

MIDVALE SCHOOL DISTRICT #433 - Policy Manual

SECTION 900

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911.1 — AUTHORIZATION TO OPERATE PROGRAM

General

The Board of Trustees is authorized and directed to provide transportation for pupils within their boundary. In selecting chauffeurs and establishing bus routes, the primary consideration shall be the health and safety of the pupils.

Nothing herein contained shall prevent any Board of Trustees from denying transportation to any pupil in any school bus or other transportation equipment operated by or under the authority of said Board, upon good cause being given, in writing, to the parents or guardian, or either of them, of such pupil.

No Board of Trustees shall be required to provide transportation for any pupil living less than one and one-half (1½) miles from the nearest appropriate school. That distance shall be determined by the nearest and best route from the junction of the driveway of the pupil's home and the nearest public road, to the nearest door of the school building the student attends, or to the bus stop, as the case may be. The Board may transport any pupil a lesser distance when, in its judgment, the age or health or safety of the pupil warrants.

Responsibility and Authority

The Board of Trustees shall designate the school officials who will be given responsibility and authority for the operation of the school transportation system. The function of each official will be designated.

Last Updated: 17 Mar 1997

912.1 — PHILOSOPHY & GENERAL PROVISIONS

Philosophy

It is the philosophy of the Board of Trustees that the transportation program be operated for educational purposes and that student safety be considered in all program decisions.

General

This policy incorporates applicable state and federal laws and regulations and district policy. Should any provisions of the district's transportation program be in conflict with state or federal laws or regulations the state or federal law or regulation will over-ride the district policy.

Last Updated: 17 Mar 1997

921.1 — ELIGIBILITY FOR BUS SERVICES

Public School Students

Students enrolled in the Midvale School system who live at least one and one-half (1½) miles from the school are eligible for bus services, unless the student lives in a non-

transportation zone as defined by the Board of Trustees. Students living less than one and one-half (1½) miles are eligible for bus services with special Board approval.

Private School Students

Students enrolled in private schools are eligible for bus service only under the following conditions:

1. There are available seats on the bus.
2. Routes are not altered.
3. The district is reimbursed for this transportation based on the cost per student transportation rate.

Last Updated: 17 Mar 1997

922.1 — BUS ROUTES & NON-TRANSPORTATION ZONES

General

The Board of Trustees may establish and alter bus routes and non-transportation zones. Such routes and zones will be established no later than the regular August meeting and will be reviewed at the beginning of the 2nd semester of school.

Only the Board of Trustees can approve the alteration of bus routes or non-transportation zones.

Routes

Whenever practicable, routes shall be so established that no bus stop shall be more than one and one-half (1½) miles from the intersection of the driveway of the home of any pupil otherwise eligible for transportation and the nearest public road; except that no Board of Trustees shall be required to route school buses or other passenger equipment over any road not maintained as a part of a highway district, county, state or federal highway system, or by the state or national forest service; except, that the primary requirements to be observed by the Board of Trustees are the safety and adequate protection of the health of the pupils.

Non-transportation Zones

Non-transportation zones shall comprise an area of a school district designated by the Board of Trustees to be impracticable to provide transportation services due to the sparsity of pupils, remoteness of area, or conditions of roads.

Last Updated: 17 Mar 1997

922.2 — PAYMENT WHEN BUS SERVICE IS NOT AVAILABLE

General

The Board of Trustees shall pay the parent or guardian of a pupil to transport that pupil to the nearest bus stop if that pupil resides within a non-transportation zone.

Any payment made shall be for transportation relating to instruction; however, no payment will be made for transportation to or from extra-curricular activities.

Rate of Payment

If a pupil resides within a non-transportation zone, the Board of Trustees will approve payment of \$10 per month plus the current rate (as set by the State) per mile for the transportation of the pupil from their home to the nearest bus stop in the morning and from the nearest bus stop to their home in the evening.

Last Updated: 17 Mar 1997 924.1 — DENIAL OF BUS SERVICES

Public School Students

Students enrolled in the Midvale School system may be denied bus service under the following conditions:

4. When they live less than one and one-half (1½) miles from school.
5. When their conduct is not acceptable as defined in Policy #941.1 *Student Rules of Bus Conduct*.

