Merchantville Board of Education 130 South Centre Street Merchantville, NJ 08109	File Code : 3541.33 Proposed : 11/27/07 Adopted : 12/11/07 Reviewed : 05/18/2022

Transportation Safety

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The board directs the chief school administrator to oversee development of regulations to govern:

A. Pupil conduct on buses;
B. In-service education for bus drivers to include:
   1. Management of pupils;
   2. Safe driving practices; recognition of hazards;
   3. Special concerns in transporting pupils with disabilities;
   4. Emergency procedures on the road; accident report;
   5. Information on required drug and alcohol testing.

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a district-owned or contracted vehicle that include any of the following:

A. Physical injury to anyone concerned, no matter how minor
B. Property damage of any kind, even if the financial loss is negligible
C. Failure of any mechanical function of a district-owned or contracted vehicle during operation, even if no injury or damage results

It shall be the responsibility of the chief school administrator to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performances, and in scheduling inspection of vehicles.

Bus Procedures to Reduce the Spread of Contagion

A. To the maximum extent practicable, bus drivers will ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus. Hand sanitizer will be made available at the school bus entrance for use when boarding.

B. Drivers should practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.

C. Students must wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP. For adults, accommodations shall be consistent with those provided by the school district for staff and others;

D. Bus drivers will be reminded to implement certain personal hygiene actions (e.g., frequent hand washing) and be afforded the opportunity to do so (such as having sufficient time between routes);

E. District vehicles will be cleaned and sanitized including seats, rails, and highly touch surfaces before each run.

F. Contracted transportation providers shall be required to clean and sanitize seats, rails and highly touched surfaces before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

G. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:

1. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
2. Provide a certification that, before the route commenced, the required process was completed as required.

H. These procedures will include a minimum of two stages: cleaning, which removes dirt and germs from surfaces; and disinfecting, which kills germs on surfaces that remain after cleaning.

I. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have been shown to be effective against COVID-19;

Drills

All pupils will receive evacuation instruction at least once within the school year.

Vehicles and Equipment

All district-owned or contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All district-owned or contracted vehicles used to transport children shall conform with state standards for such vehicles and shall be equipped with all safety devices required by code and statute.

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district shall be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and implementing regulations and shall provide all bus drivers with required information on them (see policy 4219.23 Employee substance abuse). Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

Key Words

Safety, Bus Safety, Transportation Safety, Pupil Transportation, Student Transportation

Legal References:

N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:39-1 et seq.	Transportation of pupils remote from school
See particularly: N.J.S.A. 18A:39-17, -18, -19.1, -20	
N.J.S.A. 18A:39-19.2 through N.J.S.A. 18A:39-19.4	Training program for school bus drivers, bus aides relative to students with special needs
N.J.S.A. 18A:39-26	School Bus Safety Act
N.J.S.A. 18A:39-27	Bus Driver Presence Required
N.J.S.A. 18A:39-28	Inspection of School Bus for Pupils
N.J.S.A. 39:3-10.9 et seq	New Jersey Commercial Driver License Act
N.J.S.A. 39:3B-1.1 et seq.	School Buses, Equipment and Regulations
See particularly: N.J.S.A. 39:3B-10 through -12	
N.J.A.C. 6A:27-1.1et seq.	Student Transportation
See particularly: N.J.A.C. 6A:27-11.1, -11.2, -11.3, -11.4,-12.2, -13.3	

34 CFR Part 85.100 et seq., Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)

49 U.S.C. § 31306 et seq.- Omnibus Transportation Employee Testing Act of 1991

49 C.F.R. Part 40.1 et seq. - Procedures for Transportation Workplace Drug Testing Programs

49 C.F.R. Part 382.101 - Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391.1 et seq. - Qualification of drivers

Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

The Department of Education School Bus Driver and Aide Training for Interacting with Students with Special Need: located on the New Jersey Department of Education website at: http://www.nj.gov/education/finance/transportation/training/dis/

The NJDOE Guidance: *The Road Back: Restart and Recovery* at: *https://www.nj.gov/education/reopening/*

Possible Cross References:

*3516	Safety
*3541.1	Transportation routes and services
*4211	Recruitment, selection and hiring
*4119.23/4219.23	Employee substance abuse
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5131	Conduct/discipline
*1531.1	Harassment, intimidation and bullying
*5142	Pupil safety

*Indicates policy is included in the Critical Policy Reference Manual.