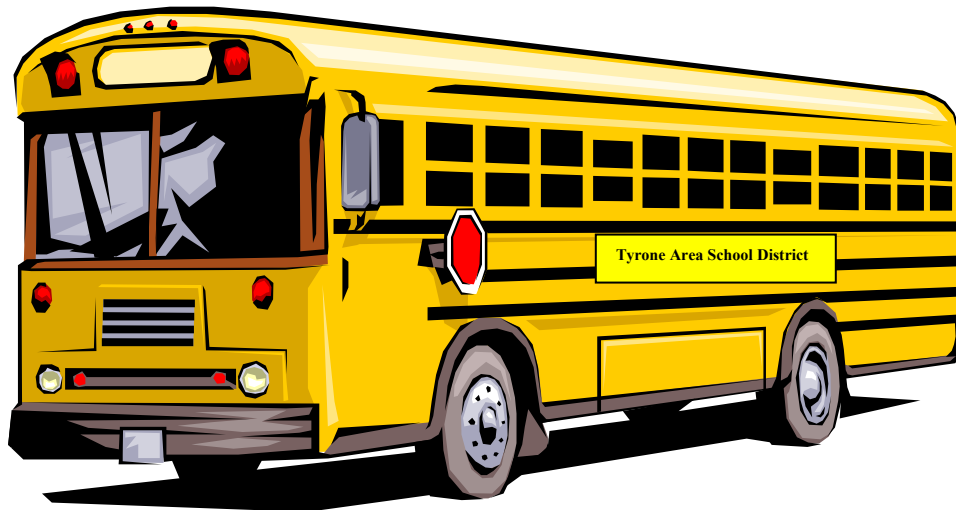




TYRONE AREA SCHOOL DISTRICT

TRANSPORTATION PROCEDURE MANUAL



Revised August 2024
Board Approved August 13, 2024

OBJECTIVE

This manual serves a set of guidelines covering student transportation. These guidelines will be used to ensure an ongoing transportation system that is safe, economical and consistent throughout the Tyrone Area School District.

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SECTION I: General Information

This section will explain who is eligible for district transportation; administrative line of command; and will outline the Tyrone Area School District's transportation system.

A. Eligibility

Transportation will be provided to Tyrone Area School District students in Kindergarten through 12th grade, as follows: All students in grades K-6 are eligible for bus transportation. Students in grades 7-12 are eligible for bus transportation if their residence is beyond a 2-mile radius of the school campus. Secondary students, otherwise ineligible, may qualify for transportation if warranted by special education needs, medical reasons, or other extenuating circumstances.

Transportation will also be provided for district students enrolled in an approved non-public school who are eligible for transportation based on the same criteria as public school students.

B. Transportation Personnel Line of Command

The Administrative Assistant for Transportation, who reports directly to the Transportation Director/Director of Physical Plant, is the first line of contact for parents, staff, contractors, and drivers regarding transportation throughout the school district and is responsible for coordinating transportation for extracurricular activities and field trips.

The Transportation Contractors work collaboratively, and most closely with the Director of Physical Plant and the Administrative Assistant for Transportation. Bus and Van Drivers are employees of the Transportation Contractors.

Building Principals and Deans of Students are responsible for addressing discipline issues that arise on district transportation and will follow the discipline policies outlined in the respective student Codes of Conduct.

TASD Transportation Contacts:

Shelly Carper, Administrative Assistant for Transportation
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(814) 684-1342 ext. 2702

Travis Crowell, Director of Physical Plant
tmcrowell@tyrone.k12.pa.us
(814) 684-0710 ext. 4140

C. Outline of Service

1. **Walking Policy**

All students who are not eligible for bus transportation will be required to use alternative means of transportation (ex. walk, parent transport, etc.).

Exceptions to Walking Policy:

All transportation requests for students not eligible for bus transportation must be submitted to the Transportation Office for consideration. Exceptions may be made for medical or educational needs or for other extenuating circumstances. Medical necessity must be supported by a written request from a physician.

Walking Policy to Bus Stops:

Students may be required to walk up to one and one half (1.5) miles (K-6) and two (2) miles (7-12) to a bus stop. The following circumstances are considered when determining the assignment of bus stops:

- a. Age of the students
- b. Availability of a safe turnaround
- c. Hazards of the road (hills, curves, etc.)
- d. PA vehicle laws, posted roads and bridges
- e. Efficiency of the bus route

2. **School Bus Turnarounds**

In any situation where a school bus must turn around on private property, it is the responsibility of the property owner to maintain the turnaround. The school bus contractor will determine what is necessary for an adequate turnaround. Any time a turnaround becomes inadequate, the students will be asked to walk to the closest, safer bus stop. School buses will not operate on private roads.

