

P2471 INTEGRATED PRESCHOOL PROGRAM

The Readington Township School District offers an Integrated Preschool Program. The Integrated Preschool Program provides our population of children with special needs the opportunity to be educated in the least restrictive environment along with their typically developing peers.

The Integrated Preschool is offered as a half-day, five days per week program. Eligible children must be three years of age, but not older than five years of age, by October 1. General education students must be four years of age, but not older than five years of age by October 1. General education children must be toilet-trained, have up-to-date immunizations, and should have age-appropriate verbal skills.

Selection of general education students for the program is by lottery. Contracts are issued and approved by the Board of Education upon acceptance into the program.

First and last months' tuition are due together upon signing of contract, or prior to the start of the school year. Additional monthly tuition and optional transportation payments are to be paid on a monthly basis. Applicable fees are established and approved annually by the Board of Education.

The determination of a pupil's inability to pay will be based upon the pupil's eligibility for free and reduced meals in accordance with Board Policy No. 8540.



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Bus Driver/**Bus Aide** Responsibility

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[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164 and 205]

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers **and bus aides** employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications ~~and communication skills~~ necessary to perform the duties of the position. **Anyone driving a The school bus driver will used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are is subject to all the Federal and State requirements to maintain the appropriate license.**

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1. School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a **student pupil** from the school bus, but if unable to manage a **student pupil**, the school bus driver will report the unmanageable **student pupil** to the Principal or designee of the school in which the **student pupil** attends.



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The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the **student pupil** from the bus. ~~and T~~ **the student's parent** ~~pupil's parent(s) or legal guardian(s)~~ shall provide for the **student's pupil's** transportation to and from school during the time of exclusion.

In the event of an emergency, the school bus drivers shall follow procedures established by this Board. **School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).**

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete **and file within ten days of the accident** ~~the~~ a Preliminary School Bus Accident Report prescribed by the Commissioner of Education. **In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.** ~~and provide the Report to the Principal of the receiving school by the end of the next working day. The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.~~

~~A school bus driver, during the driver's work schedule, may only use a cellular, or other wireless telephone, for school related business. The driver is~~ **School bus drivers are** prohibited from using a cellular, or other wireless telephone, while operating a school bus. ~~A cellular, or other wireless telephone, may only be used for school related business by the school bus driver while operating the school bus, when~~ **unless** the school bus is parked in a safe area off a highway or in an emergency situation **pursuant to N.J.S.A. 39:3B-25.** A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.



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Bus Driver/**Bus Aide** Responsibility

The School bus drivers **are** is responsible for the safety of **their** ~~his/her~~ pupils **students** and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of ~~his/her~~ **their** school bus.

N.J.S.A. 18A:25-2; **18A:39-28**

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



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[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197 and 205]

2622 STUDENT PUPIL ASSESSMENT

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of The New Jersey Statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained the New Jersey's Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner will comply with implementing the schedule of the New Jersey State Board of Education Statewide assessment program.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessments System

The Superintendent of Schools shall develop and annually present to the Board annually for its approval an assessment program that complies with the rules of the State Board of Education.



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Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement Records

The Department of Education shall provide the Superintendent with documentation of student achievement after administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2. The Board shall maintain an accurate record of each student's pupil's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Notwithstanding Policy 8330, Information regarding individual student pupil test scores shall **only** be released only to the pupil, his/her parent(s) or legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed authorized by in accordance with Federal and State law.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Public Reporting Dissemination of Information

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the **Department of Education** school district is required to **shall** report annually to the State Board of Education and the public on the progress of all **students** pupils and **student** pupil subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. by publishing and distributing the Department



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~~of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.~~

Parental Notification

~~Parents(s) or legal guardian(s) shall be informed of the district assessment system program and of any special tests that are to be administered to their children.~~

PROGRAM EXCEPTIONS

~~Pupils With Disabilities~~

~~Pupils with disabilities shall participate in all State assessment systems in accordance with provisions as outlined in N.J.A.C. 6A:14-4.10. Accommodations and modifications approved by the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.~~

Student Accommodations/Modifications

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.

