

# ***Pennridge School District***

## **ADMINISTRATIVE PROCEDURES**

REFERENCE: POLICY 810  
TRANSPORTATION POLICY

DATE: May 18, 2009

### **TABLE OF CONTENTS**

1. Transportation Eligibility Criteria	Page 3
2. Hazardous Road Guidelines (See Forms Checklist)	Page 3
3. Review of Bus Runs due to Enrollment Increases/Decreases	Page 4
4. Location and Relocation of Bus Stops	Page 4
5. Alternate Bus Assignment Guidelines (See Forms Checklist)	Page 4
6. Transportation from Accredited Daycare Facilities	Page 5
7. Custodial Requirements for Transportation (Joint Custody – Dual Bussing)	Page 5
8. Notification of Transportation Information to Students	Page 6
9. Bus Conduct Reports (See Forms Checklist)	Page 7
10. Students Leaving School Property without Permission	Page 8
11. Guidelines for Use of Cell Phones	Page 9
12. Driver's Rules and Regulations	Page 10
13. Drivers PM and Dismissal from Schools	Page 11
14. Notification of Convictions	Page 12
15. Personal Appearance	Page 12
16. Pre and Post-Trip Inspections (See Forms Checklist)	Page 12
17. Checking Bus after each Bus Run	Page 13
18. Radio Procedures (See Forms Checklist)	Page 13
19. Emergency Evacuation Drills (See Forms Checklist)	Page 14
20. Tornado/Severe Weather Procedures	Page 15
21. Accidents Involving District Vehicles (See Forms Checklist)	Page 15
22. Bus Incident Report Involving Student Injury (See Forms Checklist)	Page 18
23. Safety Rules for School Buses	Page 18
24. Prohibition regarding Eating or Drinking on the Bus	Page 19
25. Student Illnesses While on the Bus	Page 19
26. First Aid Procedures for Medical Emergencies	Page 20
27. Student Use of Back Packs on the Bus	Page 21
28. Transporting Musical Equipment and other Large Items	Page 21
29. Lost and Found Items Left on School Buses	Page 21
30. Trip/Sport Requests for School Bus Transportation	Page 22
31. Field, Sports and Band Trips Procedure	Page 22
32. Spare Bus Policy (See Forms Checklist)	Page 23
33. Idling Policy	Page 23
34. Pupil Bullying	Page 24
35. Undeliverable Special Needs Student	Page 25
36. Weapons as Related to Transportation Personnel	Page 26

**Forms Checklist**

810-A Request for Hazardous Road Investigation
810-B Request for Alternate Bus Assignment
810-C Guidelines for Requests
810-D Bus Conduct Report
810-E Pre and Post-Trip Inspections
810-F Radio Procedure
810-G Emergency Evacuation Drills
810-H Accident Report Form – Long Form (includes Seating Chart)
810-I Accident Report Form – Short Form (includes Seating Chart)
810-J Student Bus Incident Report
810-K Spare Bus Checklist

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### **1. Transportation Eligibility Criteria:**

#### **a. Transported Students**

Transportation services are provided for all students in grades one (1) through twelve (12) who live in the area included in the Pennridge School District, where transportation is necessary because of distance to school, or where hazardous walking conditions may make it necessary to transport a distance shorter than that required by the Pennsylvania School Code. State guidelines for transportation are 1.5 miles for student's first (1) through fifth (5) grades and 2 miles for student's sixth (6) through twelfth (12) grades. Transportation services are provided for all private schools located within 10 miles of the outer boundaries of the district.

#### **b. Non-transported Students**

Transportation services are not provided for kindergarten students for either private or the Pennridge public schools. Students registered at parochial and private schools outside the 10 mile boundaries are not provided transportation.

### **2. Hazardous Road Guidelines (Use form 810-A)**

The Transportation Department will review bus runs on major thoroughfares to make sure that students are picked up door side for safety reasons when deemed necessary. The Transportation Department will also be reviewing roadways without sidewalks and checking out intersections with possible safety issues on a continuous basis. No transportation is offered within developments with undedicated roads.

All hazardous road inquiries should be submitted using Form 810-A as an attachment on an email to [transport@pennridge.org](mailto:transport@pennridge.org) or fax to 215-257-4574.

### 3. Review of Bus Runs due to Enrollment Increases/Decreases

#### Increased Enrollment:

Bus runs are periodically reviewed due to increases and/or decreases in the number of students enrolled within District schools and private schools.

### 4. Location and Relocation of Bus Stops

To help efficiently and safely transport all students, efforts will be made to relocate bus stops from individual addresses to intersections of roads where students have a place to wait safely. Students can walk up to 1.5 miles to bus stop. Relocating stops to safe intersections solves two issues as stated below:

- Often intersections have more space for buses to maneuver and may be safer for groups of students to wait;
- In future years, stops will not need to be relocated because the intersections can serve all students in the neighborhood, rather than one family that eventually may no longer need transportation to/from school.

#### Cul de sacs

Several dangerous conditions are possible during pickups and discharges in cul-de-sacs and safety is the first concern of the Transportation Department. They include students waiting until the last minute to run for the bus, navigating a bus in small spaces with vehicles, trash cans, and basketball hoops in the way and bad weather impeding movement of the bus when the cul-de-sac is not plowed.

Pennridge School District does not permit big buses to travel into cul-de-sacs due to these safety concerns. Special needs vehicles can pick up in cul-de-sacs unless an unsafe condition exists. Please advise the Director of Transportation if you have a concern, so the situation can be examined.

Large buses are the district's standard mode of transportation. Small buses will not be assigned for the sole purpose of establishing stops within a cul-de-sac.

The district instructs students to be at their bus stop ten minutes before the scheduled bus arrival. On a busy corner, we suggest that students wait 15 feet from the stop. After the bus arrives, students should walk in line to board the bus. If parents choose to drive their student(s) to the bus stop and want to wait until they board the bus, please instruct the students to get out of the vehicle 5 minutes before the bus is scheduled to arrive.

