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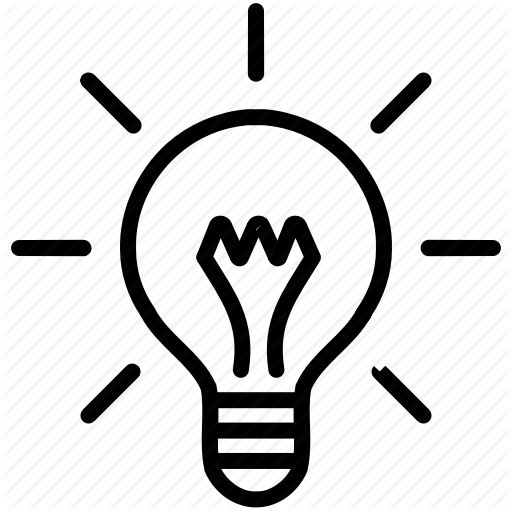
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**Policy** **Statements**

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| **Statement of Purpose** |
| Transportation service will be provided to eligible students in accordance with the requirements of 16 VSA §1222. |
| **Policy Detail** |
| Eligibility distances are determined at the local school level. Each board shall adopt a transportation policy for students required to attend school in accordance with the procedure specified in section 563(1) of Title 16. This policy must take into consideration the transportation needs of pupils, such as:   * Location of the student's home * Age and health of students * Distance to be traveled * Condition of the road and type of highway * Type of school that is being attended   As of the adoption date of this policy, there is no funding provided by the State for pupil transportation services and as a result all eligibility determinations are made recognizing safety and efficiency as the primary considerations. |

**Additional reference items**

Title 16: Education, Chapter 027: Transportation And Board, Subchapter 001: General Provisions, § 1222. Students who may be furnished transportation (Cite as: 16 V.S.A. § 1222)

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| **Statement of Purpose** |
| The State of Vermont recognizes that allowing students to arrive at school ready to learn necessitates a judicious balance between operational efficiency and the duration of any individual student's bus trip. All ride time policies are determined by the Superintendent and Board at each individual District. |
| **Policy Detail** |
| There is no statutory or regulatory guidance related to ride times, however, the United States Department of Education recommends that special needs students do not spend more than 60 consecutive minutes on a bus.  DISTRICT NAME has established XX minutes as the guideline for the maximum student ride time for general education students and XX minutes as the guideline for special needs students. It is understood that this guideline is conditioned on a number of controllable and uncontrollable geographic, demographic, and operational considerations within the district.  Route planners will endeavor to design bus routes that take into consideration:   * Length of trip (consider when time should begin and end) * Anticipated traffic on route * Students transported outside of their home school boundary may require a longer bus trip * Student type and age * Number of stops * Distance being traveled * Geography and climate * Number of students on bus   This procedure establishes guidelines only. This procedure should not be interpreted as an absolute maximum by district staff or any other stakeholder. |

**Additional reference items**

*An Overview of Special Education Transportation,* Steven E. Lake, Esq., June 2003, page 16 speaks to the issue of special needs ride time recommendations.

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| **Statement of Purpose** |
| DISTRICT NAME will endeavor to locate all bus stops in locations that promote a reasonable balance between efficiency and effectiveness. Bus stops should be placed with student safety as the main priority. |
| **Policy Detail** |
| The policy will consider a combination of factors including travel path, distance, consistency with transportation eligibility, and safety factors.  The following procedure should be considered when deciding bus stop locations:   1. The distance between the place of residence and the bus stop is calculated based on the shortest distance on a public road between the private entrance to a student's primary address and the bus stop.    * The distances measured will be the shortest safe walking route along road or walkway from the student's home property to the stop location.    * All distances are assessed and determined by district's routing software (if applicable). 2. The maximum distance any student may walk to a bus stop should be equal to the District's walking distance to school eligibility. We recognize that this is extremely aggressive, but want Districts to recognize the difference between walking to school eligibility and distance to a bus stop. Please adjust as you see fit. 3. Bus stop locations should be a minimum of 1000 feet apart and should allow a minimum of 500 feet of clear vision in both directions unless roadway circumstances cause extenuating circumstances. Bus stop locations are to be on public roadways and to the extent practicable, at intersections of public roadways. Bus stops are to be located where adequate space exists for students to safely wait for a bus and to safely get on and off the bus. Bus stop locations should not be located on a steep grade, brow of a hill or a blind curve. 4. Other factors which may be deemed pertinent to the health and safety of students may be considered at the discretion of the individual District in locating appropriate bus stops. Such factors may include abandoned buildings, known high-crime addresses, hazardous conditions, |

**Additional reference items**

2015 National Congress on School Transportation, May 2016, [www.ncstonline.org](http://www.ncstonline.org)

School Bus Stops: A Safety Guide for Transporters, Lenny Bernstein, Peggy Burns & Jim Ellis, 2005

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placement of stops at mid-block locations, high traffic areas, proximity of stops to railroad crossings, etc.

5. Parents/guardians can appeal bus stop locations formally to the district. The district will evaluate each stop location in a timely fashion.

**Additional reference items**

2015 National Congress on School Transportation, May 2016, [www.ncstonline.org](http://www.ncsonline.org)

School Bus Stops: A Safety Guide for Transporters, Lenny Bernstein, Peggy Burns & Jim Ellis, 2005

**Standard Operating Procedures**

**Section 1: Employee Management**

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| **Statement of Purpose** |
| The purpose of this procedure is to outline the licensing and certification requirements of school bus  drivers as regulated by the Vermont Department of Transportation (DOT). Drivers operating school buses for DISTRICT NAME must be properly trained, credentialed and screened in accordance with the requirements of 23 V.S.A. §1282 and all documents listed in the Driver Records Management SOP.  Beginning in February 2022, all applicants applying for a commercial driver’s license will be required to complete Entry Level Driver Training Requirements. The ELDT training curriculum is outlined in 49 CFR 380. In order to be eligible for CDL testing, applicants must have received training from an individual or organization that has registered in the Training Provider Registry (TPR). This requirement is applicable to both public and private sector organizations. More information can be found at <https://dmv.vermont.gov/licenses/types-of-licenses-ids/commercial-drivers-license-cdl/entry-level-driver-training-eldt> (link active as of 10/2022) |
| **Procedure Detail** |
| Statutory guidance on driver qualifications are provided for in 23 V.S .A. §1282. Additionally, DISTRICT NAME has further established the following considerations when employing school bus drivers or monitors.   * Per the Vermont Department of Motor Vehicles, the minimum age to become a driver is 18. DISTRICT NAME acknowledges that as a result of preliminary discussions of the National   Transportation Safety Board, we have established XX years as the minimum age for any driver transporting students in DISTRICT NAME.   * DISTRICT NAME will conduct annual driver record checks and child safety checks for a   designated portion of the driver force as part of a cyclical auditing procedure. |

**Additional reference items**

Title 23: Motor Vehicles, Chapter 013: Operation of Vehicles, Subchapter 014: Equipment, § 1282. Operator, equipment and inspection (Cite as: 23 V .S.A. § 1282)

Vermont School Bus Manual, 2021, https://dmv.vermont.gov/sites/dmv/files/documents/VN-003-Schoolbus\_Manual.pdf.

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| **Statement of Purpose** |
| The purpose of this procedure is to outline the licensure and certification documents that DISTRICT NAME will have securely stored on file and define a process to manage and track renewals, expirations, training, etc. As of February 2022, it is mandatory that CDL training be provided by an individual or organization identified in the Training Provider Registry. Documentation of this should be reviewed and assured prior to any offer of employment.  Additionally, DISTRICT NAME will be in compliance with all CDL driver qualification requirements and regulations that are listed in the Standard Operating Procedure - 'School Bus Driver Qualifications'. |
| **Procedure Detail** |
| Employers of school bus drivers shall maintain a current driver qualification file for each driver/monitor it employs which shall include the following records:   * Current medical certificate signed by physician- valid for 1 year * DOT Physical- valid for 2 years * Copy of valid driver's license of appropriate class and endorsements- CDL is valid for 4 years * Copy of bus driver's examination on school bus laws and rules- valid for 4 years (taken with CDL) * Previous three-year operating record and traffic abstract * Vision test certificate- valid for 4 years (taken with CDL) * Knowledge test based on the school bus manual and Section 10 of the Vermont Commercial Driver License Manual certificate- valid for 4 years (taken with CDL) * Road test certificate- valid for 4 years (taken with CDL) * Commendations and complaints * Accident Records * Application * Cell phone policy- annually signed * Child check policy- annually signed * Criminal record check * Drug/alcohol policy- annually   The transportation department will coordinate with the district's human resources and technology staff to establish a secure mechanism to acquire, access, and store the necessary information. |

**Additional reference items**

Vermont School Bus Manual, 2021, https://dmv.vermont.gov/sites/dmv/files/documents/VN-003-Schoolbus\_Manual.pdf

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Any school bus contractor serving the district must maintain the same information in a format that is accessible to the district in the event of an incident or event requiring the needed information. The bus contractor is expected to provide requested information to the district in as expeditious a manner as possible using its best efforts.

