

Regulation

BUS SAFETY PROCEDURES

Conduct and Discipline

When a student commits a disorderly act on a school bus, the driver must complete a written report listing types of unacceptable behavior and a complete description of the incident and the pupils involved. The report must be completed on the same day that the incident occurs. Some typical offenses are: making excessive noise, throwing objects from the bus, moving from a seat when the bus is moving, physical assault, verbal abuse, refusal to wear or removing a seat belt, and vandalism.

The report will be filed with the principal who is responsible for the pupil. The principal will follow-up by meeting with the student in a discipline conference and sending misconduct notices with warning letters to parents or guardians. These letters inform parents and guardians of the steps involved in handling student misconduct on school buses.

The first two misconduct notices that a student receives serve as warnings. A third notice results in a suspension of transportation privileges for a period of time. The schedule of standard suspension periods is as follows:

Number of Misconduct Notices Issued to Student	Suspension Period, In School Days
3	5
4	10
5	15
6 or more	20

If a third notice has been necessary, the principal will contact the parents or guardians to arrange a conference. The conference may be conducted in person or over the telephone. During the conference, the specific charges against the student are made and information is given about the effective dates of the suspension, conditions for reinstatement (if any), and the prospect of discussing the matter further.

Suspension of transportation privileges does not mean that a student is excused from attending school; rather, it means that parents, guardians and the student are responsible for transportation to and from school.

To ensure a student's right to fairness, the school district provides an appeal process for parents or guardians on behalf of their child. Parents or guardians must make their appeal known to the principal before the suspension takes place. Suspensions will not become effective during an appeal.

1. Principal
2. Chief school administrator
3. Board of education

In each hearing in the appeals process, the student and parents or guardians have the opportunity to present their views of alleged misconduct. The hearing officers determine the facts of each case and must inform the parents or guardians of their findings within five school days of the date of the hearing.

Normally, a student will continue to ride the bus during the appeals process. However, if the student is involved in further misconduct on the school bus during the appeals process, the student will be suspended immediately from the bus and will not be reinstated until after the outcome of the appeals process or until the suspension is over. The student may also have additional suspension time added to his or her previous

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suspension. A student may also be removed immediately from the school bus if his or her behavior constitutes a serious risk to the health and safety of the driver or fellow students.

In the case of damages incurred through vandalism, not only are transportation privileges lost by the student, but the parents or guardians also become liable to the contractor for damages.

Emergency Bus Procedures

The following procedures apply to all school bus drivers operating vehicles in and for the Egg Harbor City School District:

Bus Exit Drills

- A. The principal of each school, or the teacher-in-charge at the direction of the principal, shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and at least once per year for all other students;
- B. The school bus driver will participate in the drill;
- C. Bus exit drills will be conducted on school property and will be supervised by the building administrator, or by the teacher-in-charge, if assigned by the principal. The drill will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students;
- D. The portion of drill involving the use of the rear emergency door, which requires students to jump a thirty-inch drop, need not be performed by every student; a few students may demonstrate for the others;
- E. The school bus driver or supervisor of the drill shall:
 - 1. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - 2. Describe the location and use of flares, flags, fire ax and other emergency equipment;
 - 3. Give instruction in the opening and closing of front and rear doors, and provide instruction in emergency procedures;
 - 4. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - 5. Demonstrate the use of the emergency exit door;
 - 6. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - 7. Have students leave bus one row at a time, left and right sides, alternating, in a prompt and orderly fashion;
 - 8. Instruct students to group in a safe place at least 100 feet away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority; and
 - 9. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the principal.

Additional Precautions

- A. School bus drivers shall attend training workshops offered by the NJ Department of Education and this school district, and shall be trained in first aid and C.P.R.
- B. Each school bus shall be equipped with:
 - 1. A list of the students assigned to that bus;
 - 2. A first aid kit approved by the school medical inspector and inspected regularly by the school nurse;
 - 3. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver; and
 - 4. Flags or flares or other warning devices.

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C. Each school bus driver shall:

1. Daily survey the bus for hazards;
2. Keep aisles and passageways clear;
3. Maintain pupil discipline on the bus;
4. Prohibit the presence of any animal (excluding service animals), weapon, or dangerous material on the bus;
5. Report promptly to the school business administrator, or his/her designee, potential driving hazard on his or her route, i.e. construction, roadwork;
6. Report promptly to the school business administrator, or his/her designee, any deviation in the bus route or schedule;
7. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
8. Know and obey all motor vehicle laws and regulations and State Board of Education regulations and
9. Not smoke, eat, or drink any liquid or perform any act or behave in any manner that may impair the safe operation of the school bus while it is transporting students.