### 5. Alternate Bus Assignment Guidelines (Use form(s) – 810-B/810-C)

The Pennridge Transportation Department's #1 priority is to provide students with safe transportation services.

All Pennridge students that are eligible for transportation to and from their schools have been **assigned to particular school buses**. All bus runs have been established with current eligible student data. This enables our department to assign students to school buses within the buses' legal capacity limits. Some bus runs, due to the number of students located in the neighborhood can be filled to the maximum safe capacity and there is no room for added students. This department notifies the school when a bus is filled to capacity and student bus passes cannot be issued for that particular bus.

**All students are expected to ride the buses to which they have been assigned with limited exceptions.** Written parental requests for occasional, short-term bus exceptions are to be directed to the principal, who in turn will evaluate the requests and, if approved, issue day passes. **The approval of short or long-term alternate bus passes is subject to space availability to protect the safety and welfare of the students.**

**Bus passes will be issued ONLY in certain specific circumstances or emergency situations.**

**Bus passes are not for play dates, scouts, non-routine student employment or any other activity.**

**This type of transportation is the responsibility of the parent/guardian.**

Parents, who desire a long-term exception to bus assignments on a regular basis for the specific purposes of child care or after school employment within a student's attendance area shall complete an Alternate Transportation Request Form and submit it to the Transportation Department, fax 215-257-4574 or as an attachment on email sent to [transport@pennridge.org](mailto:transport@pennridge.org)

All Alternate Transportation requests must be submitted **every year**.

## **6. Transportation from Accredited Daycare Facilities**

Transportation for a student to or from an accredited daycare facility will be provided under the following rules:

- The location of the accredited daycare facility must be in the home school attendance boundary.
- The transportation will be provided 5 days a week to or from the same facility. This transportation can be also for both AM/PM, but as stated 5 days a week.

## **7. Custodial Requirements for Transportation (Joint Custody-Dual Bussing)**

Transportation must be notified when a student has custodial requirements involving joint custody.

The routing software system only indicates the primary address of one custodial parent. If bussing is also required for the other custodial parent, a request must be put in writing to the school district.

Both parents must reside within the same attendance area for grades one through eight in order to be eligible. The following information must be submitted in order for dual bussing to be established.

1. Parents must submit a letter in writing requesting:
  - a. Dual bussing
  - b. Child's name, grade and school
  - c. Parent's name, address and phone number
2. Exact schedule for pick up and drop off (Monday through Friday, mornings and afternoons)
3. Copy of custody agreement showing both parents share joint physical custody of child(ren)
4. Mail the above information to: District Education Center  
1200 North Fifth Street  
Perkasie, PA 18944  
Attention: Student Registration

The District Office will review the joint custody request and then forward the same information to the Transportation Department to set up dual bussing. Once dual bussing is established, the custodial parents will be notified. Once dual bussing has been established Transportation will keep the request updated from year to year.

If one of the custodial parents moves within the District, the above information must be resubmitted. Also, if one of the custodial parents moves outside of the student's attendance area (elementary and/or middle), or outside of the District, bussing will be discontinued from that custodial parent's home.

## **8. Notification of Transportation Information to Students**

In order to insure the timely and efficient communication of bus changes to parents, students and schools; such as bus driver, bus stop, bus number, route changes, the Pennridge Transportation Department will follow the following procedures:

### **Routine Notices:**

**(Messages such as - A new stop added, changes in times, changes in bus number, etc.)**

1. The Transportation Department will email or fax notices to the school principal(s) and his/her secretary or designee. A copy of the parent notice will be included as an attachment.

On the attachment will be the change and the date of implementation.

The driver will distribute notices to the students.

The Transportation Department will send the schools information regarding these changes three days in advance allowing the school office to inform any necessary school personnel.

2. The driver will distribute the notice on the bus for at least two full school days before the change becomes effective.

**Letters:**

**(Formal communication from the Transportation Department of a more significant nature such as - Changing a bus stop, informing parents of possible permanent seating, etc.)**

1. The Director of Transportation will email a draft of the proposed letter to the principal. The letter will be sent as an attachment. The cover email will say, "Please read, edit if you wish, and return to me with the method of distribution you wish to use." Distribution can be done by driver, school staff or both.
2. The Director of Transportation will confirm receipt of finished letter, give the driver(s) a copy, and will distribute the letter as agreed.

**9. Bus Conduct Reports (Use form – 810-D)**

1. The purpose of this report is to inform the principal of a disciplinary incident involving the student on the bus.
2. The principal is urged to both support the action taken by the driver and to cooperate with the corrective action initiated today.
3. The Pennridge School District Transportation Department will fax the report within 24 hours of receipt of Bus Conduct Report to the school principal.
4. The school will either fax or email as soon as possible the disposition of the report to allow the Transportation Department to notify the driver in a timely manner.

If a specific Principal at the Secondary Level is in charge of specific grades, please notify the Director of Transportation who will then make sure all reports are faxed to the correct Principal. The Director will date and initial all reports before faxing.

Principals will use the faxed reports to do the following: Take action with the student(s); write action taken on the report; and fax the report(s) back to the Pennridge School District Transportation Department at 215-257-4574, the disposition from these Bus Conduct Reports within 48 hours, whenever possible. If you cannot complete within the 48 hours, please email and alert the director that a delay has occurred. The director will then advise the bus driver that the disposition is pending.