English Language Learner (ELL)

~~An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs shall participate in all Statewide assessments and may be provided appropriate accommodations or modifications as approved by the New Jersey Department of Education.~~



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All ELLs shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except that any ELL may demonstrate they have attained State minimum levels of proficiency through:

1. — Passage of the Alternative High School Assessment (AHSA) process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education; or
2. — Passage of the AHSA process in English with appropriate accommodations.

Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessment (HSPA).

N.J.S.A. ~~18A:7C-6.2~~ **18A:7C-1**

N.J.A.C. ~~6A:7-1.7; 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10; 6A:14-4.12; 6A:15-1.11~~

Adopted:



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IDLE-FREE SCHOOL ZONES

7471 IDLE-FREE SCHOOL ZONES

The Readington Township Board of Education is committed to the provision of healthy learning and working environments for students and staff. The School Board recognizes that vehicle exhaust fumes contribute pollution to the environment. Unnecessary vehicle idling increases pollution which contributes to adverse effects on the environment and the health of individuals. In addition, it is a proven fact that turning off a vehicle engine rather than idling saves fuel and is not detrimental to the vehicle's operation. The School Board believes that no vehicles should be idling on school property.

The administrative procedures to this policy provide guidelines to reduce the incidence of vehicle idling on school property in the Readington Township School District. All aspects of this policy will conform to requirements found in NJ Statute 7:27-14.2.

1. All School Bus loading zones will be posted as "No Idle Zones" to which school staff and the public are to adhere;
2. Unnecessary idling will be restricted on district-owned, leased or rented vehicles and motorized equipment, and on private vehicles used for school business;
3. Motor vehicles and motorized equipment shall not be permitted to stand unattended without first stopping the engine, locking the ignition and removing the key;
4. Motor vehicles and motorized equipment shall not be permitted to idle in a parked position for a period of more than three (3) minutes;
5. When school bus or other drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses/vehicles immediately upon arriving to eliminate idling time and reduce harmful emissions. The school bus/vehicle should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.



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Exceptions include conditions that would compromise passenger safety, such as:

- Extreme weather conditions
 - a) If the outside temperature is between 32 degrees (F) and -10 degrees, idling to operate heaters is allowed for up to 5 minutes; or
 - b) If the outside temperature is below -10 degrees, idling to operate heaters is allowed for up to 15 minutes,
 - Idling in traffic
 - Use of lift equipment during loading or unloading of children with one or more disabilities;
 - Use of a heater or an air conditioner of a bus during loading, unloading or transport of children with exceptional needs;
 - Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations;
 - In any of the above cases, if equipment can be run from the battery then the drivers should refrain from idling, unless there is a significant concern of draining the battery.
6. At school bus parking areas, the idling time during early morning warm-up is limited to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
7. Communication of this policy:
- All drivers shall receive a copy of this bulletin at the beginning of every school year.



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- Principals shall include in their communication to parents at the start of the school year a reminder that the idling of private vehicles is not allowed on school property and complaints and concerns should first be brought to the attention of the individual school. If the issue cannot be resolved at the school level, complaints are forwarded to the department of transportation.
- The athletic and extra-curricular programs should include in their instructions to schools participating in activities on our properties, information which clearly states that the idling of school and private vehicles at our facilities is prohibited.
- In cooperation with the town, "no idling" signs will be posted at facilities and fields used by the schools unless prohibited.

The Manager of Facilities shall be responsibility for the implementation and monitoring of this policy. This policy will be monitored annually.

Adopted:



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[See POLICY ALERT Nos. 164 and 205]

R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. **The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:**
 - a. **Student management and discipline;**
 - b. **School bus accident and emergency procedures;**
 - c. **Conducting school bus emergency exit drills;**
 - d. **Loading and unloading procedures;**
 - e. **School bus stop loading zone safety;**
 - f. **Inspecting the school vehicle for students left on board the bus at the end of a route; and**
 - g. **The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.**
2. **The district shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.**

~~The following procedures apply to all school bus drivers employed by the Board of Education or under contract with the Board of Education for the transportation of pupils to and from school or in the course of an activity sponsored by the Board of Education.~~