Private School Students

Should a private school student become eligible for bus service under the provisions of Policy #921.1 *Eligibility for Bus Services*, he/she may be denied bus service at a later day for non-compliance with Policy #921.1 or for any reason established by the Board of Trustees.

Due Process

Every student is entitled to a minimum due process before bus services are denied. In addition the parents or guardians are to be notified, in writing, of the cause for denial of bus services.

923.1 — TRANSPORTATION OF PUPILS IN VEHICLES OTHER THAN BUSES

General

The use of vehicles, other than buses and driver training cars, is discouraged. In all cases, necessity, student safety and district liability shall be considered before the use of private vehicles is authorized.

Authorization for the use of private vehicles to transport students can be made by the Board of Trustees or the Superintendent, or in the Superintendent's absence by his appointed representative. Request for use of a private vehicle must be made at least two (2) weeks in advance of the date of event.

Authorization may be granted (using Form 923.1a) providing the following criteria are met:

- a. The vehicle has a minimum of \$300,000 liability coverage (*vehicle insurance will be primary*)
- b. Students will be required to wear seatbelts. (*No more passengers in car than seatbelts*)
- c. Driving record shows no points for driver(s).
- d. Parents are notified when students will be transported in a private vehicle.
- e. Vehicle is inspected by authorizing personnel.

Transportation to and from co-curricular activity practice/rehearsal is the responsibility of the parents or guardians of the student.

Insurance

Before private vehicles are authorized for use on trips, the Superintendent shall verify that sufficient insurance is available and that the District's insurance carrier has given approval.

Student Drivers

Students shall not be authorized to drive vehicles transporting other students, except in the case of driver training with an authorized driver training instructor present in the vehicle.

Last Updated: 17 Mar 1997

924.1 — DENIAL OF BUS SERVICES

Public School Students

Students enrolled in the Midvale School system may be denied bus service under the following conditions:

6. When they live less than one and one-half (1½) miles from school.
7. When their conduct is not acceptable as defined in Policy #941.1 *Student Rules of Bus Conduct*.

Private School Students

Should a private school student become eligible for bus service under the provisions of Policy #921.1 *Eligibility for Bus Services*, he/she may be denied bus service at a later day

for non-compliance with Policy #921.1 or for any reason established by the Board of Trustees.

Due Process

Every student is entitled to a minimum due process before bus services are denied. In addition the parents or guardians are to be notified, in writing, of the cause for denial of bus services.

Last Updated: 17 Mar 1997

925.1 - USE OF SCHOOL VAN

GENERAL

The primary purpose for the use of the school district van is for transporting 15 or fewer students to extra-curricular activities or practices. Transporting student for non-athletic events will be conducted using a school bus, when feasible.

A van request form will be maintained by the Superintendent and priority will be given on a first come basis. The van request form contains the date of the trip, staff member making the request, destination, estimated miles for trip, and starting and ending odometer readings.

VAN USE GUIDELINES

1. The van will be used for Midvale School District activities only.
2. Drivers and passengers will be required to wear safety belts when vehicle is in motion.
3. Transporting fewer than five (5) passengers will be discouraged.
4. Drivers will go through an orientation before being allowed to drive.
5. Drivers will undergo a motor vehicles search regarding traffic citations.
6. A CDL license will be encouraged for those who transport students on a regular basis.
7. Driver(s) will be required an eight hour layover/rest period after ten (10) hours driving and five (5) hours as a passenger. Driving time will not exceed ten (10) hours in a twenty-four (24) hour period.

DRIVERS' RESPONSIBILITIES

1. Keep van fueled. Try not to operate the van at any time below one-quarter (1/4) tank of fuel.
2. Check oil, water, windshield wiper fluids, tire pressure, and gauges prior to start of trip.
3. Keep van clean. Driver is responsible to make sure that trash is picked up and vacuumed and washed, when needed.
4. Fill out Van Driver Checklist and turn into office immediately following activity.

