

TRANSPORTATION

I. ELIGIBILITY FOR TRANSPORTATION

- A. It shall be the policy of the Brunswick School Board to provide transportation to those students enrolled in the public schools who reside beyond such reasonable distances from their schools as the Board may determine or where roads are determined by the school administration to be unsafe because of hazardous traffic conditions. The school administration may also allow students within walking limits riding privileges on a space available basis. No student shall be required to walk more than the distance indicated in number 1-4 below as measured from the nearest school entrance along a reasonable route to home.
1. Kindergarten.....*1/2 mile*
 2. Grades 1-5.....*1/2 mile*
 3. Grades 6-8.....*1.0 mile*
 4. Grades 9-12.....*1.5 miles*
- B. In addition, transportation shall be provided for any handicapped student as deemed necessary by the Superintendent of Schools. Application for such transportation shall be made through the Special Education Director and the Director of Transportation.
- C. Transportation for parochial school students shall be provided on a space available basis providing funds have been appropriated for this purpose as required by law. Such transportation, when provided, shall be limited to those students who would be transported if enrolled in the public schools.
- D. The police and the highway department shall be notified of the roads used by walkers, and shall be requested to keep these roads as safe as possible by controlling highway speeds and keeping the roads clear of snow. Crossing guards shall be provided, to the extent possible, at intersections and main crossing points when school officials and police deem such areas unsafe for normal unsupervised crossing.

II. SCHEDULED BUS STOPS

- A. Bus stops shall be scheduled by the Superintendent of Schools through the Director of Transportation.
- B. Scheduled bus stops will be chosen with concern for the safety of the children involved.
- C. Children may be required to walk a reasonable distance to a scheduled bus stop. Reasonable distance shall be defined in Section I-A of this policy.
- D. Each bus driver shall pick up only at scheduled bus stops and shall transport only those students who are assigned to his bus. When returning home, students shall be transported only to the original pick-up point and shall not be permitted to disembark at other points or to ride other buses, unless an exception has been granted under the provisions of Section III of this policy.

III. PARENTAL REQUESTS FOR EXCEPTIONS, APPEAL, COMPLAINTS

- A. Exceptions to the limits established by this policy or related administrative procedure may be requested of the school administration by parents.
 - 1. Requests for exceptions to the mileage limits identified in Section I-A of this policy should be made through the Director of Transportation and the Superintendent of Schools. A record of all exceptions made under this section shall be maintained by the Director of Transportation.
 - 2. Requests for exceptions to Section II-D of this policy may be granted by building principals under the following circumstances:
 - a. To allow a student to take a different bus to or from school providing it is done every day. This arrangement is intended to provide for situations where a student is coming to school from home and going to a permanent childcare provider after school.
 - b. To allow for emergency situations, family crises, and unusual circumstances that require a bus change for a single day or a short term.

In all instances, transportation will only be provided on a space available basis. A record of all exceptions made under this section shall be maintained by the Building Principal.

- B. Any person in disagreement with a decision made by the Director of Transportation or a principal relating to this policy may appeal to the Superintendent of Schools. If the person is in disagreement with the Superintendent's decision, the issue may be appealed to the School Board. In the event of an appeal to the School Board, the Superintendent shall include the matter on the Agenda of the next regularly scheduled meeting of the School Board.

IV. STUDENT CONDUCT ON BUSES

- A. While the law requires the School Department to furnish transportation, it does not relieve parents of the students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.
- B. Once a child boards the bus in the morning - and only at that time, does he or she become the responsibility of the School Department. Such responsibility shall end when the child is delivered to the scheduled bus stop at the close of the school day.
- C. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

- D. In cases when a child does not conduct himself properly on a bus, the driver has the responsibility to enforce rules in accordance with established procedures. Serious incidents are to be brought to the attention of the Building Principal by the bus driver. The Building Principal shall take appropriate action in the event of a referral from a bus driver.
- E. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

V. BUS DRIVER EXAMINATION AND TRAINING

All regular bus drivers shall attend training programs as required by the Commissioner of Educational and Cultural Services or the Superintendent of Schools. A general orientation for bus drivers shall be organized annually by the Director of Transportation. Such orientation shall include, but is not necessarily limited to, laws relating to drivers, safety procedures, and department. School buses may only be operated by drivers who are eligible to do so under the law. All drivers are expected to adhere strictly to legal speed limits for buses as well as other motor vehicle laws relating to school buses.

VI. SAFETY AND WELFARE

- A. The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Emergency evacuation drills shall be conducted regularly throughout the school term to thoroughly acquaint student riders with procedures in emergency situations. A record of all such drills shall be made and reported to the Superintendent of Schools.
- B. All vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such services due to mechanical failure. A record shall be kept on each bus which shall include all information relating to its maintenance. Buses shall be replaced at such intervals so as to provide good equipment at all times. All legal requirements shall be scrupulously observed.
- C. All bus drivers shall be competent, of temperate habits, and capable of maintaining discipline among students on their buses. They shall be in good health and adequately trained in accordance with legal requirements and with the Board's goal of providing a safe, efficient transportation program for the students of the school system.
- D. In the event of an emergency closing of an elementary school for reasons other than weather conditions, school officials shall take measures to ensure the safety and welfare of students including, but not limited to:
 - 1. Polling student to determine instances where an adult may not be at home and calling homes where it is thought that no one is there.

2. Instructing bus drivers to wait at all stops and students to return to the bus if no one is at home.
 3. Having mini-buses or private vehicles on hand to provide for special trips which might be necessary.
- E. If a student becomes ill on the way to or from school, he/she should be dropped off either at the student's school or, if safer for the student, at a school on the route, or at the student's regular drop-off. If the student is dropped off at a school on the route, the bus garage shall contact an administrator at that school, both to arrange for the ill student to be escorted into the school and to contact the student's parents or emergency contacts. Any ill student shall be treated with all due compassion until a parent or emergency contact arrives.

VII. SPECIAL TRIPS

- A. School bus services may be used as transportation for student field trips and extra-curricular activities in accordance with funds budgeted for such purposes and subject to rules and regulations established by the Superintendent of Schools.
- B. All arrangements for bus services for special trips shall be made through the office of the Director of Transportation.
- C. All regulations pertaining to student conduct on school buses shall also apply to special trips. Adult supervisors (teachers, coaches, chaperones, etc.) shall be responsible for assisting the bus driver to maintain order on the buses.
- D. Drivers shall make no unscheduled stops or unnecessary detours without specific permission from the Director of Transportation, except in the event of an emergency. In that case, the bus driver and teacher or coach involved shall take whatever action is necessary to provide for the welfare and safety of the students. Any action taken in the event of an emergency shall be reported to the Director of Transportation and appropriate school administration as soon as possible.

<i>Adopted:</i>	<i>Previous to 1974</i>	<i>Cross References:</i>	<i>Policy JIC-Department</i>
<i>Revised:</i>	<i>2/14/78</i>	<i>Statutory References:</i>	<i>MRSA 20-A:5401</i>
<i>Revised:</i>	<i>7/17/84</i>		<i>MRSA 29:1368</i>
<i>Revised:</i>	<i>1/15/85</i>		<i>29:2011:2020</i>
<i>Revised:</i>	<i>5/14/08</i>		
	<i>Bus Misconduct Form</i>		
	<i>Student Handbooks - various schools</i>		
<i>Revised:</i>	<i>3/9/11</i>		