River Valley
School District

Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Active
Adopted	August 15, 2012
Last Revised	March 16, 2026
Last Reviewed	March 16, 2026
Prior Revised Dates	07/30/2014; 03/22/2017; 09/18/2019

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Authority

The Board shall contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.

Students living more than one and one-half (1 1/2) miles from the school they attend shall be transported. This distance does not include private lanes or private roads. Students who live within that distance may also be transported according to determination made between the bus contractor and the administration or as allowed by Board policy.

Students may be expected to walk a distance to their bus stop of no more than one and one-half (1 1/2) miles. This distance does not include private lanes or private roads.

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.

The Board shall transport handicapped students without regard to distance or hazardous walking conditions.

The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law. On any day that the district cancels due to inclement weather or emergencies, transportation services will also be suspended for all nonpublic schools.

Students who are completing the school year in the district but do not live in the district can be included in the district's transportation program provided they are assigned to an existing bus stop within the district's boundaries. No new bus stop will be created. This privilege must receive prior approval by the Superintendent.

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.

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.

The school bus driver shall be responsible for the discipline of students while they are being transported. In all cases, the principal shall be responsible for administering any disciplinary measures. Student discipline will be issued in accordance with the School Bus Discipline guidelines.

The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.

The Superintendent or designee shall be responsible to:

1. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.

2. Prepare a district map or schedule indicating each bus stop and bus route.

3. Maintain records and make required reports regarding school transportation.

4. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.

Reports Of Employee/Contractor Crimes/Child Abuse

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district whether or not they or any of their employees:

1. Have been arrested or charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.

2. Have been arrested or charged with or convicted of crimes that affect their suitability to have direct contact with students.

This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.

The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.

If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall notify the district of the name of the employee, nature of the offense, and the status of the

disposition. The district will review this information to determine if the employee shall continue to transport district students.

Guidelines

Establishing Bus Routes And Bus Stops

Bus stops and bus routes will be re-evaluated and re-established yearly. Existing bus stops and bus routes that do not meet the guidelines of this policy will be brought into accordance with the new guidelines.

Bus routes and bus stops shall be established based on the following guidelines:

1. Bus routes and bus stops will be created and/or eliminated following review by the Superintendent or designee(s) when deemed to be unsafe, unsuitable or unnecessary on a case-by-case basis.

2. The fact that a bus stop or bus route once existed in a particular area will have no bearing on the placement of future routes or stops.

3. The fact that a kindergarten stop was created does not mean it will continue as an elementary stop the following year.

4. No bus stops will be created outside school district boundary lines except for students who fall under the guidelines of the McKinney-Vento Act or Every Student Succeeds Act (ESSA).

5. The conditions of the roadway must be suitable and safe for travel by the buses and, where applicable, the turnaround for the bus must be suitable and safe. The district and the bus contractor must both agree on new roadways and turnaround areas for the buses to travel.

6. A bus route extension will not be approved unless a significant number of students live more than one and one-half (1 1/2) miles from the present stop. This distance does not include private lanes or private roads.

7. Bus stops will be central to the residences of students where sidewalks and/or private drives or an area where students can safely wait for the bus are located along the bus route providing that the central location is the safest place to stop.

8. Bus stops will be located at an intersection when possible and not at a student’s home in order to eliminate having to locate a safe turnaround, as well as turnaround time.

9. Bus stops must be visible for five hundred (500) feet on a straight and level highway and seven hundred (700) feet on a hill or curve.

10. Special consideration will be given to granting an exception to the above criteria if the district is able to verify that the student has been diagnosed as having a medical problem or other special need/condition which is made worse by the aforementioned criteria.

Transportation Requests

Requests for new bus stops and/or new bus routes must be submitted to the Superintendent or designee(s) on the required form.

Requests for new bus stops or new bus routes for the coming school year must be submitted no later than July 31. A**LL CAREGIVER CHANGES FOR THE COMING SCHOOL YEAR MUST BE MADE BY THIS DATE.** Only one caregiver change may be made from this date throughout the school year.

Requests for changes in existing bus stops or existing bus routes for the coming school year must be submitted no later than July 31. **ALL CAREGIVER CHANGES FOR THE COMING SCHOOL YEAR MUST BE MADE BY THIS DATE.** Only one caregiver change may be made from this date throughout the school year.

Students moving into the school district throughout the year will be assigned to an existing bus stop and bus route. If a parent/guardian wishes to request a new bus stop or route extension, this request must be submitted to the Superintendent or designee(s) on the required form and will be considered in accordance with the guidelines for new bus stops and bus routes. Requests will be reviewed and a response given within five (5) school days.