CHECKLIST

1. Warning to keep back windows closed when the van is in operation, to prevent asphyxiation.
2. Make sure passengers are seat belted and remain seat belted until van comes to a complete stop.
3. On longer trips that requires fueling, check oil level.
4. Park in designated van parking areas.
5. Close all windows at the trip's conclusion.
6. Clean trash and vacuum, if needed.
7. Record ending odometer reading.
8. Lock van.
9. Document any maintenance or mechanical problems that are observed.
10. Return checklist form and keys to Superintendent.

Last Updated: 18 Nov 2002

926.1 – SAFETY BUSING

Safety busing is the transportation of a student who lives less than one and one-half (1 ½) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than one and one-half (1 ½) miles from school when one or more of the following criteria are met:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road and highway permitting fifty-mile-per-hour speeds;
3. Crossing an intersection in competition with a high volume of right turning vehicles without the benefit of adult supervised crossing
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways;
8. Other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board of Trustees may also consider evaluation factors including, but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time student would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. See Addendum A - Measuring Instrument for Walking Students.

Each year, no later than the regular board meeting in August, the Board of Trustees shall review and vote on all requests for new safety busing locations. The Superintendent or their designee is directed to review all existing safety busing locations at intervals of at least every three (3) years.

Safety Busing Committee

The transportation supervisor will establish a Safety Busing Committee consisting of transportation personnel and student advocate representative, i.e., city, county, state traffic engineers, law enforcement professionals, district or other safety professionals, district and/or region PTA representatives.

The Safety Busing Committee will develop an objective measuring instrument and the related scoring element to be used in determining an appropriate “cut off” for safety busing purposes when the scoring element used indicates hazards that are “reasonable” for students to encounter during their walk to and from school. The philosophy for this procedure is based on the assumption that all students must encounter “some hazards” during the course of their travel from home to school. The intent of the objective measuring instrument is to prioritize and/or weight hazards.

Last Updated: 28 Nov 2016

931.1 — PROGRAM SUPERVISION

General

The Transportation Supervisor shall have the authority to administer and supervise the Midvale School District’s transportation program and to carry out the daily operation as directed by the Superintendent.

Effective Oversight of Financial Reporting Process

The transportation supervisor and business manager shall work cooperatively in reviewing all student transportation expenditures on a monthly basis. The reimbursement matrix shall be referenced prior to filing for annual reimbursements.

The business manager will note the due date for claim submittal so that claims can be submitted on time and will notify the State Department well in advance if the district will not be able to meet the due date for the claim.

Emergency Training and Periodic Evacuation Drills for Students

The transportation supervisor will provide emergency training and periodic evacuation drills for students in accordance with national Highway Safety Program Guideline 17.

Last Updated: 28 Nov 2016

932.1 — RECRUITMENT & HIRING OF BUS DRIVERS

Recruitment

Recruitment of bus drivers is the responsibility of the Superintendent.

Hiring

Hiring of bus drivers is the responsibility of the Board of Trustees.

Notification of Vacancies

Notification of position vacancies shall be announced within the school district. If no satisfactory applications are received after a local search is conducted then the position vacancy shall be advertised in at least one local paper.

Selection

Selection shall be based upon the qualifications of the candidate without regard to race, religion, sex or marital status.

Selection shall be based on the following criteria:

8. Training, experience and skill.
9. Demonstrated competency.
10. Suitability for the position.
11. Personal characteristics.
12. Compatibility with District philosophy.
13. Must hold, or be able to obtain, a valid Idaho CDL license with necessary endorsements.
14. Must pass a DOT physical examination.
15. Must have had three (3) years of satisfactory driving experience immediately preceding service as a bus driver.
16. Must be able to maintain a reasonable time schedule on routes and extra-curricular activities (allowing for weather and road conditions).

Record Keeping

The business manager shall have filed for each school bus driver, in a secure area with limited access, the following information:

- a. Copy of original application to drive school bus.
- b. Copy of current physical examination, along with any applicable waivers.
- c. Historical record of all topic specific school bus drivers training.
- d. Copy of current commercial driver's license.
- e. Copy of annual driving record check in compliance with CDL licensing requirements.
- f. Copy of all driver and route evaluations. (Idaho Codes 33-1506, 33-1508-1509; SISBO)

Annual Driver Record Review

The business manager shall request annually a driving record check report from the Idaho Transportation Department, Motor Vehicles Division, for those individuals who are going to drive a school bus during the current fiscal year.