**Additional reference items**

Vermont School Bus Manual 2021, https://dmv.vermont.gov/sites/dmv/files/documents/VN-003-Schoolbus\_Manual.pdf

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| **Statement of Purpose** |
| Training is a crucial component to ensure that each driver is equipped to safely maneuver a school bus on a daily basis. This procedure will identify the annual training expectations of current school bus drivers and the requirements related to new bus drivers. |
| **Procedure Detail** |
| Per the Vermont School Bus Manual, 2018, page 11, each driver is required to attend a training course that has been approved by the Commissioner of Motor Vehicles.  DISTRICT NAME will supplement the required training to enhance the safety and efficiency of its operations with material related to the following topic areas:   * Student behavior and management * Defensive training * Driving in hazardous/inclement weather * Emergency evacuations * Defensive driving * Danger zones * Checking for sleeping students   As of February 2022 all new appl;icants for CDL license must be trained using an individual or organization included in the federal Training Provider Registry and must complete the requirements of the Entry Level Driver Training (ELDT) program. More information can be found at <https://dmv.vermont.gov/licenses/types-of-licenses-ids/commercial-drivers-license-cdl/entry-level-driver-training-eldt> (link active as of 10/2022) Topics will be included as part of a regular assessment of driver performance and trends in areas of concern. DISTRICT NAME will not necessarily address each topic on an annual basis, but the training program will be designed to support regulatory compliance and operating excellence in the driver force. |

**Additional reference items**

Vermont School Bus Manual, Scott, Phil; Flynn, Joe; & Ide, Robert. 2018. 11-13.

**Standard Operating Procedures**

## Section 2: General Operations

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| **Statement of Purpose**  Statement of Purpose |
| The Transportation Department will be constituted to support the educational mission of DISTRICT NAME. This will include aligning its individual mission and goals with that of the broader school district and creating an organizational structure that supports safety, accountability, efficiency, and effectiveness. |
| **Procedure Detail** |
| DISTRICT NAME has developed and adopted the following documents and statements to support the alignment of transportation services with the rest of DISTRICT NAME operations:   * District driver manual- Based on the Vermont School Bus Manual, this document will include everything that pertains to a driver. This will include a detailed write up that outlines all processes from the application stage, through the driving stage. This document serves as a guideline to staff that they will be able to reference to ensure compliance with Federal/State/District laws and rules. * Mission statement- The Transportation Department is a critical support component of the DISTRICT NAME delivery of educational services. The department will endeavor to deliver services that focus its efforts on safely delivering efficient and cost-effective services. * Organizational chart- The Transportation Department has established a formal organizational chart to define the roles and responsibilities of each individual in the department and the span of control of each position. * Job descriptions- Job descriptions have been established for each position within the department. These descriptions define the expectations of each position, its reporting relationships within the organization, and the operational and physical expectations for the individuals filling those positions. * Employee handbook- The DISTRICT NAME has developed an employee handbook to provide guidance on addressing common issues and concerns for district staff. |

**Additional reference items**

Vermont School Bus Manual, Scott, Phil; Flynn, Joe; & Ide, Robert. 2018. 9- 11

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| **Statement of Purpose** |
| It is the responsibility of DISTRICT NAME'S transportation department to create and maintain accurate and complete school bus contract files, and to archive/dispense of such documents consistent with other district policies. |
| **Procedure Detail** |
| Whenever the transportation department enters into a new school bus service contract of any type, a record of that contract and all subsequent addendums shall be maintained centrally at the transportation department administration office. Below notes how often a record shall be updated. Such records shall include but shall not be limited to the following documents:   1. A soft copy of the original RFP Notice, RFP, Addendums, and Notices pertaining to RFP related events, meetings, consultations, and other: annually. 2. A hardcopy of the original RFP, Addendums, RFP related notices, RFP evaluation documents (score sheets, notes, etc.), a scoring matrix with final tally results, and documents relating to contract award and notice of contract award: when the RFP is awarded. 3. A soft copy of the fully executed contract agreement(s): when contract begins. 4. A hard copy of the fully executed contract agreement(s): when contract begins. 5. Hard copies of contract modifications: when modification occurs. 6. Hard copies of supplemental agreements: when agreement occurs. 7. Hard copies of Contract Terminations and/or Extensions: when termination/extension occurs. 8. Hard copies of other important contract related correspondences: when action occurs including any contract amendments to address events not specifically identified in the agreement or as part of the Force Majeure clauses.   DISTRICT NAME contract files shall be maintained by DISTRICT NAME departmental leadership. Such local records shall include all of the above documents plus:   1. Hard copies of executed Notifications of School Bussing Requirements; 2. Hard copies of annual Official School Year calendars; |

**Additional reference items**

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| 1. Important contract-related local correspondences; 2. Route plan files; and 3. Letters of commendation.   The transportation department shall maintain full and complete hard copy files of expired and terminated school bus contracts (with all enclosures) for a period of seven fiscal years following the end of the contract period in a manner that is consistent with DOE policy.  Once the seven year or longer archive period is over, the transportation department shall dispense the archived contract file in a manner consistent with other DISTRICT NAME policies. |

**Additional reference items**

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| **Statement of Purpose** |
| DISTRICT NAME should reference 23 V.S.A. § 1282, Inspection certificates 23 V.S.A. § 1224 BS and the Vermont School Bus Periodic Inspection Manual for any information pertaining to school bus inspections. |
| **Procedure Detail** |
| Vehicles are required to be inspected once a year. All district vehicles should go through inspection during June-July to give districts enough time to make any necessary updates or fixes before school starts.  Upon successful inspection, the inspection certificate will be stored on the vehicle. DISTRICT NAME will also store certificates electronically or in a vehicle folder that can be easily referenced.  Vermont school buses are subject to random inspections throughout the school year to ensure vehicles remain safe. This reinforces the need for DISTRICT NAME to properly store certification/licenses and keep all documents up to date.  As part of the documentation process for each vehicle in DISTRICT NAME'S fleet, the following will be included:   * Manufacturer's Certificate of Origin (if purchased out-of-state) * Bill of Sale and Odometer disclosure statement * Purchase and use tax |

**Additional reference items**

Title 23: Motor Vehicles, Chapter 013: Operation of Vehicles, Subchapter 014: Equipment, § 1282. Operator, equipment and inspection (Cite as: 23 V.S.A. § 1282)

Title 23: Motor Vehicles, Chapter 013: Operation of Vehicles, Subchapter 014: Equipment, § 1224. Inspection certificates (Cite as: 23 V.S.A. § 1224)

Vermont School Bus Periodic Inspection Manual, Ide, Robert. 2013 (<https://dmv.vermont.gov/sites/dmv/files/documents/VN-061-Schoolbus_Inspection_Manual.pdf>)