When the Transportation Department receives the faxed report completed with the disposition by the principal, the driver will then be notified of the action taken. **Principals have the ultimate authority in determining disciplinary action. The Pennridge Transportation Department does not handle the disciplinary action of students except in extreme cases where the timing and/or inappropriate behavior necessitates immediate action. Such action can include police intervention and/or suspension of a student(s)' bus privileges. The transportation department does not need a copy of the parents' signature if the report has been sent home. The transportation department only needs the disposition that the principal has rendered.**

If the behavior of the student(s) on a bus is interfering with the driver's ability to transport those students safely, that driver must radio BASE and wait for instructions from the transportation department. The instructions may include waiting for police intervention and/or returning the busload of students to school. **Instructions to return to school will only be granted after the Pennridge Director of Transportation, or her/his designee, has contacted a building principal to discuss whether returning the bus to the school is advised.**

Drivers must report all students that violate the behavior code if these students have not responded to the drivers' disciplinary measures and have been given a verbal warning(s). The bus driver will complete the Bus Conduct Report by reporting only the facts, not editorializing or giving their opinion by faxing or hand delivering the report to the Director of Transportation within 24 hours of the incident. The director will review and decide if more information is needed, whether the offense warrants a conduct report, etc. and then fax to the principal of the school that the student attends.

**Drivers have the right to assign any or all students to a particular seat(s) as the drivers deem necessary. However, principals may ask drivers to assign students to seats as part of a disciplinary procedure. Principals and drivers may work together to accomplish this. Bus discipline is covered under *Policy No. 811 – Bus Discipline.***

The Pennridge Transportation Department will keep a binder separated by school with all the Bus Conduct Reports and their dispositions for the school year in the office.

## **10. Students Leaving School Property without Permission**

Whenever students are observed leaving school property, the Transportation Department should be notified immediately. This means anytime of day this activity is being observed; during morning drop-off, during the Vo-tech transportation, at the time of late buses, etc.

If a bus driver should witness a student(s) leaving the property, please supply the department with as much information as possible, such as: If you know the student's name, what bus number they dispersed from, type of clothing, which



direction they were going, if they were going toward Giant, if they were going towards the pump house near the pond, etc. This information will be supplied immediately to the security guards at the school and the principal.

Action will be taken by school officials and the proper discipline applied. We need to work with the school as part of the team to notify them of infractions of the rules.

All late bus drivers are to make sure all students are on the list for transportation faxed from the school. If they are not, notify the department immediately and security will be sent out to the bus. Please wait for them. Students are not allowed to ride the bus if they did not stay after school for school related activities. If they went to a friend's house, Giant, etc. it will be the parent's responsibility for transportation and by following the above directive, the school will be able to take the necessary action to make sure that this occurs.

## 11. Guidelines for Use of Cell Phones

### a. Drivers:

1. Do not drive while talking on the cell phone.
2. Radio is to be your **number one** form of communicating.
3. If there is a problem with your radio, write up a Maintenance Form so repairs can be completed. All radios should be tested during **pre-trip**.
4. If driver does not answer radio and there are no repair orders, disciplinary actions **may** be taken.
5. If a driver is reported to be talking on the cell phone when driving, disciplinary action **will** be taken. This also includes during field and sport trips. Legislation is in the works to ban cell phones while driving, particularly while driving a school bus.
  - a. If necessary to answer an important phone call, pull over to a safe place, secure your bus, and answer your call.
  - b. If lost, pull over, secure bus, receive your information from your cell phone call and disconnect.
  - c. If involved in an accident, notify **BASE** for them to call 911. The transportation staff needs to be in control of the situation.

### b. Students

1. Except in emergency situations, all cell phones are to be turned off when riding on the bus. This is the same rule that is enforced in the schools. It is distracting to the driver to hear the phone ringing and students having conversations with others over the phone.
2. The driver will warn the student if he/she breaks the above rule. A second occurrence will result in the driver submitting a "Bus Conduct Report" to the Director of Transportation which will be faxed to the appropriate principal.

## 12. Driver's Rules and Regulations

The following are a list of important rules and regulations that the Pennridge School District Transportation Department requires all drivers to abide by for their employment:

- YOU ARE REQUIRED TO HAVE YOUR PICTURE I.D. ON YOU AT ALL TIMES WHILE OPERATING A SCHOOL DISTRICT VEHICLE ON SCHOOL PROPERTY
- DRIVERS ARE REQUIRED BY STATE LAW TO CARRY ON THEIR PERSON THEIR CURRENT PA DRIVERS LICENSE WHICH INCLUDES YOUR CDL, SCHOOL BUS LICENSE, PHYSICAL CARD AND I.D. CARD
- DRIVERS ARE TO WEAR THEIR SEAT BELTS AT ALL TIMES WHEN OPERATING A SCHOOL DISTRICT VEHICLE
- DO NOT AT ANY TIME OPERATE YOUR BUS WITH THE DOORS OPEN
- KEEP DOORWAYS AND AISLES CLEAR AT ALL TIMES. THIS INCLUDES BROOMS AND TRASH CONTAINERS
- PICTURE TAKING OF STUDENTS IS NOT PERMITTED
- KEEP YOUR BUS CLEAN AT ALL TIMES. DO NOT SWEEP TRASH ONTO ANY DRIVEWAY OR PARKING LOT
- BUS RULES ARE POSTED IN EACH BUS AND ARE COVERED BY THE PENNRIDGE ADMINISTRATIVE POLICY #811 AND ARE TO BE COMPLIED WITH BY BOTH THE SCHOOL BUS DRIVER AND THE PASSENGERS
- STATE LAWS, IN RESPECT TO SMOKING AND EATING ON THE BUS, ARE TO BE ENFORCED. THEY ALSO APPLY TO THE BUS DRIVER. THE DISTRICT HAS ADOPTED POLICY #323 - NO SMOKING AT ANY DISTRICT FACILITY, AWAY EVENT OR ON ANY EQUIPMENT
- DO NOT RELEASE ANY CHILDREN TO ANYONE BUT THEIR PARENT UNLESS CLEARED BY THE TRANSPORTATION OFFICE
- NO CONSUMPTION OF OR ANY OPEN CONTAINERS OF BEVERAGES WHILE OPERATING A BUS FOR PENNRIDGE
- THE PENNSYLVANIA STATE POLICE DEPARTMENT INSPECTS BUSES EVERY AUGUST AND THEY HAVE INFORMED US THAT THE VEHICLE CODE DOES NOT ALLOW FOR ANY ATTACHMENT OF ANY AFTER FACTORY ACCESSORIES: i.e. COAT HOOKS, CUPHOLDERS, ETC

- DRIVER'S WINDOW, DOOR & FIRST 2 WINDOWS ON BOTH SIDES OF BUS NEED TO BE CLOSED, WHENEVER THE BUS IS NOT IN USE.