If a request is denied, an appeal may be submitted within ten (10) days to the Superintendent's office. The appeal will not be considered unless there are extenuating circumstances not previously presented.

The school district will permit special transportation arrangements to and from school on different buses or at different stops under the following conditions:

1. The District recognizes that requests for multiple bus stops increase the risk of younger students exiting the bus at an incorrect location. Accordingly, limitations on bus stop assignments are necessary to support student safety and the efficient operation of District transportation services.

Each student shall be assigned one (1) primary bus stop and one (1) alternate bus stop. Requests for additional bus stops will not be approved without an Order of Court or a certified medical accommodation.

An exception may be permitted at the discretion of school district administration for early dismissal Fridays only, during which a different bus stop may be designated exclusively for those afternoons. No other exceptions shall be granted.

When alternate transportation arrangements are approved, responsibility for ensuring that the student boards and disembarks from the correct bus at the assigned stop on the designated day rests with the student and the parent/guardian.

2. Bus stops/routes must remain consistent, week-to-week, throughout the entire school year. The only exception will be if a student moves to a new residence or a court order dictates a change.

3. Students are entitled to one (1) caregiver change during the school year.

4. A one day exception may be made to the two bus route clause if approved by the principal or transportation coordinator. The only exceptions considered will be if a student receives approval from the principal to complete coursework, participation of high school students in the elementary tutoring program, an extreme medical or family emergency or a court order. Parents are responsible to have a secondary plan in place, in the event they cannot be at the bus stop or at home to receive their child.

5. A short-term temporary change may be made to a student's bus stop/route ONLY for one of the following reasons:

- ☐ If a student receives approval from the principal to complete coursework
- ☐ Participation of high school students in the elementary tutoring program
- ☐ Medical appointment for a family member and parent will not be at home
- ☐ Parent out of town

Temporary changes will be approved for 60 days.

6. Students are permitted to ride ONLY the bus routes designated for their grade level.
   - ☐ PreK students may NOT ride elementary or secondary bus routes.
   - ☐ Elementary students may NOT ride PreK or secondary bus routes.
   - ☐ Secondary students may NOT ride PreK or elementary bus routes.

An exception will be made in the event of inclement weather or an emergency situation in an area. A secondary student may ride an elementary bus route in the AM only if the bus is unable to service the area on the secondary bus route but is able to service the area on the elementary bus route.

A bus driver will not permit a student to board a bus other than that originally assigned to the student unless they have an approved boarding pass for transportation.

Bus drivers are not permitted to pick up or drop off students at unauthorized bus stops. If they do so, they assume any responsibility associated with their actions.

Miscellaneous

1. The student is responsible for getting on and off the correct bus on the proper day when a request is made for alternate transportation arrangements. It should be recognized that a parent/guardian request for multiple bus stops increases the risk of younger children getting off the bus at the wrong stop.

2. Preschool and kindergarten students will be released at the bus stop only if an individual designated by the parent/guardian is at the bus stop to receive the student.

3. The parent/guardian has the right to list a maximum of four (4) individuals as designees. It is the responsibility of the parent to determine the ability of a school-age child to receive their child from the bus.

4. All designees should carry a photo identification in the event the bus driver asks to see it.

5. Student transportation guidelines are subject to change but will be distributed to parents on a yearly basis prior to the start of the school year or upon request from a parent.

Audio/Video Recording

The River Valley School District School Board has authorized the use of video/audio cameras on school buses. These cameras can record both what is said and done. The video/audio cameras will be used to monitor student behavior, to maintain order and a safe environment. The recordings may be used in a student disciplinary proceeding. The contents of the recordings are confidential student records and will be safeguarded. Recordings will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents and eligible students may request access to video/audio recorded information.

Legal

1. 24 P.S. 1361
5. 24 P.S. 1362
6. 67 PA Code 447.1 et seq
7. 24 P.S. 1374
8. 22 PA Code 23.3
9. Pol. 103
10. Pol. 103.1
11. Pol. 202
12. 35 P.S. 4601 et seq
13. 67 PA Code 212.101
14. 22 PA Code 23.4
15. Pol. 121
16. 22 PA Code 23.1
17. 24 P.S. 111
18. 23 Pa. C.S.A. 6355
19. Pol. 304
20. Pol. 317
21. 22 PA Code 23.2
24 P.S. 1331
24 P.S. 1365
24 P.S. 1366
24 P.S. 2541
24 P.S. 2542
22 PA Code 8.1 et seq
22 PA Code 15.1 et seq
22 PA Code 23.6
23 Pa. C.S.A. 6301 et seq
49 CFR Part 37
49 CFR Part 38
Pol. 000
Pol. 810.1