Regional School Unit 5
Durham · Freeport · Pownal

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Jean Skorapa, Superintendent of Schools
Kelly Wentworth, Director of Finance & Human Resources
Cynthia Alexander, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

TO: Colin Cheney, Kara Kaikini, Danielle George

CC: Chris Shorr, Ashley Rand, Trevor Bean

FROM: Cynthia Alexander

DATE: August 23, 2024

RE: Policy Meeting – September 6, 2024

The Policy Committee is scheduled to meet on September 6, 2024 at 8:45 a.m. via Zoom at the following link: https://networkmaine.zoom.us/j/88179232220 Meeting ID: 881 7923 2220 or join by telephone at 1-646-876-9923

Agenda:

1. Policy Review Cycle:
   EEA - Student Transportation Services
   EEAEA - Student Transportation Employee Requirements, Training and Responsibilities
   GBEC - Drug Free Workplace

2. At Board/Superintendent Request:
   None

3. Required Changes Based on Law:
   None

STUDENT TRANSPORTATION SERVICES

This policy is meant to guide the provision of student transportation to and from school via school bus or van.

It is the responsibility of the Director of Transportation to develop, implement and, as necessary, alter all routes for the transportation of students; the Director will take into consideration safety, efficiency, and effectiveness of routes, as well as driver availability and any other unpredictable circumstances.

As part of this route-creation process, bus stops will also be determined/designated by the Director of Transportation. RSU No. 5 buses do not travel down dead-end roads or private ways/roads; for these roads, stops will be placed at the entrance of these roads.

The Board of Directors will provide transportation for all students living beyond a reasonable distance from their school or from a scheduled bus stop as the Board has determined. This distance is defined as one mile.

Distance shall be measured by the shortest publicly traveled way from the residence to the bus stop or school door. In cases questioned, distance will be measured and established by the Superintendent or ~~his/her~~ their designee.

Exceptions to the above distance shall be made for the following reasons only:

A. Health

Exceptions to established walking distances may be made for students with disabilities as required by their IEP or Individual Health Plan (504 Plan). Exceptions may also be made to accommodate a student's need for transportation with written documentation for the student's physician.

B. Pre-Kindergarten and Kindergarten Students

Pre-Kindergarten and Kindergarten bus service will include pickup and delivery to the home, providing a suitable bus turn is available.

C. Hazardous Walking Conditions

Hazardous walking conditions shall be defined as those which would place a child of a given age in a situation of greater than normal or average danger. These conditions are assessed by the Director of Transportation and/or the Superintendent based on factors including, but not limited to, sidewalks, lighting, road conditions, construction, and traffic.

Authorized bus stops will be located so as to load and unload students with the most safety allowed by road conditions. The distance between stops may vary according to safety factors. If possible, students will be loaded and unloaded so that it is not necessary for them to cross a main highway to reach their homes.

Requests for bus stops, inconsistent with this regulation must be made in writing and submitted to the Superintendent/ ~~or his/her~~ designee.

Cross Reference: JICC – Student Conduct on School Buses

Legal Reference: title 20A MRSA, Sec. 5401

Adopted: April 28, 2010
Revised: December 14, 2011
Revised: January 25, 2017

STUDENT TRANSPORTATION EMPLOYEE REQUIREMENTS, TRAINING AND RESPONSIBILITIES

The Board recognizes that the safe transportation of students is of the utmost importance. This policy lays out the requirements and responsibilities of the two categories of employees who transport students: School Bus Drivers, and Other Employees with Student Driving Responsibilities.

Part A School Bus Drivers

The school bus driver is responsible for safeguarding the lives of children in the performance of ~~his/her~~ their duty. The work requires physical strength, mental poise, the ability to cope effectively with emergencies, excellent driving skills, and an ability to relate positively with students.

All school bus drivers must hold a valid school bus operator license endorsement issued by the Maine Secretary of State. All school bus drivers are required to participate in any in-service training provided by the school unit.

REQUIREMENTS:

A. Annual Medical Examination

All drivers operating a vehicle designed to carry 10 or more passengers must undergo an annual physical examination as required by the Uniform School Bus Standards and submit the completed School Bus Driver Physical Examination Form to the Superintendent/designee. Physical examinations shall be conducted by a physician selected by the school unit and paid for by the school unit.

Annual examinations must be completed during the month preceding the start of the school year for regular drivers. New and substitute bus drivers must complete the examination before beginning their driving duties.

B. Drug and Alcohol Testing

School bus drivers will participate in drug and alcohol testing as required by applicable federal and state laws.

C. Annual Motor Vehicle Records Check

Each school bus driver operating a vehicle carrying 10 or more passengers shall undergo an annual state motor vehicle records check.

Part B Other Employees with Student Driving Responsibilities

The Superintendent/designee is directed to obtain annual motor vehicle records checks for any school employee who transports students as part of their regular duties. A list of these pre-approved employees must be kept by the Superintendent/designee.

Legal Reference: 49 CFR Parts 40 and 382
26 MRSA §§ 681(8)(B); 685(2); 689
Uniform School Bus Standards, 081.6

Cross Reference: EEAEAA Drug and Alcohol Testing of Bus Drivers
EEAEAA-R Drug and Alcohol Testing of Bus Drivers – Administrative Procedure

Adopted: April 28, 2010
Reviewed: December 14, 2011
Revised: January 25, 2017

DRUG FREE WORKPLACE

The RSU No. 5 Board of Directors recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. ~~At the same time,~~ The Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug ~~ab~~use. Accordingly, the RSU No. 5 School Department expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and wellbeing of coworkers and students.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of "bath salts" or other synthetic hallucinogen or of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC § 8 12]; by regulation at 21 CFR, § 1300.11 through 1300.15; and in 17A MRSA, § 1101). This applies before, during and after school hours, at school or in any other school system location, defined as follows:

> "School system location" means in any school building or on any school premises; in any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business.

Any employee who suspects that ~~he/she~~ they may have an alcohol or drug dependency problem is strongly encouraged to contact ~~his/her~~ their supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept as confidential as possible given the situation.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining "bath salts", alcoholic beverages or scheduled drugs not covered above may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the DrugFree Workplace Act of 1988, any employee is required to notify the school unit of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Superintendent, within 10

calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives grant funds.

Appropriate personnel sanctions shall be taken against any employee who violates the terms of this school unit's drug and alcohol policy, up to and including dismissal.

Implementation

The Superintendent shall be responsible for developing and administering appropriate procedures to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

Legal Reference
20 USC § 7101 et seq. (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Controlled Substances Act)
21 C.F.R. §§ 1300.111300.15
Fed. P.L. 101226
17A MRSA § 1101
22 MRSA § 2390-2394

Cross Reference: JICH Drug and Alcohol Use by Students

Adopted: June 24, 2009
Revised: December 14, 2011
Revised: January 25, 2017