### 13. Drivers PM and Dismissal from Schools

Please be advised that drivers are to be physically sitting in the driver's seat of their vehicle when students are boarding the bus in the afternoon. The Transportation Department needs the driver to be checking to make sure the students boarding the bus are assigned to their vehicle.

Official bus passes on school forms, not notes from parents, are the only documents to be accepted for a student who is not assigned to ride your bus.

If you find a student has been transported on your bus either on the AM or PM run and does not officially belong on your bus and you do not have the proper school note, a Bus Conduct Report is to be completed and submitted to the Director of Transportation to fax to the school principal.

Once the bus starts to move forward, the bus is to continue moving even if a student has missed the bus. All students will be notified at the school that once the bus is in movement they are not to try to board the bus by running after the bus, banging on the side of the bus, etc.

Safety concerns have been raised by the students trying to stop buses already in motion. No longer will this practice be allowed. The school will help to enforce this safety rule. If a student is late, but accompanied by a principal or teacher, the driver is to leave the school and come back in the entrance driveway to pick up said student to make sure there are no safety issues. Please make a gesture to the adult that you will be coming back around.

All drivers are to check all their mirrors for students before proceeding out of the school. If a student is in the process of walking to their bus, the drivers are to wait. If the student purposely is taking their time, the drivers are to wait, but write up a Bus Conduct Report. In the event a student does run after a moving bus and/or bang on the side of the bus, the driver should use all precautions necessary to avoid injury, including stopping the bus. The driver should write up a Bus Conduct Report and inform the Director of Transportation.

All drivers, whenever possible, are to allow some room between the curbing and the street to create an added buffer between the bus and the students. No school bus should pass another school bus at the bus loading/unloading area, unless the bus has pulled up out of the way for an emergency; such as a sick child, discipline issue, etc.

#### 14. Notification of Convictions

The Pennsylvania Attorney General, in addition to requiring annual Act 34 and Act 151 certifications, recently reaffirmed the District's obligation to periodically account for any post-hiring criminal convictions.

Drivers have the responsibility to inform the District of any and all convictions for motor vehicle violations, whether in District vehicles or your personal vehicles, as well as any other criminal act. Aides must also provide notification of criminal convictions, other than motor vehicle convictions.

***Please understand that if you are convicted, whether for a traffic violation or a crime, you must inform management immediately.***

#### 15. Personal Appearance

All drivers and aides must present a neat and clean appearance. Items that are not acceptable as proper dress while working are:

- Shirts/tops without sleeves below the shoulder, such as tank or tube tops, halter-neck tops, etc. All appropriate undergarments must be worn at all times, including bras.
- Short skirts/shorts. Bermuda shorts are fine (i.e. shorts that reach your fingertips with your hands by your side.)
- Shirts and pants that have a "torn-off" look. No spandex.
- Clothes with holes, tears or unrepaired damage.
- No clothing designed for exercise or gym wear including, but not limited to, sweatpants or jogging outfits, etc.
- Flip-flops, clogs, or platforms that can easily fall off your feet while driving. Sandals with open toes are alright as long as the strap behind each heel is secure. Shoes with non-slip sole in snow/icy conditions must be worn.
- Clothing containing words, slogans, gestures or pictures, which could be offensive to other people.
- No bandanas. Hats and caps shall be worn with bill facing forward.
- All hair, including facial hair, must not present an unkempt appearance or be able to be caught in moving machinery.

#### 16. Pre and Post-Trip Inspections (Use form – 810-E)

The key to a successful pre and post-trip inspection of your vehicle is to make sure you have a system to be used everyday. By using your Daily Vehicle Inspection Sheet as a guide this will assist you in making sure you check all necessary items everyday to insure you having a safe vehicle for transport of all students. Daily Vehicle Inspection Sheets must be completed daily and handed into the office at the end of each month. The driver of the vehicle must check and check off each item on this list.

Any problems with the bus must be noted and a bus repair slip filled out completely and placed in the mechanic's bin as soon as possible. When a substitute bus is being used, the driver will fill out the form for the date of usage and initial on top of the column.

This form is to be left in the bus for others to use throughout the rest of the month and turned into the office at the end of the month.

This includes inspection of the air brake system daily.

Instead of waiting until you arrive back at the transportation yard, a post-trip should be done in the morning after each drop off at the school and in the afternoon after the last student is off the bus. This check will assist in the driver being immediately aware of sleeping children. Also, this helps you be aware of any essential items that may have been left behind before the school or parents call into the office looking for the items. It is also essential to do a post-trip as soon as possible to help you remember where everyone was seated. If you see food remnants, a torn seat, spilled soft drink, writing on the seat, etc., write up a bus conduct report with the correct students involved.

## **17. Checking Bus after each Bus Run**

This following procedure is to be used by all drivers servicing Penridge School District to start immediately. **ALL** drivers are to check their buses between each school run in the AM and PM.

This check should be accomplished quickly and efficiently after the AM drop offs at the schools. If there is a convenient place to do this check at each school, please check the bus for sleeping children, backpacks, lunches, etc. before you leave the area at the school. If you feel you must check the bus elsewhere, please do so close to the school in case something or someone needs to go back to the school.

All drivers need to show patience while the driver of each bus checks their bus thoroughly.

This check should also be done every AM and PM after completion of each school run. Please check at your next school for clearance of the bus for your past run. After you are done your last run in the PM, find a safe and close place to quickly check the bus.

If a child is found sleeping on the bus, please notify dispatch immediately so the school and parent can be notified.