Last Updated: 28 Nov 2016

933.1 — TRAINING OF BUS DRIVERS

All new drivers shall complete the Idaho School Bus Drivers Development Series, or comparable prior approved training program, have ten (10) hours observation and behind the wheel training, and demonstrate driving proficiency before being permitted to drive a school bus loaded with students. The transportation supervisor will conduct the State Classroom Curriculum for all new school bus drivers and place the tests and scores in the drivers' files.

The superintendent shall ensure all school bus driver training is completed each fiscal year. All experienced drivers shall complete at least ten (10) hours refresher driver training. At least three (3) hours of pre-service training shall be provided before school begins in the fall. In addition, at least three (3) hours of in service training shall be provided during the school year.

Last Updated: 13 Dec 2016

934.1 — DUTIES OF BUS DRIVERS

General

School bus drivers have complete responsibility and final authority for the operation of their bus and care of their passengers. In exercising that responsibility and authority the driver must be in compliance with school board policies and all applicable laws, rules and regulations.

Specific Duties & Responsibilities

The specific duties and responsibilities of a district bus driver shall be developed by the program supervisor and must be in compliance with State Board of Education policies and state and federal laws, rules and regulations. These duties shall include, but not necessarily be limited to the following:

Vehicle Maintenance and Inspection

17. Prior to each use, the driver shall perform a pre-trip inspection of the bus to determine if it is safe for use. The inspection shall include and place special emphasis on the condition of tires, lights and lighting systems, stop arms, controls and brakes. When the inspection reveals a deficiency in the bus that renders it

unsafe for use the driver shall report it to the program supervisor and the bus shall not be used to transport students until the defect is corrected.

18. Prior to each use, the driver shall check all fluid levels — water, oil, battery, gasoline and brake fluid.
19. After each use, the driver shall clean the inside of the bus and wash all windows, lights, reflectors and mirrors, and shall also refuel for the next scheduled trip.
20. The driver shall notify the district office or program supervisor when repair or service are needed.

Passenger Control

1. The driver shall allow only authorized persons to ride the bus: students, school employees and such other persons designated by the administration or board.
2. The driver is responsible for the proper discipline of pupils on the bus and must exercise this function in accordance with written policies and instructions of school authorities.
 - a. The driver shall not remove students from the bus for discipline reasons except at the school or his regular bus stop. A pupil picked up in the morning must be returned to his home bus stop unless other arrangements have been made.
3. The driver shall require each passenger on the bus to be seated. No one shall be allowed to stand and no one may be seated in front of the line parallel to the back of the bus driver's seat.
4. The driver shall report (by issuing a Bus Violation Report) any pupil whose behavior is such that it may endanger the operation of the vehicle, or who damages the same or any part thereof, or whose language is obscene.
5. The driver has complete responsibility for the operation of his/her bus and care of his passengers. The driver always possesses the final authority.

Loading and Unloading Bus

1. Each driver shall file, with the District office, a schedule of times for pick up and delivery of students. The schedule shall include the times for each stop on the morning and evening runs. Said schedule shall be filed for each semester and after each bus route change and as directed by the program supervisor. The schedule shall be followed as accurately as possible.
2. The driver shall load and unload only from the right hand side of the road with clear vision of at least one hundred yards in both directions.
3. When unloading students, the driver shall count the number of pupils exiting the bus and shall account for their whereabouts before moving the bus.
4. A driver loading or unloading students on a roadway having more than three (3) lanes must load or unload those students who live on the right side except at intersections with traffic control signals.