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| **Statement of Purpose** |
| Reducing school bus idling has multiple benefits related to fuel consumption and environmental sustainability. Through state law: 23 V .S.A. § 1282, (f) efforts have been made to reduce school bus idling, particularly on school grounds. |
| **Procedure Detail** |
| Operators of a DISTRICT NAME school bus shall not idle the engine while waiting for children to board or to exit the vehicle at a school and shall not start the engine until ready to leave the school premises. In order to limit the amount of idling occurring elsewhere, the District will use GPS or other technology (if applicable) to monitor and track vehicles for excessive idling. By creating benchmarks, district staff will determine which drivers are over idling and notify that driver in an effort to find a solution.  DISTRICT NAME will also notify and thus educate all drivers on the negative effects of idling and share tips on how to reduce idling time.   1. Morning Delivery in school loading/unloading zones- NO IDLING ZONE    1. Drivers will cut off engine ASAP    2. Driver will not start engine again until a check for students and belongings is completed and driver is ready to depart (keep radio on for communication) 2. Afternoon Pick-Up in school loading/unloading zones- NO IDLING ZONE    1. Drivers will cut off engine ASAP (keep radio on for communication)       1. If this is driver's 2nd load, then driver will check for students and belongings upon arrival    2. If the school is designed for angle parking, then utilization in the afternoon will place the exhaust further away from student walk paths and the school    3. Driver will not start engine again until driver is ready to depart 3. Field & Athletic Trip destinations- NO IDLING ZONE |

**Additional reference items**

Title 23: Motor Vehicles, Chapter 013: Operation of Vehicles, Subchapter 014: Equipment, § 1282. Operator, equipment and inspection (Cite as: 23 V.S.A. § 1282)

<https://dec.vermont.gov/sites/dec/files/aqc/mobile-sources/documents/SchoolBus_FactSheet.pdf>

(School Bus Emissions & Retrofits Factsheet)

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a. Drivers will not idle while waiting for students during field or athletic trips

1. **Pre-Trip Inspection**
   1. Drivers will keep idling to a minimum
      1. Limit to the time required for inspecting the bus and the equipment on the bus
         1. No more than 8 to 10 minutes (see #5, "Exceptions", Item "c")
      2. Drivers will not routinely start and unnecessarily leave the bus running
2. **Exceptions-** Provided all reasonable steps are taken to minimize idling, the following exceptions apply:
   1. Idling is sometimes required in freezing weather
      1. For deicing the windshield
      2. Or to thaw air brake lines
   2. Idling may be necessary for passenger and driver health and safety
      1. If the outside temperature is 32 degrees Fahrenheit or below, then idling MAY be required for adequate heat
      2. If the outside temperature is 75 degrees Fahrenheit or more, and the climate inside the bus is unsafe, then idling COULD be required for adequate cooling (not to be abused).
         1. BUT the lowering of windows and other measures to minimize or eliminate idling at these warm weather temperatures is highly desired (preferred method).
      3. Recommend that idling take place outside the school zone in the afternoon (where possible) if there is a requirement to maintain a safe and healthy temperature
         1. In this case the driver would enter the school zone just prior to dismissal and shut *off* the engine
   3. Extended idling may also be required for cold weather fleet start-up
      1. If the outside temperature is 20 degrees Fahrenheit or below

**Additional reference items**

Title 23: Motor Vehicles, Chapter 013: Operation of Vehicles, Subchapter 014: Equipment, § 1282. Operator, equipment and inspection (Cite as: 23 V.S.A. § 1282)

<https://dec.vermont.gov/sites/dec/files/aqc/mobile-sources/documents/SchoolBus_FactSheet.pdf>

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| **Statement of Purpose** |
| The school bus is an extension of the classroom and plays an integral role in a student's life. To that end, DISTRICT NAME will develop a code of conduct and guidelines to set expectations in regard to student behavior on the bus. |
| **Procedure Detail** |
| In order to effectively manage student behavior on the bus, DISTRICT NAME will clearly identify expectations through written guidelines. DISTRICT NAME will distribute these rules in the beginning of the year and affirmative understanding of those expectations will be assumed.  DISTRICT NAME will enforce assigned seating to students who violate one or several of the expectations of the code of conduct on the bus. At the beginning of each year, DISTRICT NAME drivers will let all students know that choosing your seat on a bus is a privilege. If a student misbehaves, they will be assigned to a "time-out" seat for as few as two and as many as five days that is located close to the driver so they will be under close supervision. If a student continues to misbehave and is placed in temporary timeout more than twice, the student will be moved to the front seat until appropriate behavior occurs for a duration to be determined in conjunction with school personnel and the expectations of the student code of conduct. |

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| **Statement of Purpose** |
| With the duty of transporting children, comes the responsibility of safely handling and storing sensitive information. DISTRICT NAME has established guidelines that provide staff guidance on properly handling and storing all sensitive information in a manner consistent with statutory, regulatory, and policy guidance. |
| **Procedure Detail** |
| Any material containing personal information regarding a student, including their address, route information, family member contact information, etc. should be considered personal identifiable information (Pll) and should be secured in a location that can only be accessed by persons who are authorized to view their information.  The release of Pll should be handled only by DISTRICT NAME employees that are permitted to access these files. When they are releasing information, there should be proper verification to ensure the person receiving the information is someone that is permitted to via the family of the student.  Another stage that is often overlooked when it comes to Pll is the disposing stage. When DISTRICT NAME keeps hard copies within the transportation office, there comes a period of time where these documents become outdated and need to be disposed of. Since the files contain sensitive information, they cannot be simply thrown into the trash. Shredding these files is the recommended method to assure no one can access any of this information.  Proper storage of this information can include keeping the documents in a locked file. Documents stored online must be properly secured via access procedures that allow for the positive identification of individual staff accessing the documents. This allows for easy tracking and takes away the physical disposal phase.  **If transportation is run by the district:**  1. Parent requests for copies of school bus routing information (route maps, stop times, stop locations, student load counts) shall be limited to the route on which their child is or would be assigned and specific to only the stop to which their individual student is assigned. DISTRICT NAME will be responsible for verifying the validity of the request for information including verifying that the requestor has a meaningful need for the information. In this instance meaningful need for the information means that |

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their individual student is assigned to the bus route or their student is eligible for service and the request is directly related to a service provision requirement. No route information should be provided on a prospective basis without a verifying that the request is meaningful. No personally identifiable information will be provided on these lists.

2. All other requests for transportation information shall be directed to the district administration. Requests for information that is deemed sensitive (such as route maps, stop times, stop locations, student load counts, etc.) must be submitted electronically or in writing, indicating the reason such information is needed and include a verifiable street address to which the requested information is to be sent. Requests for information that is not deemed sensitive (such as overall bus equipment or fleet information, bus driver credential listing without specific driver names, vehicle inventory, financial information, district procedures, insurance information, bus contractor information, etc.) may be submitted to the district administration electronically, verbally or in writing, and does not require an indication of need.

**If transportation is contracted out:**

The school bus contractor shall have procedures in place to ensure that personally identifiable information and sensitive student information are not improperly released. The contract shall submit those procedures to the school district for review and assessment. In the absence of established and validated procedures, the contractor shall adopt procedures developed by the DISTRICT NAME.

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Use of Video Recording Devices | | |
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| **Statement of Purpose** | |  |
| DISTRICT NAME utilizes audio and video recording devices to support the safety and security of students and drivers. Procedures have been established to ensure that all material gathered using the technology will be managed consistent with state and federal regulatory expectations. | | |
| **Procedure Detail** |  | |
| DISTRICT NAME will provide notification of the use of recording devices on a bus to parents by including a statement of use within the school district code of conduct. The notification will identify the purpose of implementing the technology and how recordings will be utilized. The statement will be:  DISTRICT NAME has authorized the use of recording devices on school buses. The recording devices will be used to monitor both student and employee behavior to promote and ensure a safe environment on the school buses. Students and parents are hereby notified that the content of the recording may be used in a student disciplinary proceeding. The content of the recordings is confidential and will only be accessible to select credentialed employees. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child if the recordings are used in a disciplinary proceeding involving their child.  DISTRICT NAME will also place a notice on all school buses so that students are aware they are being recorded when they walk on the bus. This serves as a helpful reminder that they should behave and could result in the prevention of actions if they were not being recorded. | | |