3. **Kindergarten and Grade 1 Drop Off**

The Tyrone Area School District requires that students in Kindergarten and 1st grade are not released from the bus unless a responsible adult is visible. A responsible adult is defined as an individual at least 18 years of age and who is not a K-12th grade student. If a responsible adult is not visible to the bus driver, the child will be returned to the school and the parent will be notified to pick up the child at the school. This policy is in effect for the safety of our youngest students.

4. **Child Care/Care Giver**

The District will accommodate different transportation arrangements for AM and PM stops if room is available on the requested bus; however, these arrangements must be consistent (Monday through Friday) unless a parental custody situation exists. No stops will be opened at places of business (ie. public daycares, stores, factories, etc.). In addition, no new stops will be opened for a childcare arrangement. All requests must be submitted to the Administrative Assistant for Transportation. If students move into an area which will

cause a bus to be overloaded, the last child/children assigned to that bus based on a childcare provider's location will be removed from the stop to accommodate for the child who is a resident at that stop. Caregiver situations will be evaluated based on age (oldest first) and siblings (siblings will not be separated), if necessary. At least five (5) days notice will be given when reassigning stops.

5. Non-Public and Charter School Transportation

Under Act 372 of 1973, the district is required to provide transportation service to resident students who are lawfully enrolled in any private, non-profit school within ten miles of the school district's boundaries.

All non-public school students will ride on the regular busing schedule unless a varied time schedule is requested by the non-public school. All requests must be made in writing and acknowledged by the Transportation Office before transportation is provided under the varied time schedule. The same guidelines apply for brick-and-mortar charter schools.

6. Special Education Transportation

Separate transportation will be provided to special education students only when requested by the Director of Special Education in accordance with the student's I.E.P. All requests must be submitted to the Transportation Office before transportation begins. A minimum of three (3) days are needed to make special transportation arrangements.

7. Extracurricular Transportation

All extra-curricular activities requiring transportation must provide an approved field trip request form before a vehicle will be reserved. All requests must be submitted to the Administrative Assistant for Transportation so transportation arrangements can be made. All bus transportation for activities must have at least one district-approved adult per bus. Ultimately, the district employee/activity advisor/coach will be the responsible person in charge. All students must be transported utilizing buses or district-owned vehicles unless other permission is granted.

The Tyrone Area School District will provide transportation to all extracurricular events via school bus or district-owned vehicle. When the District provides transportation, only school personnel and chaperones approved by the Principals and/or Athletic Director will be permitted to travel on the bus. All extracurricular activity trips and field trips, including out of state trips, must be reviewed and approved by the Tyrone Area School Board. If the District provides transportation to overnight events, the sponsoring organization will be responsible for the cost of accommodations for the bus driver.

Sponsoring organizations may utilize coach transportation by opting to pay the cost difference above that of a regular school bus or van. Organizations may also request a specific coach provider. These requests must be submitted, in writing, to the Administrative Assistant for Transportation for scheduling. The cost difference for coach transportation will be billed to the sponsoring organization. If an organization has not paid all transportation costs billed for each year by June 30, it will not be entitled to coach transportation the following year.

8. Transportation Route Preparation

- a. The Transportation Contractors, in cooperation with the Director of Physical Plant and Administrative Assistant for Transportation, are responsible for preparing the transportation routes during the summer months. The following considerations are made in preparing each route:
 1. Student riding time will be limited to approximately one hour or less from the first pick-up to the school, if possible.
 2. Bus stops will be minimized, consolidating wherever possible, keeping safety factors of the stop location, road, and volume of traffic in mind.
 3. Routes will be arranged in loops, whenever possible, to reduce duplication and back tracking. Bus loads will be maintained to the highest capacity whenever possible.
- b. All route changes must be approved by the Director of Physical Plant. No driver shall be permitted to change a route without authorization. Drivers are permitted route deviations for emergencies such as accidents, road closures, hazardous conditions, etc.
- c. If overloading requires students to be transferred from one bus to another, transferring students will be selected based on route and siblings (siblings will not be separated).

9. New Students/Change of Address

All newly enrolled students requesting transportation or any students requesting a change in transportation due to a change of address must make a request through the Registrar or the Transportation Office. New student transportation and transportation changes due to changes of address require a three (3) to five (5) day waiting period. The Administrative Assistant for Transportation will inform the bus driver of additions and deletions to the roster. The driver is responsible for keeping an accurate up-to-date route sheet and bus roster in the bus at all times.

10. School Closings, Delayed Starting and Early Dismissal

- a. In most instances, decisions regarding school closings and delays will be made no later than 6:00 a.m. The District will utilize its mass messaging system to notify families and staff in the event of a disruption to the school schedule. Parents may also listen to the local radio/television or visit the District website and social media for these notifications. A delayed starting time will permit school district officials to evaluate roads and weather conditions.
- b. When a delayed start is initiated, all starting times will be delayed by two hours.
- c. In most cases, early dismissals will allow for at least one hour prior to the closing for driver and parent notification and pick-up time. Families and staff will be notified of early dismissals utilizing the communication means mentioned above.