## **18. Radio Procedures (Use form – 810-F)**

A. Make sure your radio is turned on and the volume is set to proper level to hear above the noise on and around the bus.

- B. Always speak slowly, clearly and in a normal tone of voice. Shouting will not make you heard any better. It will only make your message more difficult to understand.
- C. Always make sure the air is clear before transmitting.
- D. Always make sure you talk into the right side of the mike and hold mike several inches from your mouth.
- E. Always pause a second after you push the transmit button before you speak. This gives the transmitter time to key up.
- F. Do not butt into another person's transmission unless requested to do so by **BASE**.
- G. Always think before you transmit. Have your information thought out and give it to whomever you are calling as clearly as possible in as short a message as possible.
- H. Remember, the radio is for emergency and information only.
- I. If you have trouble with your radio, submit a Maintenance Repair Form.
- J. Remember that the radios are line of sight transmitters. That means that you may have some problems in low spots and at the fringe areas of the district. This cannot be helped, as the signal must go to the repeater from your bus and then to the base. To get back to your bus, the signal has to go again to the repeater and then your bus. High buildings and overhead power lines may also cause some trouble in receiving and transmitting.
- K. If you are broken down or if you are just on a layover, **keep your bus ignition on the auxiliary position** so that you can be reached if necessary.
- L. When you are not transmitting, your microphone must be in the holder provided for it. Do not put pocketbooks, clipboards, or any other objects where they can key your microphone and tie up the air for any period of time.
- M. If someone comes over the radio with an emergency, please refrain from jumping in on the conversation. If your help is needed, you will be asked. The dispatchers will handle all radio communication. Please keep the airwaves free during this time.
- N. If you receive no answer from **BASE** after several tries, transmit your problem anyway. Sometimes you will not hear **BASE'S** transmission, but they hear you.

## 19. Emergency Evacuation Drills (Use form – 810-G)

Emergency evacuations drills will be done by the front door. The Transportation Department will conduct these emergency evacuation drills over a full week period. They will be held during September and March per state guidelines.

All drivers will have only one drill to be completed on one day. If they service three schools, they will do each school on a different day. These safety issues are very important for the students. The drivers need to have the opportunity to explain the necessary steps to follow during an emergency. Also, by limiting the number of buses doing this drill at each school on each day, the delay of students arriving to their classrooms is lessened.

## 20. Tornado/Severe Weather Procedures

Several important points regarding school bus transportation:

1. In the AM if a Tornado Warning has been issued, with or without students on board the bus, the bus driver is to do the following:
  - Drive at a ninety-degree angle from the funnel cloud and seek shelter in the closest building if there is time, preferably a school building should be used. Pennridge school buildings have janitors in the building by 6:00 AM at the secondary schools and by 6:30 AM at the elementary.
  - If no building is available, **do not use** highway underpasses for protection. This is a myth and puts you and the students at a high risk of being hit by flying debris or being blown out of the underpass.
  - If caught out on the roadway, escort the students to a low area such as a ditch, ravine or culvert.
  - Have students lie face down with hands covering their heads.
  - Report as soon as the danger has passed.
  
2. If you are at the school and a Tornado Warning has been issued, all students should be instructed to go back into the school and the driver should do the following:
  - Delay all bus departures and if dropping off advise the students to safely and quickly enter the building.
  - Driver should park the vehicle, if possible a safe distance from the school. Remember to park the bus down wind. When vehicle is parked, the driver is to take refuge within the school building. The driver, along with the students, will be held in a room without windows.

## 21. Accidents Involving District Vehicles (Use two (2) forms – 810-H/810-I)

Responsibilities of all drivers:

1. Set the parking brake.
2. Turn off ignition switch, but keep radio on.
3. Remain calm and reassure passengers.
4. Account for all passengers, check for injuries:
  - a. If passengers are injured, or if you are not comfortable making a determination, request assistance.
  - b. Find out from police or emergency personnel where injured are being taken, name of doctor, hospital, etc.

5. Be alert for fire or possibility of fire.
6. Keep all passengers in the vehicle unless the possibility of fire, hazardous material spill or other dangers exist which may warrant evacuation. (If you have to evacuate the vehicle, be sure the students are moved to a safe location off the roadway and kept under your control until further instructions from an officer or school administrator).
7. Notify Pennridge Transportation Personnel. Give as much exact information as possible. Location, township, number of vehicles involved, injuries, status of bus, if drivable, etc. in a calm voice. If it is safe on the bus, continue to monitor the radio for added questions from transportation that may have to be relayed to 911.
8. Request Transportation Personnel to notify 911.
9. Notify transportation if you have completed your bus run. If not, what stops are left, what school you were servicing. Also notify if you have another bus run to be covered, for what school and what time it starts.
10. When police, fire or emergency personnel arrive, they are in command of the scene. The driver does not maintain control over the scene of the accident. The driver maintains responsibility for the supervision of the students.
11. Supply your name, address, owner's name of the vehicle you are driving, operator's license number, vehicle registration number, insurance information, as well as the names and address of the occupants of the vehicle to the proper authority and the other driver(s).
12. Get the same information from the other driver. DO NOT CLAIM FAULT.
13. Make necessary statements to the police, but limit these statements merely to actual facts. DO NOT CLAIM FAULT.
14. Make notes of damage to vehicles or property.
15. Record information on either the Pennridge School District Transportation Accident Report Long Form if other vehicles are involved or pedestrians and record information on the short form for damage to property such as mailboxes, mirrors, etc. Submit the report as soon as possible to the Transportation office, but no longer than 24 hours.
  - a. Time of day and weather conditions



- b. Street name
  - c. Description of accident in your words, as precise as possible
  - d. Names of students riding in the vehicle at the time of the accident and any injuries to them.
16. After completing all appropriate steps, if there are no injuries and if the damage is negligible, continue on route.

