

COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

707 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades prekindergarten through 8 with age-appropriate school bus safety training of the following concepts:
 - a) transportation by school bus is a privilege, not a right;
 - b) school district policies for student conduct and school bus safety;
 - c) appropriate conduct while on the bus;
 - d) the danger zones surrounding a school bus;
 - e) procedures for safely boarding and leaving a school bus;
 - f) procedures for safe vehicle lane crossing; and
 - g) school bus evacuation and other emergency procedures.
2. All students in grades PreK through 8 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. Students in grades PreK through 8 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district must provide students enrolled in grades PreK through 3 school bus safety training twice during the school year.
4. The school district must conduct a school bus evacuation drill at least once during the school year.
5. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
6. The school district may provide Prek/kindergarten students with school bus safety training before the first day of school.

7. The school district may provide student safety education for bicycling and pedestrian safety for students in grades PreK through 5.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to Cologne Academy's administration. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. If these rules are broken, Cologne Academy's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. The school bus driver's responsibility is to report unacceptable behavior to Cologne Academy's Principal's Office.
 2. Rules at the Bus Stop
 - a) Parents/Guardians are not allowed to enter the bus.
 - b) Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - c) Respect the property of others while waiting at your bus stop.
 - d) Keep your arms, legs, and belongings to yourself.
 - e) Use appropriate language.
 - f) Stay away from the street, road, or highway when waiting for the bus.
 - g) Wait until the bus stops before approaching the bus.
 - h) After getting off the bus, move away from the bus.
 - i) If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - j) No fighting, harassment, intimidation, or horseplay.
 - k) No use of alcohol, tobacco, or drugs.
 3. Rules on the Bus
 - a) Immediately follow the directions of the driver.
 - b) Sit in your seat facing forward.
 - c) Talk quietly and use appropriate language.
 - d) Keep all parts of your body inside the bus.
 - e) Keep your arms, legs, and belongings to yourself.
 - f) No fighting, harassment, intimidation, or horseplay.
 - g) Do not throw any object.
 - h) No eating, drinking, or use of alcohol, tobacco, or drugs.
 - i) Do not bring any weapons or dangerous objects on the school bus.
 - j) Do not damage the school bus.
 4. Consequences

- a) Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.
- (1) Elementary (PreK-5)
 - 1st offense – warning
 - 2nd offense – 3 school-day suspension from riding the bus
 - 3rd offense – 5 school-day suspension from riding the bus
 - 4th offense – 10 school-day suspension from riding the bus/meeting with parent
 - Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.
 - (2) Secondary (6-8)
 - 1st offense – warning
 - 2nd offense – 5 school-day suspension from riding the bus
 - 3rd offense – 10 school-day suspension from riding the bus
 - 4th offense – 20 school-day suspension from riding the bus/meeting with parent
 - 5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to

pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement.
- B. CTS will ensure all employees are trained and qualified.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether handheld or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

VII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.