

RSU #63

- a. **NEPN/NSBA Code:** EEAAA
- b. **Title:** School Vehicle Operating Procedures
- c. **Author:** Director of Trans/Facilities
- d. **Replaces Policy:**
- e. **Date Approved:** 10/28/2019 RSU #63
- f. **Previously Approved:** 09/28/2015
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Transportation and Facilities Director,
Superintendent, & Policy Committee
- i. **Date Reviewed:** 09/10/2019 Transportation and Facilities
Director
09/09/2019 Policy Committee
09/09/2019 Superintendent
- j. **References:** Policy- EEAEC-Student-Rider Conduct on
School Vehicles
- k. **Narrative:**

The RSU #63 Board of Directors (the Board) entrusts the safety of district students to the drivers of district vehicles. The rules and procedures defined in this policy are to ensure that safety. District vehicles include school buses, vans used to transport students, and support vehicles.

- I. Vehicle drivers will not use personal cell phones when driving any district vehicle unless it is an emergency and the driver is calling the school, central office, and/or 911. If a call is necessary, the driver will pull the vehicle over to the side of the road before initiating the call. If vehicle drivers are in possession of personal cell phones, the cell phones are to be in vibration mode and not used while driving school vehicles.
- II. Vehicle (bus or van) operators will turn on flashing yellow lights at least 200 feet before any stop made to pick up or discharge passengers.
- III. Red lights will be activated on school buses at vehicle stops and be continually displayed until the passengers are seated or dropped off at their designated stop.
- IV. All school buses will come to a full stop before crossing railroad tracks. Such stops will be made not more than 50 feet and not less than 15 feet from the nearest rail. Once stopped, the driver will open the front door, look both ways and listen for any movement on the track(s), close the door, and use caution when crossing.
- V. School vehicles used to transport students will not be operated at a speed in excess of the posted speed limit – or slower depending on weather conditions. School buses are never to exceed 65 miles per hour.
- VI. Each vehicle driver should exercise authority and extreme care in the drop off of students from the vehicle in accordance with the following regulations:

- A.** Require students to walk 10 feet in front of the vehicle and await the driver's signal before crossing the road.
- B.** Drop off and pick-up students at designated stops, schools, or designated locations as instructed by district administrators. When dropping off students in Pre-K to Grade 4, acknowledgement of someone home to receive the student(s) is required unless waived in writing by the parent(s)/guardian(s).
- C.** Do not permit any person to leave a school bus by any means other than the right-hand service door except in an emergency. The emergency door buzzer is to be checked daily to see that it is working properly.
- D.** Follow the assigned route and do not change it without getting permission.
- E.** Do not fuel your vehicle with students or passengers in it.
- F.** Avoid following traffic too closely, as a sudden stop may throw passengers from their seats.
- G.** Under no condition is a driver to signal traffic to pass a school vehicle while loading or unloading students or waiting to do the same.
- H.** Drivers are to be in the vehicle when students are present. Only in extreme circumstances may a driver leave the vehicle while there are students aboard. If, in an extreme circumstance, the driver must leave the vehicle unattended, the transmission will be set to "Park," the emergency/hand brake will be set, and the ignition key will be removed and kept in possession of the driver. This includes the loading or unloading of special activity vehicles. Anytime students are in a vehicle, the driver should be boarded and ready to operate the vehicle.
- I.** Drivers will not allow students to talk or use the two-way radio unless the driver is in a situation where the driver cannot talk on the radio.
- J.** Do not back up in the schoolyard unless absolutely necessary. Assign a responsible person to guide you if you must do so.
- K.** When loading or unloading passengers, be sure everyone is clear of the vehicle before moving. Check all mirrors and then check again. (A good policy is to count all students coming aboard and count them when they get off and cross the road.) Check all mirrors to see that a student has not dropped something in front of the vehicle and stopped to pick it up.
- L.** Following each vehicle run, drivers are required to check every vehicle seat upon the departure of students. This is to be done every time students are transported. This will ensure no student has been left unattended or fallen asleep in the vehicle. Failure to follow this procedure may result in disciplinary action.

- M.** Do not open any door while the vehicle is moving.
- N.** Do not move a vehicle until the door is closed and all students are seated. Be sure all students are seated whenever the vehicle is in motion. Put the foot brake on while loading or unloading students.
- O.** Smoking is not allowed on a school vehicle. Nor are any tobacco products (example tobacco or chewing tobacco) or electronic cigarettes (e-cigarettes).
- P.** Vehicles should be parked bumper to bumper whenever possible during school pick-ups so that no student may pass between vehicles.
- Q.** At any turnaround where students are picked up or dropped off, students should be in the school vehicle when the turn is made.
- R.** Insist students board and depart vehicles in an orderly manner.
- S.** Maintain discipline. Be courteous but firm. Never remove a student from a vehicle enroute unless the lives of others in the vehicle are in danger. Then, only do so with the authorization of the Transportation Director or Superintendent.
- T.** The vehicle driver must wear a seatbelt whenever the vehicle is in motion.