

Book	Policy Manual
Section	800 Operations
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Purpose

Transportation for students shall be provided in accordance with law and Board policy. The goal of the district's transportation system is to safely transport every child who is eligible for transportation.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]\[3\]\[4\]](#)

The Board shall purchase, lease, equip and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]\[3\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

The district shall provide transportation for students living within the prescribed limits for walking to school are found to be hazardous by the Department of Transportation.[\[3\]\[11\]](#)

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[\[12\]\[13\]\[14\]\[15\]\[16\]](#)

The Board shall provide **free** transportation for eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law. **Transportation provided to charter school students need not be identical to transportation provided to traditional public school students.**[\[2\]](#)[\[4\]](#)[\[18\]](#)[\[19\]](#)[\[2\]](#)[\[4\]](#)[\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[18\]](#)[\[19\]](#)

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[\[19\]](#)[\[20\]](#)

A school transportation driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district and contractor have evaluated the results of that screening process.[\[10\]](#)[\[33\]](#)[\[34\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[21\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[\[22\]](#)[\[23\]](#)

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the appropriate building principal as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[\[7\]](#)

The Superintendent or designee shall be responsible to:

1. Review yearly and revise as needed the route maps and narratives which include all approved stops and lists of assigned students and their assigned stops.[\[7\]](#)
2. Maintain records and make reports required by the State Board of Education regarding school transportation.[\[5\]](#)[\[7\]](#)
3. Distribute rules governing student conduct during transport; such rules shall be binding for all students transported by the district.[\[7\]](#)
4. Develop and revise as needed contracts for the transportation of district students.

Student Pick-Up/Drop-Off

Students shall be picked up and/or discharged at the same loading zone every day. The child may be picked up at one location and dropped off at a different location, but this must be done on an everyday basis. Items listed below shall determine if such an arrangement can be honored. The parent/guardian may request in writing that a student be reassigned to a different loading zone and/or route. Each written request shall be reviewed by the district administration office and may be granted in accordance with the following criteria:

1. The route is operated from the student's assigned school.
2. The route does not have to be changed or extended.
3. The load on the vehicle shall not exceed the legal limits for the vehicle.
4. The change does not increase the costs to the district.
5. The change shall be long-term except under emergency conditions (hospitalization of a parent/guardian; temporary change of residence due to a family crisis/situation).
6. No parent/guardian notes will be honored for students to ride school transportation vehicles home with friends.

Exception to the above will be only if a parent/guardian, in writing to the district administration office, states that his/her child may be picked up at a different established stop of the bus to which the child is assigned. This exception applies only to morning pick-ups. No exceptions will be made for afternoon drop-offs.

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[15][16][24][25][26]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[27][28]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[29][30][31]