Safety

1. The driver must consider the safety of the passengers in reaching any decision effecting the operation of the bus.
2. The driver shall check the first aid kit at monthly intervals to see that it contains all required items. After each use and when a check determines that an item is missing, the driver shall see that the kit is restocked.
3. The driver shall not allow guns, inflammable or explosive substances to be carried on a school bus.
4. The driver shall report any condition on or bordering the bus route which constitutes a hazard to the safety of the pupils being transported.
5. The driver shall not allow the bus occupancy to exceed the maximum as determined by the manufacturer. Occupancy shall never exceed three (3) persons per seat.
6. The driver shall report to the program supervisor, the license number of any vehicle which violates any law endangering school children.
7. The driver shall not leave his occupied bus. In case of a breakdown, the driver should ask a passing motorist for assistance, or wait for help. In an emergency the oldest responsible student may be sent for help.
8. When it is necessary for a driver to leave an unoccupied bus, he or she shall shut off the motor, set the brakes, and remove the ignition keys.
9. The driver shall hold periodic bus evacuation drills as required by the program supervisor.
10. Each driver must be able to put chains on the outside rear duals, when safety is a factor.

Vehicle Operation

1. The driver must stop at all railroad crossings and have visual and audible proof that it is safe to cross the railroad tracks before doing so.
2. The driver shall never drive a bus in excess of the posted maximum speed and the maximum speed as set by the State Board Rules & Regulations.
3. The driver shall not disengage the clutch and allow the bus to coast except while stopping. The driver shall shift into neutral when loading or unloading passengers.
4. The driver shall not back a bus except as a last resort. If it is necessary to back a bus, a trained, competent flag person shall be utilized.
5. The driver shall not back to turn around on a public roadway.
6. The driver shall make proper use of the stop arm which governs the stopping of traffic past the school bus.
7. The driver shall make proper use of the signal lights.
8. The driver shall not move a bus unless all passengers are seated and the doors are closed.
9. The driver shall not allow a passenger to operate a bus, not any person not authorized by the Board of Trustees.
10. The driver shall wear a seat belt when the bus is in motion.
11. The driver shall stop at all railroad crossings. The procedure adopted by the State Board of Education shall be followed.

12. The driver shall follow the procedure for loading and unloading students that is prescribed by the State Board of Education.
13. The driver shall operate the bus at all times in conformity with all laws, rules and regulations.

Reports and Log Books

1. The driver shall maintain such route books and other records as may be required by law, the State Board of Education, the program supervisor, or the Board of Trustees. Such record to be filed in the office shall include but not necessarily be limited to the following:
 - a. A trip sheet for each trip other than daily runs or maintenance runs.
 - b. A weekly transportation report.
 - c. A semester report and time schedule.
 - d. A log book and maintenance record containing information specified by the program supervisor.
2. The driver shall report all accidents to the program supervisor on forms provided.

Miscellaneous

1. Drivers shall perform such other duties as may be assigned by the program supervisor.
2. Teachers/coaches directly involved in extra-curricular activities who are duly qualified bus drivers for the District will not be permitted to operate the buses to or from activities. This restriction may be waived, in writing, by the Superintendent.

Penalty for Non-performance of Duty

The Board of Trustees may, for cause and after a hearing, revoke any school bus driver's permit.

Last Updated 17 Mar 1997

934.2 — HOURS OF DUTY FOR BUS DRIVERS

Definitions

For purposes of clarification, hours of duty as used in this policy shall include time spent or work performed at any and all work sites.

General

A bus driver may drive or be on duty as follows:

3. A driver may drive up to ten (10) hours after having eight (8) consecutive hours off duty.
4. A driver may be on duty up to fifteen (15) hours after having eight (8) consecutive hours off duty. No more than ten (10) hours may be driving hours.

5. A driver may be on duty up to sixty (60) hours in any period of seven (7) consecutive days.

Last Updated: 17 Mar 1997

934.3 — ASSIGNMENT OF BUS DRIVERS

The Board of Trustees shall have the responsibility for the assignment of bus drivers to regular bus routes. Permanent drivers with seniority, when qualified and capable, shall be given 1st consideration when a permanent driving position is available.

Last Updated: 17 Mar 1997

941.1 — STUDENT RULES OF BUS CONDUCT

GENERAL: Good behavior on buses is essential in order for student safety to be maintained.

Students who refuse to maintain discipline will receive a warning. If this is ineffective, the pupil may be deprived of bus transportation for a specific period of time or for the remainder of the school year, at the discretion and direction of the school administration. No student will be permitted to leave his seat while the bus is in motion.