General Emergency Rules

- A. The school bus driver is responsible for the safety of the students on his/her bus. In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of students must be the driver's paramount consideration. The bus driver will stay with his/her students at all times.
- B. The bus driver may not leave the school bus when children are aboard except in all emergency and, then, only after he/she has stopped the motor, removed the ignition key, set the auxiliary brake, and put the transmission in gear for a standard transmission or in "Park" for an automatic transmission.
- C. A school bus must be evacuated when:
 1. There is a fire in the engine or any other portion of the bus;
 2. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; or
 3. The bus is disabled for any reason:
 - a. Its stopping point is in the path of a train or is adjacent to a railroad track;
 - b. A potential exists for the position of the bus to shift thus endangering students; or
 - c. The stopping point (e.g. on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
- D. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances;
- E. Students who have been evacuated from a school bus shall be moved to a safe place at least 100 feet from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other provisions can be made;
- F. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority;
- G. Whenever a school bus is disabled while providing student transportation, the driver, or a responsible person appointed by the driver, will notify the principal of the receiving school and the school business administrator of the number and location of the bus and the circumstances of the disability. The school business administrator will make arrangements for the safety of the students involved, by substitute transportation or otherwise.

TRANSPORTATION SAFETY (regulation continued)Accident or Vehicle Failure

In the event of an accident or vehicle failure, the following procedures will be implemented:

- A. The school bus driver shall, in person or through a responsible delegate, summon the police and emergency medical services, if necessary, and notify the principal of the receiving school and the school business administrator, or designee, of the district providing the transportation;
- B. The school bus driver will attempt to make all students as safe and comfortable as possible. If necessary, the driver will administer emergency first aid to injured students;
- C. Each student on a school bus involved in an accident must be examined for possible injuries, whether or not the student appears to have been injured. In the event the school medical inspector is not immediately available, students will be examined by the school nurse or by the student's personal physician. A written report must be made of the medical condition of each student on the bus and submitted to the school business administrator;
- D. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s): driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company, and a description of the vehicle (color, make, year, body type);
- E. The driver will obtain the names and addresses of persons involved in the accident and, if possible, of witnesses;
- F. The following notifications must be provided:
 1. The school bus driver must report immediately to the principal of the receiving school and the school business administrator, or designee, of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the preliminary school bus accident report prescribed by the Department of Education with the principal of the receiving school. The written accident report must be accurate and complete;
 2. The principal of the receiving school shall retain a copy of the report and forward other copies of the report to the school business administrator for distribution as prescribed by the New Jersey Department of Education;
 3. In addition, a school bus driver involved in an accident resulting in injury or death of any person or property damage in excess of \$500 shall, within ten days after the accident, complete and file a Motor Vehicle Accident report in accordance with N.J.S.A. 39:4-130;
 4. The parent(s) or legal guardian(s) of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported per ambulance report.

Bus Driver Incapacitation

In the event the school bus driver is incapacitated, the following procedures will be implemented:

- A. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition;
- B. If necessary, the bus will be stopped, with due consideration for the safety of its passengers;
- C. If necessary, the bus driver, or the person he/she designates, shall summon emergency medical services;
- D. The bus driver shall, in person or through a responsible delegate, immediately notify the police of the number and location of the bus;
- E. The school business administrator shall immediately arrange for the transportation of the students by

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substitute driver, substitute bus, or other means.

Student Injury

- A. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented;
 - 1. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus;
 - 2. If necessary, first aid will be administered;
 - 3. If the student's injury is serious, emergency medical services will be summoned; the school bus driver of a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives;
- B. If the student's injury is not serious, and
 - 1. Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent/guardian;
 - 2. Occurs on the way to the student's home, the school bus driver will deliver the injured student to his/her parent(s)/guardian(s) or to a responsible adult at the student's home or if no one is home the injured student will be delivered to the nearest police station;
 - 3. Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent(s) or guardian(s).
- C. The school bus driver will immediately report the incident to the principal of the school in which the student is enrolled. The principal may request that the school medical inspector examine the student or may request the student's parent(s) or legal guardian(s) to submit the report, if any, of the examining physician.

Adopted:	February 10, 2005
Revised:	October 10, 2007
NJSBA Review/Update:	June 2015
Readopted:	August 12, 2015