BA. Emergency Bus Evacuation ~~Exit~~ Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for **students** ~~pupils~~ who are transported to and from school and **all other students shall receive school bus evacuation instruction at least once within the school year** ~~at least once per year for all other pupils.~~



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2. ~~The S~~school bus drivers **and bus aides shall** ~~will~~ participate in the **emergency exit** drills.
3. Bus exit drills will be conducted on school property and **shall** ~~will~~ be supervised by the Principal or by a person assigned ~~by the Principal~~ to **act in a supervisory capacity** ~~supervise the drill~~. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of **students** ~~pupils~~.
4. The portion of the drill involving the use of the rear emergency door, which requires **students** ~~pupils~~ to jump **from the bus to the ground** ~~a thirty-inch drop~~, **does** need not **to** be performed by every **student** ~~pupil~~; ~~a few pupils~~ **and** may **be demonstrated by** ~~for the~~ others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. 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;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct **students** ~~pupils~~ that lunches and books should be left on the bus in the evacuation procedure;
 - g. **Encourage** ~~Appoint~~ older, bigger **students** ~~pupils~~ to assist younger, smaller **students** ~~pupils~~ in their exit from the bus;



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- h. Have **students** ~~pupils~~ leave **the** bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct **students** ~~pupils~~ to group ~~in a safe place at least fifty "giant steps"~~ **distance** away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority; ~~and~~
 - j. Tolerate no **student** ~~pupil~~ misbehavior in the conduct of the drill; the failure of any ~~pupil~~ **student** to follow directions must be reported to the Principal; **and**
 - k. **Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.**
6. **In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:**
- a. **The date of the drill;**
 - b. **The time the drill was conducted;**
 - c. **The school name;**
 - d. **The location of the drill;**
 - e. **The route number(s) included in the drill; and**
 - f. **The name of the Principal or assigned person(s) who supervised the drill.**

CB. Additional Precautions

- 1. **School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the _____ (Transportation Supervisor or Principal or designee).**



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A _____ (~~pupil leader, school bus aide, adult monitor, or other~~) will be appointed to assist the school bus driver. ~~A pupil leader will be selected on the basis of the pupil's maturity, ability to lead, and, where possible, residency near the farthest point of the bus route; written parental approval must be secured. The _____ will be trained to substitute for the bus driver in the event of the driver's incapacitation.~~

2. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
3. Each school bus shall be equipped with:
 - a. A list of the ~~pupils~~ **students** assigned to that bus;
 - b. A first aid kit approved by the school ~~nurse medical inspector~~ and inspected regularly by the **school bus driver** ~~school nurse~~;
 - c. 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~~
 - d. Flags or flares or other warning devices; **and**
 - e. **Any other equipment or supplies determined to be included on the school bus by the administration.**
4. Each school bus driver shall:
 - a. **Inspect** ~~Daily survey~~ his/her bus for possible hazards **or safety concerns before driving the bus each day**;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain **student** ~~pupil~~ discipline on the bus;



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- d. Prohibit the presence of any **non-service** animal, firearm, ammunition, weapon, explosive, or any other dangerous **or illegal** material or object on the school bus;
- e. Report promptly to the _____ **(Principal, Transportation Supervisor, Other)** any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the _____ **(Principal, Transportation Supervisor, Other)** any deviation in the bus route or schedule;
- g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations; ~~and~~
- i. Not smoke, eat, or drink **while in or operating the bus at any time** ~~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 pupils~~;
- j. **Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and**
- k. **Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.**

DC. General Emergency Rules

- 1. ~~The S~~school bus drivers ~~are~~ is responsible for the safety of the ~~students~~ ~~pupils~~ on ~~their~~ his/her bus. In the event of an emergency, ~~the~~ school bus drivers must exercise responsible leadership. The safety and well-being of ~~students~~ ~~pupils~~ must be



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the ~~driver's~~ **drivers'** paramount consideration. The **School** bus drivers ~~will~~ **shall** stay with **their** ~~his/her~~ **students** ~~pupils~~ **at all times until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.**

2. **School** ~~The~~ bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after ~~he/she has~~ **they have turned off the engine** ~~stopped the motor,~~ removed the ignition key, **and safely secured the school bus** ~~set the auxiliary brake, and put the transmission in gear for a standard transmission or in "Park" for an automatic transmission.~~
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. 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~~
 - c. The bus is disabled for any reason and
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
 - (2) A potential exists for the position of the bus to shift thus endangering **students** ~~pupils~~, or
 - (3) 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; **or**
 - d. **The risk of remaining in the bus poses a greater safety risk than evacuating the bus.**
4. When a school bus is evacuated, **students** ~~pupils~~ shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.