17. **DO NOT**

- a. Release the student names to the news media or bystanders
- b. Release any student(s) to persons at the scene. Notify transportation with the information and wait for their approval. If they approve, it must be that student(s) parent and they must show picture ID. They CANNOT take any other children, but theirs.
- c. Discuss the facts of the accident except with police, fire or rescue personnel, Pennridge transportation personnel or administrators.
- d. Argue, place blame, attempt settlements, or sign statements.
- e. If contacted by the other individual's insurance company after the accident, do not supply any statement. Have them call the Transportation Department.

Drivers are to fill out their accident report immediately after returning to the bus lot. The short accident report, gray in color, should be filled out for accidents involving mailboxes, clearance lights, mirrors, inanimate objects. Long accident reports, white in color, should be filled out for other accidents, including accidents involving mirrors if they were involved with another vehicle.

Drivers must submit the report to the head mechanic on all accidents no matter to what degree or whether or not they are your fault. Drivers must complete all written reports as soon as possible, but no longer than 24 hours after the accident. Failure to complete all required reports will result in disciplinary action. If new damage is discovered during pre-trip inspections, drivers must submit reports immediately or be held responsible for this damage.

If a pattern develops that a driver continues to be involved in accidents or the same kind of accident, additional training will be given to the driver. Management reserves the right to schedule additional training for a driver. Drivers will not be compensated for required additional training. Safety is the number one concern in pupil transportation.

The Accident Review Board comprised of a Union Representative, Head Mechanic, one trainer and the Director of Transportation will review all accidents based on the reports submitted.

## 22. Bus Incident Report Involving Student Injury (Use form – 810-J)

Drivers are to fill out the Student Bus Incident Report when a student received an injury on the bus, bus stop or that the driver observes. This form should be completed and submitted to the Transportation Department as soon as possible, in case a follow-up is needed.

## 23. Safety Rules for School Buses

### Two General Rules

- Always follow the directions of the bus driver.
- Be courteous to all passengers.

### Waiting for the Bus

- Help the buses run on time. Be at your stop ten (10) minutes early.
- Be considerate of private property.
- Stay off the road while waiting for your bus-wait 15 feet from the stop.
- Students are to get out of parent's car five (5) minutes before bus arrival.
- **No ball or game playing at the bus stop.**
- Wait until the *bus comes to a complete stop before trying* to get aboard.
- Students should walk in line to board the bus. Do not push or crowd when getting on the bus.
- If you are late, never run after a moving bus.
- Parents are responsible for children at bus stops. **It is strongly recommended that parents be at the bus stop in the morning and afternoon for elementary aged students, especially for the lower grade students.**
- No chasing bus with car, etc. to have children board at another place/stop.

### Riding the Bus

- Keep your hands and head inside the bus at all times.
- Help keep the bus clean. Don't throw trash on the floor or out the windows.
- Loud talking, laughing, and yelling can be distracting to the driver. Speak at a moderate level and do not cause disturbances on the bus.
- Live animals, glass containers, firearms, explosives, or any other dangerous or objectionable items may not be taken on the bus.
- Keep objects out of the aisle. Gym bags, instruments, or school projects must be held on your lap or they will not be allowed on the bus. **All sports equipment must be in a contained bag.**
- Find a seat as soon as you board the bus. Do not leave your seat while the bus is moving.
- Share your seat with others. If the bus is filled, ride three to a seat.
- Absolute quiet is required when the bus approaches a railroad crossing.
- Always follow the directions of the bus driver.
- *No smoking*, lighted matches, or open flame is permitted in the bus.
- The student will have to pay for the repair of any damage they may cause to the bus.
- No eating or drinking is allowed on the bus.
- No leaving the seat while the bus is moving or approaching a bus stop.

### **Leaving the Bus**

- Always cross the street in front of the bus where the driver can see you.
- Stay a safe distance away from the side of the bus.
- Drivers are allowed to drop off passengers only at regular bus stops.

### **REMEMBER**

Riding the bus is a privilege. These rules help insure safe bus transportation for students and bus drivers. Students who violate these safety regulations may be excluded from riding the bus. Parents are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

## **24. Prohibition Regarding Eating or Drinking on the Bus**

- A. Please be advised that there is a “NO EATING OR DRINKING” rule on all school buses for Penridge School District **at all times.** The practice of allowing students to eat or drink on the bus at any time is **not allowed.**
- B. Allowing students to eat or drink on the bus creates a potential safety hazard. For example, a student may have an allergic reaction. The Transportation Department has the responsibility to safely transport all students and cannot fulfill this responsibility if it allows students to eat or drink on the bus. Additionally, the rules are posted on all buses and the District website.

## **25. Student Illnesses While on the Bus**

If the driver is enroute to the school for a morning run, a radio transmission is made to the dispatcher informing him/her of a sick student on board.

The dispatcher will notify the school of the time of arrival of the bus, the bus number, and that a school nurse is needed for a sick student. If possible, the school nurse will be waiting for the student’s arrival at the bus platform. If a child has vomited or released any other bodily fluids, the dispatcher will also notify the school that the driver will be arriving within a certain time period and a mop and bucket needs to be supplied. The custodian should meet the bus with the equipment designated for clean up of bodily fluids, including a hazardous waste bag that will then have to be disposed of in the nurse’s office by the custodian or nurse. **The driver and/or aide on the bus will be responsible to clean up the fluids.**

**If a student becomes ill or gets hurt before leaving the school, please have the student taken to the nurse’s office for evaluation. The nurse will call the parent for alternate transportation, if deemed necessary. She will advise the driver in a timely manner of her decision.**

**The nurses stay in the building until the last bus leaves. If the nurse has already left the building, the child’s care would be the responsibility of the principal or principal’s designee.**

If a student becomes sick during his ride home, unless the bus is very close to the school, the dispatcher will call and have a parent meet the bus. The driver will notify the dispatcher of their next school destination and when they are arriving.