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Handling and Responding to Complaints | | |
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| **Statement of Purpose** |
| The objective of the transportation department will be to resolve any issues or concerns identified by internal and external stakeholders in as expeditious a manner as is feasible. This will include the development of a structured process to address concerns as they are identified. |
| **Procedure Detail** |
| 1. Complaint calls are answered as they are received. 2. Complaint information should be recorded using a uniform process. This process is recommended to be located online or in a readily accessible information service to allow all information to be tracked, monitored, and stored to support a defined process of issue identification and resolution. 3. Complaints are assigned for follow-up as necessary to the appropriate staff. 4. Same day response is required with the goal of same-day resolution. 5. Issues of a sensitive nature to include: threat of media contact, caller stating they will call government administration, issues of violence, etc. are reported to necessary superiors as soon as possible. 6. If necessary, timely follow-up with the Contractor to gather information and take necessary corrective action is critical. 7. All resolutions are to be entered and tracked in the district-adopted system. |

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | School Bell Time Management | | |
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| **Statement of Purpose** | |  |
| School times are a critical consideration in the safety, efficiency, and effectiveness of the transportation department. The department appreciates that school times have implications well beyond just transportation services and any change can be highly disruptive to parents, staff, and the public. Therefore, it is in the intent of the department to support a process that defines a timeline for consideration of any school time changes that will allow for sufficient time to analyze any potential changes and communicate any changes to all internal and external stakeholders. | | |
| **Procedure Detail** |  | |
| Annual review of school times to support efficiency and effectiveness will be performed by the department to ensure DISTRICT NAME is managing its resources effectively. Any consideration of a time frame will be developed in consideration of the school calendar. This will include:   * All initial revisions to the school time schedule will begin with submissions of proposed changes by internal stakeholders to the transportation department by February of the year prior to proposed implementation. * The transportation department will model proposed routing and cost changes by March 31 of the year prior to implementation. * The school board and administration will review, including any public comment, the proposed changes along with any cost impacts during the April of the year prior to implementation. * A final determination of any change to school times will be made, to the extent feasible, by May 31 of the school year prior to implementation. This will support the ability of the school district and transportation department to communicate potential changes to internal and external stakeholders. This will also allow the department to ensure that any revisions necessary to reflect changes to enrollment or physical infrastructure prior to school start. | | |

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| **Additional reference items** |
| School Start Times for Adolescents: ADOLESCENT SLEEP WORKING GROUP, COMMITIEE ON ADOLESCENCE, COUNCIL ON SCHOOL HEALTH. Pediatrics Sep 2014, 134 (3) 642-649; |

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Student Seating Assignments | | |
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| **Statement of Purpose** |
| A key component of overall school bus efficiency is a methodical use of available bus seating capacity. In order to ensure effectiveness, as well as student safety, recommended guidelines have been established to assist District planners in the design of bus trips to maximize the capacity of each vehicle. One of the critical factors that this procedure recognizes is that often students from K-12 share the same bus and that middle school/high school students are larger than elementary students. To fairly account for this, it is recommended to use 75% of the manufacturers rated capacity.  Additionally, according to 23 V.S.A. § 1282, (c) (l-3), a school bus shall not regularly transport more passengers than seating space of 13 inches for each child will permit, seating plans shall be coordinated so as to eliminate standees when a school bus is in motion, and there shall be no auxiliary seating accommodations such as temporary or folding jump seats in school buses. |
| **Procedure Detail** |
| The procedure will consider the age of students, size of buses, and distance being traveled. The following guidelines aim to ensure that the bus's capacity is being utilized as efficiently as possible, while keeping safety as a core component:   * The maximum number of students transported on a bus will be guided primarily by grade level. In no instance will the number of students exceed the seating capacity, seating space of 13 inches   for each child, or the manufacturer rated capacity.   * It is recommended that students be assigned to rows as follows: o Elementary School Students - 3 students per row   + Middle School and High School Students - 2 students per row   + Mixed Elementary and Middle/High School Students - 2.5 students per row * In no event should bus drivers transport students if the vehicle has more students than the maximum seating capacity. * This procedure should be used as a guideline only. By no means should it be interpreted as an absolute minimum or maximum except as established by the manufacturer's recommended seating capacity. Guidelines may be adjusted to account for each unique situation that can be affected by distance traveled, size of bus, climate, etc. |

**Additional reference items**

Title 23: Motor Vehicles, Chapter 013: Operation of Vehicles, Subchapter 001: General Provisions, §

1282. Operator, equipment and inspection {Cite as: 23 V.S.A. § 1282)

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| **Procedure Number** | **Topic** | | |
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| **Statement of Purpose** |
| Transportation operations have access to and retain highly personalized student data and utilize multiple systems to support operational planning and execution. The increasing array of and interconnected of these systems to collect, store and manage information, has greatly increased the vulnerability of transportation systems to severe security breaches. Human errors, hacker attacks and system malfunctions could cause great reputational and financial damage to the district. As a result, it is necessary to ensure that adequate attention is given to the practices associated with systems management and oversight. |
| **Procedure Detail** |
| All transportation employees should be focused on maintaining the integrity and continuity of district systems. Critical tasks necessary to support this include:   * Maintain an awareness of district policies, procedures, and expectations regarding cyber hygiene and management practices. * Keeping all devices password protected. * Ensuring antivirus software is kept up to date. * Ensuring devices are not left exposed or unattended. * Installing security updates of browsers and systems monthly or as soon as updates are available. * Logging into district accounts and systems through secure and private networks only. * Not logging in to internal systems and accounts from other people’s devices or lending their own devices to others.   Transportation employees shall also take reasonable and appropriate measures to minimize the chance of unauthorized access of data or a security breach by:   * Turning off their screens and lock their devices when leaving their desks. * Reporting stolen or damaged equipment as soon as possible. * Changing all account passwords at once when a device is stolen. * Reporting a perceived threat or possible security weakness in district systems. * Refraining from downloading suspicious, unauthorized or illegal software on any district equipment. * Avoiding suspicious websites |

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
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| **Procedure Detail (continued)** |
| Data is often transferred to and from transportation-related systems. When this occurs, transportation managers will   * Avoid transferring sensitive data (e.g., customer information, employee records) to other devices or accounts unless absolutely necessary. When mass transfer of such data is needed, employees will seek the support of district technology staff. * Share confidential data over the company network/ system and not over public Wi-Fi or private connection. * Ensure that the recipients of the data are properly authorized people or organizations and have adequate security policies. * Report scams, privacy breaches and hacking attempts. |

**Additional reference items**

**Standard Operating Procedures**

**Section 3: Routing and Scheduling**

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Route Development/Planning and Assignments | | |
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| **Statement of Purpose** |
| DISTRICT NAME is responsible for the design and development of an efficient bus routing scheme that responds to service demands while maximizing the value received from each asset. The key function of the success of this goal is the bus routing scheme. |
| **Procedure Detail** |
| Particular attention should be paid to the relationship and communication between the district administration and the transportation department. This is a key function of routing that will ensure the information is being input and routed in the most efficient way possible. An integral component of routing is the cleanliness of the data. This can be ensured via constant communication and feedback between administration and transportation.  Annual Planning  Transportation routing and scheduling will be reviewed and evaluated annually. This review will start in February of each new year with completion in June of same year.  Student rollover shall be completed in April for a preliminary review by May.  Notification on the district website to notify parents that all incoming and new students' routing information must be completed by June. This provides enough time for the district to input student data and get them into the routing system.  In preparation for the new school year, all routes will be completed and tested by the end of July. This will require the routing to be constructed in June and July.  Daily Planning  Daily occurrences that often affect routing include the addition of new students, or students that have changed addresses. Processes should be put in place between the administration and the transportation department to ensure that the transportation department is aware of any changes that occur on a daily basis. If there is a scenario where this information was available beforehand, it is important that administration notifies transportation as soon as possible. |