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5. **Students** ~~Pupils~~ who have been evacuated from a school bus shall be moved to a safe place **and distance** ~~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 **alternative safety** provisions can be made.
 6. No **student** ~~pupil~~ 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.
 7. **In the event** ~~Whenever~~ a school bus is disabled in the course of providing **student** ~~pupil~~ transportation, the driver, or a responsible person **designated** ~~appointed~~ by the driver, will notify the _____ (**Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other**) of the number and location of the bus and the circumstances of the disability. The _____ (**Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other**) will make arrangements for the safety of the **students** ~~pupils~~ involved, ~~by substitute transportation or otherwise.~~
- ED. Specific Emergency Situations
1. 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 **designee** ~~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** ~~pupils~~ as safe and comfortable as possible. If **possible and** necessary, the driver will administer emergency first aid to injured **students** ~~pupils~~.



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- c. Each pupil on a school bus involved in an accident must be examined for possible injuries, whether or not the pupil appears to have been injured. In the event the school medical inspector is not immediately available, pupils will be examined by the school nurse or by the pupil's personal physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the _____ (~~Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other~~).

In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:

- (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. **In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.**
- (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.



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- (2) **If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.**
- ed. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) **or from law enforcement officers at the accident scene:** driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, 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 **Commissioner of Education** ~~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 as prescribed by the New Jersey Department of Education.



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- (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or **damage to property of any one person** damage in excess of \$500 shall **complete and file**, within ten days after ~~such~~ 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** pupils 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 **to a hospital by per ambulance or by other emergency personnel** report.
2. 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 there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance** ~~When the school bus driver is incapacitated, the _____ (pupil leader, school bus aide, adult monitor, other (see paragraph B1)) shall take charge of the bus and will be responsible for implementing these procedures.~~ **If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.**
 - c. ~~If necessary, T~~he bus **shall** will be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and **safely secure the bus** the auxiliary brake set.



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- d. If necessary, the _____ (~~pupil leader, school bus aide, adult monitor, other (see paragraph B1)~~) shall summon emergency medical services to aid the driver.
- e. The _____ (~~pupil leader, school bus aide, adult monitor, other (see paragraph B1)~~) shall, in person or through a responsible delegate, immediately notify the _____ (~~Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other~~) of the number and location of the bus and, to the extent that it is known, the condition of the driver.
- df. The _____ (~~Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other~~) shall immediately arrange for the transportation of the **students** ~~pupils~~ by substitute driver, substitute bus, or other means.
3. In the event of an injury to a **student** ~~pupil~~ 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.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a **student** ~~pupil~~ 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.
- b. If necessary, first aid will be administered.
- c. If the **student's** ~~pupil's~~ injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the **student** ~~pupil~~ until emergency medical help arrives.
- d. If the **student's** ~~pupil's~~ injury is not serious, and



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- (1) Occurs on the way to the school, the school bus driver will deliver the injured **student pupil** to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the **student's pupil's** parent~~(s)~~ or legal guardian~~(s)~~.
 - (2) Occurs on the way to the **student's pupil's** home, the school bus driver **or another school district staff member** will deliver the injured **student pupil** to his/her parent~~(s)~~ or legal guardian~~(s)~~ or to a responsible adult at the **student's pupil's** home or if no one is home the injured **student pupil** will be **transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or** to the nearest hospital emergency room.
 - (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 pupil** and notify the **student's pupil's** parent~~(s)~~ or legal guardian~~(s)~~.
- e. The school bus driver will immediately report the incident **and any injuries** to the Principal **or designee** of the school in which the **student pupil** is enrolled. ~~The Principal may request that the school medical inspector examine the pupil or may request the pupil's parent(s) or legal guardian(s) to submit the report, if any, of the examining physician.~~

Issued:

