, which may be revoked. Parents are urged to appreciate the disciplinary action taken and to discuss this to prevent further occurrence.

School Student is Transported to/from	Student's Name	Class Grade	Date of Incident
	Student's Address	Bus No.	Trip A.M. or P.M.
School	Phone No.	Driver	

Authorized Signature, Title

STAFF REQUEST TO USE PRIVATE AUTOMOBILE TO TRANSPORT STUDENTS

I hereby volunteer to use my private automobile to transport students for the following reasons:

I understand that, if approved,

* The approval is only for the reasons listed above.

* I must have parent/guardian pre-approval to provide transportation for students in my private automobile. I am responsible to keep documentation of the parent/guardian pre-approval. I understand the District may request copies of the documentation.

*Approval is only for the event scheduled for _____ (date) at _____ (time).

In volunteering these services, I understand that I am responsible for the safety of my passengers and verify that I have liability insurance to cover any claim for injury. I also state that I have a valid driver’s license and a driving record without any major traffic offenses. I agree to comply with all laws and district safety standards associated with transporting children, including using proper child safety seats and/or seatbelts and ensuring that passengers under 100 lbs. do not sit in the front seat. The District may inspect my vehicle to ensure it is equipped with all necessary safety devices and equipment and can safely transport passengers.

Current Driver’s License # _____

Insurance Policy # _____

Company _____

Address _____

Agent _____

Driver’s Printed Name _____

Driver’s Signature _____ Date _____

Principal/Administrator’s Signature _____ Date _____

Send the completed form to the District Office, Attn: Associate Superintendent

Approval:

I approve the volunteer’s request to use their private automobile to transport students for the reasons listed above.

Associate Superintendent’s Signature _____ Date _____