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Hazard Identification | | |
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| **Statement of Purpose** |
| DISTRICT NAME recognizes that the identification of hazards is an important step in ensuring safe and efficient travel for students and serves as an important input to the routing and scheduling process. DISTRICT NAME will use the below criteria to assess the presence of hazards within a given area. The establishment of a hazardous consideration will be the only policy exception that extends school bus routes into areas where students would be otherwise ineligible for services. |
| **Procedure Detail** |
| DISTRICT NAME will review transportation hazard identification annually.  DISTRICT NAME will use the below criteria to determine if a walking route is safe for students in daily operations, or in cases where a new school is opened, or a school's attendance boundaries have changed requiring students to walk a different route to school. Each item in and by itself does not warrant such a designation, but a combination of several factors may result in the DISTRICT NAME determining that hazards are present along a walking route that may be mitigated by the provision of transportation services.   * Volume of Traffic- DISTRICT NAME takes the volume of traffic into consideration for students that have to cross streets or roads. * Number of Traveled Lanes of a Road- DISTRICT NAME considers the number of lanes that a student would have to cross. * Posted Speed Limits- DISTRICT NAME takes into consideration the posted speed limits of a street or road. A safety consideration is given to roads that have speed limits above 40 mph. * Sidewalks- Lack of sidewalks or sufficiently safe room to walk along a street will be observed. Lack of sidewalks as the sole condition does not necessarily constitute a hazard. * Signalized Intersection or Crossings- DISTRICT NAME takes into consideration whether there is a signalized intersection to allow for a safe crossing of a student in the absence of a crossing guard or patroller. * Physical Barriers- DISTRICT NAME will consider physical barriers such as construction, bridges without sidewalks, unguarded railroad crossings or unprotected waterways. * Grade Level of Students- The age of the students involved will be considered. * Historical Designations- DISTRICT NAME takes into consideration unusually hazardous route designations that have been in place for a number of years. |

**Additional reference items**

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The Transportation Department will be the primary agency that determines the existence of hazards. In the event of a dispute, community members can appeal to the Superintendent or other designated staff person for a review. The Transportation Department will provide a written summary of the inputs, analysis, and decision rationale to support the appeal process. The determination made by the Superintendent or their designate shall be final for the given year of the appeal, but the

determination will continue to be subject to the annual review process of the Transportation Department.

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Activity Trip Requests and Operations | | |
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| **Statement of Purpose** | |
| Ensuring adequate resources are available to support activity, co-curricular, and extracurricular trips necessitates a defined procedure that allows the transportation department to plan for the number of buses, drivers, and other resources required to provide support. | |
| **Procedure Detail** |  |
| In order to allow time for proper planning, it is recommended that all activity requests are submitted at least 7 days in advance of the upcoming trip. DISTRICT NAME will establish a defined process for schools and staff to request transportation resources for any non-home-to-school trip.  DISTRICT NAME will include the following information on the form:   * Date of trip * Time trip will begin * Time of return * Number of buses needed * Number of bus monitors needed * Other useful information (heat/ac, Wi-Fi, etc.)   DISTRICT NAME'S transportation department will provide a response to determine if they can meet capabilities within 48 hours of the date and time requested.  DISTRICT NAME will determine the cost of these services and the cost will be covered by the district’s established procedure for internal transfers. | |

**Additional reference items**

Title 16: Education, Chapter 027: Transportation And Board, Subchapter 001: General Provisions, § 1222. Students who may be furnished transportation (Cite as: 16 V.S.A. § 1222)

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Bus Stop Evaluation and Location | | |
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| **Statement of Purpose** |
| DISTRICT NAME will endeavor to locate all bus stops in locations that promote student safety and operational efficiency. In order to ensure that bus stop locations are evaluated consistently, districts should establish a bus stop assessment framework using a defined point scale. |
| **Procedure Detail** |
| * An authorized district representative will locate and/or approve all school bus stops. If available, these stops will be designated within its bus routing software application. * The distance between the place of residence and the bus stop is calculated based on the shortest distance on a public road between the private entrance to a student's primary address and the bus stop.   + The distances measured will be the shortest safe walking route along road or walkway from home property to stop location.   + If available, all distances should be determined by the district's bus routing software. o If a district does not have a routing software, an alternative measuring device should   be used.   * Bus stop locations should be a minimum of 1000 feet apart and should allow a minimum of 500 feet of clear vision in both directions unless roadway circumstances cause extenuating circumstances. Bus stop locations are to be on public roadways and to the extent practicable, at intersections of public roadways. Bus stops are to be located where adequate space exists for students to safely wait for a bus and to safely get on and *off* the bus. Bus stop locations should not be located on a steep grade, brow of a hill or a blind curve. * Other factors which may be deemed pertinent to the health and safety of students may be considered at the discretion of the district, or an authorized representative, in locating appropriate bus stops. Such factors may include abandoned buildings, known high-crime addresses, hazardous conditions, or other factors. |

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
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| **Statement of Purpose** |
| DISTRICT NAME will comply with all Federal and State guidelines related to the transportation of students identified as homeless or determined to be in foster care, transportation will be provided to promote stability and support academic achievement.  Transportation must be provided to a student's school of origin if requested, even if the school district does not provide transportation for other students or in other circumstances. For transportation to a school other than the school of origin, school districts must provide transportation equal to that provided to students who are not homeless, and the school district must provide transportation to ensure the student can attend school. In the event that a student is residing in a district other than their home district The McKinney-Vento Act and Every Student Succeeds Act first gives school districts and states the ability to agree upon a method to apportion cost and responsibility. If responsibility is divided, students must be provided with transportation without delay.  This procedure will illustrate how DISTRICT NAME will choose a solution that fulfills both the students' needs and is a cost-effective choice. |
| **Procedure Detail** |
| Due to the reauthorization a homeless child's or youth's living situation, DISTRICT NAME will treat information as a confidential student education record and will be handled in a manner consistent with the Federal Education Rights and Privacy Act. State guidance on transportation provision is provided by Vermont’s Education for Homeless Children and Youth program, Education for Homeless Children and Youth: Non-Regulatory Guidance manual.  If the child or youth continues to attend DISTRICT NAME, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to |

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| **Additional reference items** |
| The McKinney-Vento Homeless Assistance Act, Subtitle VII-B Reauthorized by Title IX, Part A of the Every Student Succeeds Act of 2015.  Education for Homeless Children and Youth: Non-Regulatory Guidance: <https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidance072716.pdf>, Accessed Feb 2019  Appeals procedure guidance:<https://education.vermont.gov/sites/aoe/files/documents/edu-mcKinney-vento-appeal-procedure.pdf>, Accessed Feb 2019 |

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attend. DISTRICT NAME will continue to provide transportation to and from for the remainder of any academic year during which the child or youth becomes permanently housed.

DISTRICT NAME will consider transportation options for designated homeless or foster care students in the following order:

1. Integrate designated student into existing regular route transportation.

2. Find a shared services option to avoid the dedication of an entire asset. 3. Explore all other driver service options.

In the event that a parent or guardian or unaccompanied youth desires to appeal a ruling related to their transportation services made by a Local Education Agency (LEA), they shall follow the guidelines provides in the McKinney-Vento Homeless Assistance Act Appeal Processing Procedure established by the State of Vermont.

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| **Additional reference items** |
| The McKinney-Vento Homeless Assistance Act, Subtitle VII-B Reauthorized by Title IX, Part A of the Every Student Succeeds Act of 2015.  Education for Homeless Children and Youth: Non-Regulatory Guidance: <https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidance072716.pdf>, Accessed Feb 2019  Appeals procedure guidance:<https://education.vermont.gov/sites/aoe/files/documents/edu-mcKinney-vento-appeal-procedure.pdf>, Accessed Feb 2019 |

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Alternative Address/Joint Custody Requirements | | |
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| **Statement of Purpose** |
| DISTRICT NAME will determine eligibility for services based on the primary address of a student. In an instance where a joint or shared custody agreement is legally established and been provided to the district, parents may request for transportation arrangements consistent with that agreement. This procedure will illustrate how DISTRICT NAME will attempt to accommodate the request in a safe, efficient, and cost-effective manner. |
| **Procedure Detail** |
| Requirements for services:  Both homes must be within the attendance boundary and eligible for transportation.  A formal application process requires that both parents and/or guardians sign the application and provide a schedule. Weekly or bi-weekly access schedules may be limited to ensure student safety. Other safety and operational risks will be assessed prior to approval or denial of each application.  The APPLICATION shall be submitted to the DESIGNATED STAFF MEMBER at the student’s school. The DESIGNATED STAFF MEMBER will review requests by parent(s)/guardian(s) residing in the District with shared legal custody of a student and will decide on a case-by-case basis in consultation with school administration and the school solicitor. The Transportation Supervisor will provide feedback to the DESIGNATED STAFF MEMBER on the availability, cost, and impact of the proposed service. The form will then be completed and returned to the DESIGNATED STAFF MEMBER. The school will inform the requesting parent/guardian of the decision and busing information. |