The dispatcher will call ahead and ask the custodian to meet the bus with the mop, bucket, hazardous waste bag and additional disposable gloves. **The procedure will again be for the driver to clean up the fluids.**

## 26. First Aid Procedures for Medical Emergencies

A universal procedure to be followed in case of a medical emergency on the bus:

- Secure vehicle at safest location as soon as possible.
- Put on vinyl rubber gloves, found in your Spill Kit, before tending student.
- Visually and verbally assess the student(s) at the scene.
- Gather as much information as possible to give to dispatch for them to relay to 911. Check for any allergies, asthma, seizures from student, their siblings or friends, if the student cannot respond. Check if student has inhaler on their person if asthmatic. Check to see if student has EPI pen on their person if has allergies. Student should be able to administer their own EPI pen or inhaler.
- The Good Samaritan concept generally refers to a series of actions taken by an individual who attempts to help someone in need. If you try to help someone and treat that person as you would like to be treated in the same situation, the legal authorities of emergency medical services generally agree that you will have taken one of the best steps available to reduce your chances of a negligence suit.
- Notify **BASE** that you have an **EMERGENCY** and for them to call 911: State the type of emergency, location, bus number and how serious the situation is. If you cannot contact **BASE** via the two-way radio system, then and only then are you to call 911 directly via cell phone.
- **BASE** will call school, notify school nurse and notify parent(s).
- Notify **BASE** if you have other schools yet to be serviced so that they can be covered by another bus, if possible.
- Leave the key on auxiliary to be able to communicate with **BASE**.
- Keep yourself calm.
- Keep the students calm.
- Keep the location safe. **DO NOT** allow students off the bus, do not allow unauthorized persons on the bus. **DO NOT** allow students to leave with unauthorized persons.
- Supply all the necessary information to responding emergency personnel.
- Notify **BASE** when you are back on the road.
- Complete an incident report at the end of your tour of duty.

The key ingredient to handling an emergency situation is to have a plan of action already established. Drivers will be able to address any problems that arise when they have a well thought out plan. Stay calm and use all the resources of

information you have at your disposal to enable you to keep all the students safe and calm.

## **27. Student Use of Back Packs on the Bus**

The Pennridge School District Transportation Department has safety concerns about back packs that students are using for school. When parents are choosing back packs, please keep the following thoughts in mind:

- The student must be able to place the back pack on their laps
- The student must be able to walk down the aisle without having contact with other students with their back pack. (The average width of the aisle is 16 inches wide)
- Key chains and other items must not be hanging from book bags
- All items carried in back pack, **must** stay in the back pack for the duration of the ride

It is very important that nothing is hanging from book bags to cause the student to become attached to the hand rail, hit other students with the hanging items as they are walking down the aisle to cause injury, hit seat backs with these items to cause damage to the seats and other safety issues that can occur from decorative or fad items being attached to book bags.

## **28. Transporting Musical Equipment and other Large Items**

Musical instruments, school projects, sports equipment and some book bags tend to be large items.

Musical instruments, sports equipments, school projects and book bags must be able to fit on the student's lap without endangering the safety of other students. No item will be permitted to be in the aisle, behind the driver's seat, blocking any type of emergency exit or taking up any part of a seat designed for students. This is regulated by the Vehicle Law of Pennsylvania.

If these items cannot be placed as described above, the student and this item will have to be transported to and from school by the parent on days when these specific items must be transported to school. Room is limited on all buses and seats must be available for all students assigned to the bus.

## **29. Lost and Found Items left on School Buses**

If important items such as lunches, musical instruments, school projects etc. are found in the morning and the driver has time take them into the school office before leaving the school. Find a place to park the bus that will not disturb the flow of buses coming in to the school to drop off.

Other items that can be held on the bus should be left on the bus to give to the student in the afternoon. Please make an announcement at the school before you leave in the afternoon of what type of item you have found. If the item(s) have not been claimed within a week, please take the items into the school for them to place in the lost and found.

Expensive items like cell phones, Ipods, etc. if left in the afternoon on the bus, should be brought into the office for us to call the owner. If they do not wish to pick up at our bus depot, we will place in your mailbox to give to the student the next day.

### **30. Trip/Sport Requests for School Bus Transportation**

All requests for buses will be processed through the Transportation Office for determination of in-house or contracted service. The Transportation Office must date stamp all trip requests upon receipt.

1. Remember to send in requests **at least 10 working days** prior to the date of the event. This timeline is necessary to assure bussing for all events.
2. Advise how many buses are needed using the formula of 48 students per bus. Please recheck.
3. Advise **true time**. What time you will actually be boarding the buses.
4. Remember that district buses and district contractors can do trips during the time period of **9:00 AM** leave time and **1:45 PM** return time at school. The cost for using these buses is better than using outside contractors.
5. Remember to order coach buses only when necessary. Costs are high and they are not as readily available as school buses.
6. The Athletic Director and his secretary are sent an excel report for confirmation for the next weeks trips, the week prior by the Transportation Field Trip/Sport Trip Coordinator. These reports are to be checked as they are a very important tool to assist the transportation department so corrections can be made quickly.
7. An adult needs to be on every bus, including shuttles of practices.

### **31. Field, Sports and Band Trips Procedure**

All drivers are responsible for arriving at the designated pick-up point by the listed pick-up time or up to 10 minutes earlier, if possible. This department will strictly enforce this policy.

The driver and the school personnel in charge of the group need to go over the following information before they leave the school:

1. Destination
2. Route
3. Return pick up time and location
4. Driver's meal time
5. Cell phone numbers of the driver and the person in charge, if possible
6. Any other pertinent information

7. Discrepancies must be resolved before leaving the school
8. **A chaperone must be on all buses, unless the Director of Transportation has made an exception agreed upon beforehand.**

While on a school Field, Sports, or Band trip, it is the chaperones' responsibility, whether they are teachers, coaches, parents to be responsible for the discipline of the students. They are also responsible for the cleanliness of the buses. The students are not to leave a bus with trash left behind and the chaperone is to pass around a trash bag and check the bus when the trip is completed. **No Cleated Shoes** are allowed to be worn on the bus.