11. District-Owned Vehicles

District-owned vehicles will comply with all applicable federal and state laws, particularly regarding the maximum passenger load. District personnel must submit a request to use a district vehicle, along with the field trip request. The Administrative Assistant for Transportation is responsible for scheduling district vehicles. School District personnel who drive these vehicles will be responsible for observing all state and local vehicle laws and for driving in a safe manner. Any adult wishing to drive a district-owned vehicle must submit a copy of his/her current, valid drivers' license to the Transportation Office, along with completed form giving permission to conduct a driver's license check with the PA Department of Transportation. The driver will be responsible for ensuring all passengers wear seat belts, for stopping at all railroad tracks prior to crossing, and for removal of all trash from the vehicle upon return to the school. Students who commit disciplinary infractions while on a van or while attending an event at another location will be subject to the same corrective measures as are in effect while on Tyrone Area School District property.

12. Camera/Audio/Video

Refer to Board Policy #816 Video/Audio surveillance systems.

SECTION II: ADMINISTRATIVE POLICY

The following section is a listing of rules, regulations, and procedures for students. With driver commitment and parent support of this policy, the T ASD transportation system will continue as the safest means of transporting the children.

Students

District-provided student transportation is a privilege. The following rules outline what is expected of students who ride vehicles provided by the Tyrone Area School District. Failure to follow these rules will result in the loss of District transportation.

1. Behavior on School Buses/Vans

Because improper behavior jeopardizes the **safety** of all passengers, the following regulations will be strictly enforced:

- a. Students shall not throw any material or substance in or around the school bus.
- b. Students shall not use loud or profane language in or around the school bus.
- c. Students shall not engage in pushing, fighting or other unruly behavior in or around the school bus.
- d. No student shall disobey, abuse, or be disrespectful of the driver.
- e. Students shall remain seated at all times while on the bus and should keep the aisle clear.
- f. Students shall keep hands, head, and arms inside the bus at all times. Windows shall remain closed unless the driver gives permission to lower them and emergency exits should only be used during an emergency.
- g. Students shall not deface or damage any part of the vehicles. Damage will be paid for by the individual.
- h. Students are prohibited from possessing, using, purchasing, or selling tobacco products on school grounds, on school buses or other school-owned vehicles, and at school-sponsored events. (Board Policy #222 Tobacco and Vaping Products)
- i. Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, at school-related events, or during time spent traveling to and from school/school activities. (Board Policy #227 Controlled Substances/Paraphernalia)
- j. Unless approved by the driver, no eating/drinking on the bus is permitted.
- k. There shall be no littering from the vehicle or in the vehicle.

- l. Students will keep all pencils, pens, etc. in pockets, purses or book bags unless needed to complete assignments.
- m. In accordance with Board Policy #218.1 Weapons, students are prohibited from possessing and/or bringing weapons or replicas of weapons onto any vehicle providing transportation to/from school or a school-sponsored activity.
- n. Bus drivers are required to exercise two emergency evacuation drills per year. During these drills, and in the case of any real emergency, students are expected to fully cooperate with the driver's instructions.

2. Discipline Policy

- a. All rules and regulations concerning student behavior should be reviewed by the administration, teachers, parents, bus drivers and students.
- b. Students transported by the Tyrone Area School District are under the authority of and responsible to the driver of the vehicle.
- c. Bus Discipline – refer to Student Handbooks.
- d. If a student is suspended/expelled from the bus, it is the responsibility of the parent/guardian to transport the student to and/or from school. Once a driver has received notification of suspension/expulsion of a student they shall not transport the student.

3. Bus Stops

- a. Students shall be at the bus stop five to ten minutes prior to the bus arrival.
- b. Students waiting at bus stops shall wait at a safe distance from the road.
- c. Students should remain at assigned stops, paying special attention to the rights of property owners.
- d. Students are to get on and off the bus/van at their assigned stops and should be riding only the bus/van to which they are assigned.
- e. As the bus stops and the red lights are activated, students shall board the bus only when given the proper signal by the driver.
- f. When leaving the bus, students shall go directly to the side of the road where they live or must walk, keeping a safe distance from the bus.
- g. Students transferring at the high school shall go directly to their transfer bus or wait at the designated areas until their bus arrives.
- h. Students loading or unloading at their school shall go directly to their building or bus.

- i. It is the responsibility of the parent or guardian to transport any student who misses the bus.

4. Extracurricular Trips

The regulations stated above also apply to all school-sponsored extracurricular, athletic, and field trips.

5. Questions/Concerns

Students or parents having questions or concerns regarding any area of transportation may report these concerns to their Building Principal, Dean of Students, or the Transportation Office. Transportation Office contacts are listed on page 2 of this manual.