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| **Additional reference items** |
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**Standard Operating Procedures**

**Section 4: Special Needs Routing and Operations**

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| DEPT CODE.INDEX | Special Needs Route Development | | |
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| **Statement of Purpose** |
| Generally, the level of service provided to special needs students is determined by the IEP for each student. The following guidelines are to be used to ensure that students are provided services consistent with the least restrictive environment expectations of statutory and regulatory guidance when the IEP does not specify services or is not clear on services. |
| **Procedure Detail** |
| * The Transportation Department should provide service in a manner that promotes efficiency and effectiveness while ensuring services are consistent with the least restrictive environment considerations for students who have transportation listed as a related service in their IEP.   + Generally, special needs students riding regular route buses will not have transportation listed as a related service and, therefore, will be provided stop to school and school to stop service .   + Drivers and assistants will not escort students from their front door to the bus or from the bus to the classroom unless specifically instructed to do so by the Transportation Department.   + Drivers and assistants will not escort students from their classroom to the bus or from the bus to their front door unless specifically instructed to do so by the   Transportation Department.   * Auxiliary Equipment: Special needs students will be provided with auxiliary equipment such as car seats, booster seats, and safety vests as required by law or individual Transportation Department procedures.   + Use of auxiliary equipment beyond that required by law or APS Transportation Department procedures is prohibited unless specifically required by the student's IEP.   + Auxiliary equipment cannot be used as a restraining device unless specifically authorized in the student’s IEP. * Student Assistants (Bus Aides). Student Assistants will be assigned to special needs bus routes as follows :   + When specifically required by the student's IEP.   + As a guideline, Student Assistants will be assigned to a bus when five students requiring equipment are riding the bus at one time. This may be adjusted at the Supervisor's discretion based on safety and student needs. |

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
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* A Student Assistant may be assigned to any route at any time at the Supervisor's discretion for the purpose of assuring the safety of students and employees.
* It is preferred that Students Assistants be assigned to all buses transporting students in wheelchairs. However, this is not a requirement and assignments may or may not be made at the Supervisor's discretion based on safety, student need, and budget limitations.
* Parent Contact. Drivers are to contact parents to notify them of stop times and/or changes in the bus route at the inception of the route and for all changes.
* Drivers are not to allow or suggest that parents call them directly concerning the daily ride status of a student. All messages concerning whether a student will or will not

be riding the bus are to be made through the Terminal Dispatchers.

* Dispatchers will maintain a log of phone calls concerning the daily ride status of students.

**Additional reference items**

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| **Procedure Number** | **Topic** | | |
| DEPT CODE.INDEX | Special Needs- Data Management | | |
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| **Statement of Purpose** |
| When districts transport students with special needs, there are pertinent details that need to be relayed to the driver to assure the student is transported safely. DISTRICT NAME will follow the below procedure to make sure this sensitive data is being handled correctly. |
| **Procedure Detail** |
| DISTRICT NAME'S drivers should have access to necessary information regarding special needs students. Particular attention to detail will be paid to the management of the special needs students' information to ensure that all HIPAA, FERPA, and associated laws and regulations are fully complied with.  Data that must be securely managed includes any personally identifiable information (Pll) including:   * Route information * Seating plans * Emergency information * Do not resuscitate orders * Special medical information * Contact information   The driver and the transportation department leadership will be the only DISTRICT NAME transportation employees with access to this information. The sensitive information, whether it is stored electronically or in hard copy format, must be properly secured via access procedures that allow for the positive identification of individual staff accessing the documents. Pll relating to students and their transportation plans shall not be left unsecured on any bus or in any common area unless a properly authorized individual is available to monitor access to the information. |

**Additional reference items**

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| DEPT CODE.INDEX | Special Needs- Communications | | |
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| **Statement of Purpose** |
| Communication is critical to ensure the facilitation of safe, effective and efficient transportation of students with special needs. DISTRICT NAME will adopt the below-described processes to maintain a direct, appropriate and secure line of communication between all parties that are involved. |
| **Procedure Detail** |
| DISTRICT NAME recognizes that there is a critical need to develop a structured communications plan that governs interactions between the driver, transportation department, district administration, and parents/guardians of the student. The communications plan will provide a clear process that includes the driver notifying dispatch, who will then notify the school and/or the parents/guardians of the student.  There will be clear communication between the driver and the transportation department about the necessary information regarding the special needs students that will be on their bus. Drivers are entitled to special needs information for students that ride their bus. The information that DISTRICT NAME is permitted to share with the driver in order to support and facilitate special needs transportation is: what disability the student has, actions/words that will trigger negative reactions, IEPs, etc. This information allows for the drivers to have a mitigation plan in the case of an emergency situation. Consideration should be given to developing a set of guiding documents to support parents, administrators, bus drivers and bus monitors in the provision of services to special needs students. These documents should include:   * A summary bus information sheet identifying critical requirements for service (see [https ://sde.ok.gov/sites/ok.gov.sde/files/SpecEd-Transportation.pdf](https://sde.ok.gov/sites/ok.gov.sde/files/SpecEd-Transportation.pdf), page 30 for a sample from the State of Oklahoma) * A critical contact summary sheet * A detailed list of requirements to support emergency procedures such as a bus evacuation or accident procedure that are outside of normal district procedures.   Information provided to transportation staff to assist in the organized and safe transportation of a student, including disabling condition, medical/health issues, or other personal information, is protected by the provisions of the Family Educational Rights and Privacy Act (FERPA). DISTRICT NAME will train all transportation staff bi-annually regarding confidentiality requirements and procedures. |

**Additional reference items**

<https://www.ed.gov/category/keyword/family-policy-compliance-office-fpco>

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| **Statement of Purpose** |
| In order to promote an integrated service delivery model consistent with least restrictive environment expectations, to the greatest degree feasible students with exceptionalities will be incorporated into the traditional transportation network consistent with IEP expectations. |
| **Procedure Detail** |
| If a student's IEP does not designate specified services or explicitly allows the student to utilize a traditional bus stop and bus, the student will be assigned with due consideration to any modifications necessary to integrate the student into the traditional transportation network. Specific modifications will be determined on a case-by-case basis but could include revision of stop locations, revision of route directions, revision of seating expectations, or revisions to vehicle type. The goal will be to support the social, emotional, and educational well-being of all impacted students while continuing to consider the efficiency and cost effectiveness of the broader transportation operation. |

**Additional reference items**

**Standard Operating Procedures**

**Section 5: Emergency Procedures**

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| **Statement of Purpose** |
| In the event that a non-specified emergency ensues, the transportation department should be equipped to support or respond to the emergency, whether it occurs on or off the bus. If off the bus, the transportation department has the ability to play a crucial role in the safe and efficient transport of children. Such events could include police evacuations, school or area lockdowns, volatile situations, weather, etc. If on the bus, the department will have a protocol to handle emergencies including the identification of a student carrying a weapon. |
| **Procedure Detail** |
| **In the event of an emergency situation that occurs when the bus is on route WITH students on board OUTSIDE of school grounds:**   1. If the driver becomes aware of an emergency condition, they will immediately notify the district of the location and nature of the emergency. From this point until the event is concluded, district administration and the driver will maintain a dedicated line of communication solely for the purpose of event management. The district is required to document:    1. The nature/type of event    2. The specific location of the event    3. The anticipated duration of the event    4. The designated contact person and emergency contact numbers the duration of emergency 2. The driver will identify which bus or buses will be impacted by the emergency based on the location and expected duration of the event. The district will be notified of the impacted buses. 3. The district will coordinate with the driver and the school principal(s) to identify the students on board the impacted buses and will determine whether the anticipated duration of the event will cause predictable health and/or safety concerns. Particular emphasis will be placed on students requiring medication and/or other medical needs. This information will be shared with the driver in order to determine the most effective and reasonable response to the event. Emphasis will be placed on maintaining student privacy to the extent possible, but student health and safety will be the paramount concern. 4. The driver will determine whether impacted buses should immediately stop and identify a location to shelter-in-place. |