All Sport, Field and Band trips must be ready for departure at requested time and that everyone is held accountable for "True Time," being at the schools at the correct time for departure to and from the trip.

### **32. Spare Bus Policy (Use form – 810-K)**

#### **WHEN YOU ARE ASSIGNED A SPARE, YOU MUST DO THE FOLLOWING:**

- Take a spare bus checklist and fill out a new one for every day you use the vehicle and return to the box by front time clock
- Upon returning the spare vehicle, you must: Fuel it if it is less than  $\frac{3}{4}$  tank; sweep the bus; and return spare bus key to the board in the office or night drop key box by front time clock
- If you receive a spare vehicle from the mechanics because of a breakdown on the road: Notify office of the vehicle you are driving; pick-up spare bus key from the board in the office; and take spare bus checklist. If bus is brought out to you on the road, fill out spare bus check list upon returning to office. Drop paperwork in box by front time clock

### **33. Idling Policy**

During pre-trip if the temperature is 32 degrees to minus 10 degrees Fahrenheit the bus may idle for 15 minutes with the RPM set at the range 1200 to 1500. During other temperatures buses should not be idling in our parking lot. Drivers should not start other driver's vehicles unless requested to do so by the Transportation office.

Drivers are not to idle their buses during layovers and parked outside school building in the morning and afternoon.

All engines are to be shut down. Studies done on the air quality in school buildings by the Clean Air Council show that diesel fumes from buses were being inducted into the buildings through outside vents. By following this procedure, this will eliminate fumes entering buildings and also save on fuel.

Remember that at the schools, especially in the afternoons, other buses are parked behind you in line and these fumes penetrate into their buses.

If the outside temperature is between 32 degrees to minus 10 degrees Fahrenheit, idling to operate heaters is allowed for up to 15 minutes on trips with the RPM set between 1200 and 1500.

Please remember to idle your bus at the end of your bus run at regular idle speed for 2 minutes.

### **34. Pupil Bullying**

A Board policy is in effect on the subject of "Bullying". This policy is extended to the transportation of students to and from school. No student(s) should be in an environment that makes them feel unsafe, intimidated, or abused. This type of situation can lead to more serious harassment and violence; therefore, it is the policy of Pennridge School District to maintain an environment in which bullying in any form is not tolerated.

The definition of bullying is a student who feels he/she is exposed repeatedly over time to negative actions by one or more individuals.

A bully is defined as an individual who repeatedly engages in negative actions toward others. Negative actions may include, but are not limited to:

- Name calling
- Teasing
- Threatening looks
- Gestures
- Note writing
- Electronic communication
- Extortion
- Physical intimidation
- Threats
- Assault

The Board prohibits all forms of bullying of students on all district vehicles. If a driver observes an act of bullying, he/she must take immediate, appropriate steps to intervene. If a student informs a driver that he/she has witnessed or is the target of bullying behavior, the driver must take immediate and appropriate steps to intervene. If a driver believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bully to the school principal by writing up a "Bus Conduct Report" immediately and having this form processed by the Director of Transportation. The supervisor will immediately fax the information to the proper school principal and, if necessary, follow up with a phone call.



The principal will interview the students involved and thoroughly investigate. This investigation may include interviews with additional students, parents, and the driver, along with associated documentation.

### 35. Undeliverable Special Needs Student

1. Contingency plan and procedures that includes the driver, transportation staff and school administration to deal with the situation if no one is home to receive a child.
  - a. Emergency information from parents will be kept on file in both the office red book and the bus blue book.
    - i. Work and home phone numbers are required. Must update every 6 months.
    - ii. Preplan an alternative drop-off location.
    - iii. Identify latch key students. Parents are required to give written authorization to obtain latch key status for their children. Point of entry must be observable by driver, if not a signal must be implemented so children can prove entry into the house.
  - b. Special needs drivers must maintain radio contact with the transportation staff during a situation where a special needs student cannot be delivered.
    - i. The staff will give instructions, if necessary.
    - ii. The staff will notify parents of other students on the bus that their children will be dropped off later.
    - iii. The office staff will call the student's home in the event that someone is home, but unaware that the bus has arrived.
    - iv. The staff will next call the emergency phone numbers on file.
    - v. The staff will notify the school and alert them of the possibility that a student may need to be returned to school.
    - vi. The staff will decide how the driver should proceed if no one is contacted.
      - aa. Finish the run and return to the home after other children are dropped off.
      - bb. Take special needs student to the alternative drop-off location.
      - cc. Have the driver standby until a parent arrives home, if possible.
      - dd. Return the student to the school after the staff has checked to be sure someone will be available to accept the child.
      - ee. The staff will continue to monitor the driver's progress until parents; family, the school or the alternative location receives the child.

- ff. The staff and the driver will submit separate reports to the Director documenting the efforts made on the child's behalf
  - c. If everything else has failed and no one is at the school to receive the child, the special needs child will be brought back to the office staff at the Transportation Department at the end of the run. The child will be safe until someone can be notified. The parent will have to pick up the student at the office.
2. The written procedure clarifies the special needs procedure of what needs to be done when children are "undeliverable". Teamwork is the key between the driver, parents, school, and transportation staff to make sure that all children are delivered safely.

### **36. Weapons as Related to Transportation Personnel**

The School Board and the district recognize the importance of a safe school environment to the educational process. Possession of weapons in the school environment, which includes school vehicles, is a threat to the safety of students and staff and is prohibited by law.

The definition and term "weapon" includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

The definition of "possession" is when transportation personnel are in possession of a weapon on the person of the individual, under the personnel's control on school property, on property being used by the school, at any school function or activity, at any school event held away from the school and anytime in the school vehicle.

This is an official notification of this procedure in regards to weapons. Any employee who violates this procedure will be reprimanded and depending on the degree of violation could be terminated.

Any serious offenses or incidents of possession of a weapon on school grounds will result in the Superintendent or a designee taking the necessary actions and the local law enforcement officials being notified.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.