**Additional reference items**

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1. The driver will identify alternatives to continue to provide services in a manner that minimizes any disruption to service and propose the alternatives to the district. The district is the final authority for the selection of a proposed alternative.
   1. If an emergency event will prevent the delivery of service to a particular school or schools, the driver will immediately notify the district and the school principal and begin coordinating a plan to notify to ensure notification of parents/guardians and to establish alternative service arrangements. Particular emphasis must be placed on minimizing the disruption caused by parents/guardians traveling to or through the emergency event in an effort to retrieve their student. Identification of alternative staging areas and a methodology to transport students to that location should be a primary consideration.
2. The driver will notify the bus driver(s) of the service expectations and will ensure that driver(s) fully and completely comprehend the expectations.
3. The district will document the proposed alternative and the rationale and any revisions during the course of the event. These documents will be submitted to the DESIGNATED DEPARTMENTAL/DISTRICT LEADER.
4. The department will coordinate with Communications staff to provide public notice if the event is of a magnitude where it is determined that general public communication is required. All follow up communications will be managed by the district Communications staff. The department will defer all public comments to Communications staff.
5. No more than seven (7) days after the event the district and the driver will conduct an after-event review. The review will use the documented event response(s) and any other available information to assess changes to process that will improve the efficiency or effectiveness of outcomes.

If a district contracts out transportation, it is imperative that the communication between the contractor and the district administration is clear and concise. Following the communication, all contractor procedures are to be followed.

**In the event of an emergency situation while the bus is ON school grounds WITH students on board:**

1. The driver will direct the bus driver to take direction from the building principal regarding the disposition of students on the bus.

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1. The driver will contact the departmental leadership and notify them of the emergency event. From this point until the event is concluded, the departmental leadership and the driver will maintain a dedicated line of communication solely for the purpose of event management.
2. The driver will identify which bus or buses will be impacted by the emergency based on the location and expected duration of the event. The district will be notified of the impacted buses.
3. In the event that direct contact with the bus driver is not possible or practical, the driver will coordinate directly with the school building principal to determine the need for emergency service personnel. The departmental leadership will be notified of the proposed response as soon as is practical.
4. The departmental leadership will document the proposed alternative and the rationale and any revisions during the course of the event. These documents will be submitted to the DESIGNATED DISTRICT LEADER.
5. The department will coordinate with district Communications staff to provide public notice if the event is of a magnitude where it is determined that general public communication is required. All follow up communications will be managed by the Communications staff. All public comments will be provided and managed by district Communications staff.
6. No more than seven (7) days after the event the district and the driver will conduct an after-event review. The review will use the documented event response(s) and any other available information to assess changes to process that will improve the efficiency or effectiveness of outcomes.

If a district contracts out transportation, it is imperative that the communication between the contractor and the district administration is clear and concise. Following the communication, all contractor procedures are to be followed.

**In the event that the bus is on or off route WITHOUT students on board:**

1. The driver will contact the district and notify them of the emergency event. From this point until the event is concluded, the department and the driver will maintain a dedicated line of communication solely for the purpose of event management.
2. The departmental leadership will identify which bus or buses will be impacted by the emergency based on the location and expected duration of the event. The district Central Office will be notified of the impacted buses.
3. The driver will determine whether impacted buses should immediately stop and identify a location to shelter-in-place.

**Additional reference items**

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1. The driver will coordinate with dispatch to identify alternatives to continue to provide services in a manner that minimizes any disruption to service and propose the alternatives to the district. The district is the final authority for the selection of a proposed alternative.
   1. If an emergency event will prevent the delivery of service to a particular school or schools, the driver will immediately notify the district and the school principal and begin coordinating a plan to ensure notification of parents/guardians and to establish alternative service arrangements. Particular emphasis must be placed on minimizing the disruption caused by parents/guardians traveling to or through the emergency event in an effort to retrieve their student. Identification of alternative staging areas and a methodology to transport students to that location should be a primary consideration.
2. The departmental leadership will notify the bus driver(s) of the service expectations and will ensure that driver(s) fully and completely comprehend the expectations.
3. The departmental leadership will document the proposed alternative and the rationale and any revisions during the course of the event. In the event the emergency will prevent the reasonable or timely delivery of bus service to a school or schools, these documents will be submitted to the DESIGNATED DISTRICT LEADERSHIP POSITION.
4. The department will coordinate with district Communications staff to provide public notice if the event is of a magnitude where it is determined that general public communication is required. All follow up communications will be managed by Communications staff.
5. No more than seven (7) days after the event the district and the driver will conduct an after-event review. The review will use the documented event response(s) and any other available information to assess changes to process that will improve the efficiency or effectiveness of outcomes.

If a district contracts out transportation, it is imperative that the communication between the contractor and the district administration is clear and concise. Following the communication, all contractor procedures are to be followed.

**Additional reference items**

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| **Statement of Purpose** |
| In the event of an accident, the appropriate district procedures need to be in place to ensure that proper communications and response occur in both a timely and professional manner. Safety will always be the number one priority throughout any situation. |
| **Procedure Detail** |
| In the event of an accident :   * Driver secures the vehicle, looks after the safety of the students and notifies dispatch. * Dispatch will start the following communication process:   + Dispatch requests whatever emergency assistance is necessary at the scene.   Typically, dispatch will make the 911call if necessary, although the driver can make the call if they have a cell phone.   * + Notify the Transportation Supervisor or designated department leader immediately of any accident.   + Contact the Transportation Supervisor or designated department leader using the most immediately available communications tools (e.g., cell phone, two-way radio, text message, etc.)   + Include the following information when contacting the designated departmental leadership:     - Bus route involved.     - Location of accident.     - Time of the accident.     - Any injuries known at the time.     - If known, name of hospital for injured students transported.     - How many students on board, if known.     - Indication of severity if dispatcher has the information.     - Coordinate with dispatch and departmental leadership, to the extent possible, how the students will get to school/home.       * In an accident with minimal damage to the vehicle, the students on the bus may stay on the bus and continue to school, or       * Another bus may be dispatched to pick-up the students on the bus and to   continue the route. |

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o If possible, estimate the length of the delay in students being picked-up on the remainder of the route.

Departmental leadership responsibilities:

Upon notification of an accident, departmental leadership will follow the procedure outlined below: o Departmental leadership will make the following contacts in this order:

* In the event of an accident with injuries (something more than very minor injuries, any student requires medical assistance) the Director of Transportation or staff member will make the following contacts by phone and e-mail:
  + Ensure contact with emergency medical personnel has been coordinated
  + Notify the Chief Operating Officer/School Business Administrator/

Superintendent of event with available details

* In the event of a serious accident the departmental leadership will regularly update the contacts above as more information becomes available.
* The departmental leadership or explicitly designated individual(s) will notify school staff with the following information:
  + Bus number of bus involved in accident.
  + Name of students to school and specify if any of those students were injured. If names not given at the time of the call, provide this information as it becomes available.
  + Length of bus delay if there is an estimate from the bus terminal.
* Contact parents of students known to be on the bus. If there are many students on the bus, departmental leadership will, if available, use the district's automated alert messaging system. An automated messaging alert cannot be used for any injured students. A phone call must be made to parents of injured students by a staff member.
  + Contact parents of students yet to be picked up. If there are many students that have not been picked up, district can use automated alert messaging system.
  + Inform them of the delay.
  + Give them estimated delay if available. Otherwise, say another bus is being dispatched and we cannot pinpoint the exact time of arrival.
  + When applicable, notify the designated district contact for accidents with injuries.

**Additional reference items**

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Media

Any calls from media to the district's transportation office will be referred to the district's PR/communications department.

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| **Statement of Purpose** |
| Proper fulfillment and filing of accident records is an essential function of accident prevention as well as providing information relevant to any potential litigation. Attention needs to be paid to each aspect of this procedure to ensure all data is accurate and stored properly. |
| **Procedure Detail** |
| When an accident occurs, it is imperative that the driver and (if warranted) scene supervisor collects information for use by insurance, law enforcement and district staff. Additionally, the driver or supervisor should call to dispatch. Dispatch should fill out an accident form. These forms should include:   * Time/Date Notified * Day, Date, Time of Accident * Address of Location * Bus Number * Driver's Name * Attendant/Monitor's Name * Number of Vehicles Involved * Number of Students/Other Passengers * Names of Injured * Extent of Damage * Police/Ambulance Called? * School Name * Person Notified at School * Parents Notified? * Notified Driver Must be Sent for Drug and Alcohol Test All completed forms will be filed in each driver's personal file.   Drivers should also fill out a 'Motor Vehicle Crash- School Bus Report Form' and a 'Motor Vehicle Crash' form provided by the state VSCPT. |

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| **Additional reference items** | |
| <https://schoolsafety.vermont.gov/planning/vermont-school-crisis-guide> |  |

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| **Statement of Purpose** |  |
| The safety of students and school staff is paramount in an evacuation or lock-down situation. The district will follow the procedures in its emergency closure plan, as well as police instructions, and will maintain communication with the school. In any school lock-down scenario, the transportation department will be ready to provide transportation from the school as needed. | |
| **Procedure Detail** | |
| The Vermont School Crisis Guide provides recommended lock-down management procedures.  The Vermont Department of Public Safety recommends that each school develops their own Emergency Operations Plan. Part of this plan will require the DISTRICT NAME'S transportation department to provide support. School buses will be used to support evacuation procedures, shelter in place requirements, and mass transportation from a designated area. DISTRICT NAME will develop additional procedures related to chain of command, internal and external communications, cost identification and recovery from FEMA and other agencies (if necessary), and other related services after the specific scope of transportation support is determined . | |

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| **Additional reference items** | |
| <https://schoolsafety.vermont.gov/planning/vermont-school-crisis-guide>  <https://schoolsafety.vermont.gov/planning/school-emergency-operations-plan> |  |

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| **Statement of Purpose** |
| Delayed starts and early releases occur from time to time due to inclement weather situations. The departmental leadership shall monitor and administer the process of tracking inclement weather situations in coordination with district administration. The transportation department should be prepared to act swiftly and appropriately in a scenario that weather effects normal bell times. |
| **Procedure Detail** |
| * The departmental leadership ensures that all weather-related postings are current on the District website to include -Weather/Emergency Closing/Delay Policies, FAQ's, Notices, etc. * The departmental leadership will be in continued communication with the District to ensure all current weather information is shared and that all parties are on the same page and in a state of readiness. * The departmental leadership will be available to answer all delay and closing questions from parents, schools, etc. * The departmental leadership will advise district administration of weather updates and any issues caused by weather changes, delays and closings.   Inclement weather prior to commencement of school:   1. Notification of school closure will be given to the parents and bus drivers prior to ESTABLISH A DESIGNATED TIME. 2. The decision to close schools or cancel school bus operations should take into consideration the following weather-related factors :    1. temperatures, including wind chill, colder than 15°F at 6:30 A .M.    2. severely reduced visibility (700 ft or less)    3. a combination of weather and/or road conditions that make bus operation unsafe 3. Bus drivers are expected to use their own discretion in deciding whether or not to operate their bus route. Any decision to not proceed on route requires coordination with dispatch to establish the necessary course of action. |

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| **Additional reference items** |  |
| <https://schoolsafety.vermont.gov/planning>(VT Department of Public Safety's Vermont School Crisis Guide) | |

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1. In the event that a bus driver has started her/his route and then determines it is unsafe to continue, the driver must determine how to ensure that students are delivered to their home, are able to enter and in the case of very young students, a responsible person is available to supervise them.
2. If school start is delayed, drivers should continue (albeit, a few hours later) to follow standard routines.

Inclement weather during the school day:

1. If severe weather is predicted during the school day, the transportation department should alert drivers of the chance of an early dismissal.
2. If a decision is made to dismiss students early, drivers will be notified as soon as that decision is made and will follow normal route unless the driver deems a portion unsafe.
   1. In this case, the driver will notify dispatch, who will then reach out to the parents/guardian to determine a safe and reasonable location to meet.

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| **Additional reference items** |  |
| <https://schoolsafety.vermont.gov/planning>(VT Department of Public Safety's Vermont School Crisis Guide) | |

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| **Statement of Purpose** |
| If a student requires medical attention on the bus, the driver will be equipped to assess the situation and determine if additional medical aid is needed. In all cases, student safety will remain the most important factor. |
| **Procedure Detail** |
| * Determine the severity of the event or injury and contact dispatch to coordinate emergency   response. If dispatch is unavailable and the injury or event appears exigent, the driver should contact 911;   * Do not move the student unless there is immediate danger of life-threatening injury. * Provide basic first aid as training has provided for. * Document what happened including: name of student, age, location of incident, what   happened, what assistance was given.   * Report all student injuries to your supervisor on a Student Accident Report Form. |

**Additional reference items**

<https://schoolsafety.vermont.gov/planning/vermont-school-crisis-guide>

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| **Statement of Purpose** |
| In the event that a child transported by the district is not accounted for by the parent/guardian, school, bus driver/operator, or district staff, all efforts must be focused on locating the student as quickly as possible. The purpose of this procedure is to establish a logical and systemic approach to the search such that it supports the most efficient search methods to locate the student. |
| **Procedure Detail** |
| Immediately after notice is provided that a student is unaccounted for:  Dispatch staff must: As soon as a child is declared unaccounted for by the school or the bus driver, contact the drivers of the other buses serving the same school, to check whether the child might have boarded the wrong bus.  * Contact the school immediately to determine whether the student may still be at the school. * If the child still cannot be accounted after the initial search of other buses and school grounds (phone calls made to the school and the parent or guardian of the missing child), notify the police immediately (9-1-1) and follow their instructions. * Order the bus driver to remain wherever he/she is, and send a second bus to finish the route, and notify the parents/guardians of the other students that their child(ren) will be late. * Ask all of the bus drivers to keep the radio lines open and to use them only in case of an emergency. * Dispatch to speak calmly to the bus driver and explain the procedures to follow. Bear in mind that the students aboard the bus can hear the conversation. Keep a calm tone of voice to avoid creating panic aboard the vehicle. * Ask all bus drivers in the area to remain available after their routes, if need be. * Send someone, preferably by bus so that he/she will be easily identified, to retrace the trip in the reverse direction from the point where the child was deemed missing. Examine the surroundings at each bus stop. * Maintain contact with the school principal and the police during the search. * Immediately notify the school principal and the police if the child is accounted for, so that the search can be stopped. * Submit a written report within 24 hours of the incident explaining the facts and reasons for the incident. |

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| **Additional reference items** |
| <https://schoolsafety.vermont.gov/planning/vermont-school-crisis-guide> |

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* If a child is unaccounted for after buses have returned to the bus yard, check bus and bus yard for child.

**The Bus Driver must:**

* As soon as a child is identified as unaccounted for, immediately notify the dispatcher by radio. Give the exact location of the bus.
* Move the vehicle to a safe place and wait for the dispatcher's instructions. Bring the vehicle to a complete stop and keep the radio transmitter turned on.
* Refuse to allow any adults, including parents/guardians, to board the vehicle. Do not let the other students get off the bus, except for safety or emergency reasons.
* Ask the students to remain in their seats and inspect the bus, looking under the seats, to determine whether the child is on the bus.
* Gather information on the missing student from students on the bus. o Was he/she really aboard the vehicle?

o Did he/she get off before his/her stop? o What was he/she wearing?

* If the child is accounted for at a school, the bus driver shall inform the parent/guardian if they are waiting at the bus stop and ask him/her to contact the school principal in order to retrieve the child.
* Remain calm when speaking to the children aboard the vehicle and, if applicable, when speaking to the parent/guardian who was waiting for the child at the bus stop.

Afterwards, it is important that the event is documented. This includes the date and time that the student was identified as unaccounted for, any action that was taken and by whom, details regarding initial contact, and other pertinent details about the event.

There should also be an official review of the associated reports upon submission. After being reviewed, appropriate members will determine whether additional training or changes to operational procedures are required to improve the efficiency and/or effectiveness of the response.

Lastly, for any instance where the police are contacted, notify the designated District leadership.

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| **Additional reference items** |
| <https://schoolsafety.vermont.gov/planning/vermont-school-crisis-guide> |