RULES OF PROPER BUS CONDUCT: The Midvale School District operates a pupil transportation system for those students who live at least one and one-half (1½) miles from school. Students who live more than one and one-half (1½) miles from an approved bus stop may be required to furnish their own transportation to the bus stop. They may petition the Board for reimbursement.

The daily bus trip to and from school can be a good social experience, provided the bus is safely regulated.

Safety is the important factor in the school transportation program. The conduct of the students on the buses determines to a large extent the effectiveness of safety. When the student conducts himself well, safety hazards are greatly reduced. Unsatisfactory conduct by the pupil increases danger possibilities.

Students who do not respect the rights and safety of others by failing to observe the Rules of Proper Bus Conduct must expect to forfeit the privilege of riding the buses provided by the School District.

The following rules shall be followed on all buses:

6. Safety — Each student shall be responsible for the safety of self and others.

7. Bus Safety — The student shall enter the bus with the least possible confusion, be seated and remain seated until the bus stops for pupils to unload.
8. Physical Behavior — The student shall keep all parts of body inside the bus except when unloading.
9. Crossing Road — If necessary to cross road, cross fifteen (15) feet in front of bus and wait at right edge of roadway for signal from driver before proceeding into traffic lane.
10. Clearance — The student shall stay away from bus except when loading or unloading.
11. Schedule — The student is responsible to be on time for the bus.
12. Traffic and Safety Requirements — The student shall observe traffic and safety requirements when walking to and from the bus stop.
13. Response to Driver's Request — The student shall respond to the driver's requests promptly.
14. Orderly Behavior — The student shall wait in an orderly line and avoid "horseplay".
15. Seating — Each student shall go directly to an available, or assigned, seat when entering the bus.
16. Profanity — The student shall not use profane language on the bus.
17. Controlled Substances — The student shall not use tobacco, alcohol or drugs and controlled substances.
18. Throwing Objects — The student shall not throw or pass objects on, from, or into buses.
19. Carry-on Objects — Except when prior approval is granted, pupils are to carry on only objects that can be held on their laps.
20. Hazardous Materials — The student shall not carry hazardous materials, objects, or animals on the bus.
21. Boarding/Exiting — The student shall not leave or board the bus at locations other than the assigned home stop or assigned school unless such arrangements have been approved by the transportation supervisor or the building principal.
22. Bumper Rides — The student shall not hitch rides via rear bumper.

PENALTY FOR BREAKING RULES: The following penalties will apply when a rule is broken:

First Offense: A notice will be given to the student that the parent/guardian MUST sign before the student will be permitted to ride the bus on the next school day.

Second Offense: This entails Disciplinary Action and possible suspension of bus privileges from 1 to 3 days. Parents must contact the bus driver, Bus Supervisor or School Principal to determine a solution to the problem. If the parent does not contact one of the above, the student will NOT be permitted to ride the bus.

Third Offense: This results in Suspension of riding privileges. The duration of the suspension will be determined at a meeting with the parents, school administration, Bus Supervisor and bus driver.

Other: This requires immediate administrative action and parental meeting. All bus privileges will be revoked pending the outcome of the parental meeting.

The student will be required to pay for any damage done to a bus.

Last Updated: 17 Mar 1997

951.1 — EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITY BUS SERVICE

Availability of Service

Transportation shall be provided for participants in all approved extra-curricular or co-curricular activities. Transportation may be provided for spectators, with the approval of the Superintendent and Transportation Supervisor. The costs of providing booster buses may be defrayed by charging a fee to those desiring to attend extra-curricular events. The decision of the Superintendent shall be final in determining whether to provide booster buses for extra-curricular activities.

Driver for Activity Trips

The Transportation Supervisor will assign drivers for extra-curricular or co-curricular trips. The selection will be based on the following criteria:

23. Experience — the ability to determine the shortest and safest route, especially under adverse weather and road conditions, and allow ample time to maintain a reasonable schedule.
24. Ability to handle basic mechanical problems, such as putting on tire chains, clean air filters and change tires, if necessary.
25. Ability to get along with others.

Definitions

1. *Participants* - Participants shall include team players/club members, coaches/advisors, statisticians, cheerleaders and managers.
2. *Spectators* - Spectators are classified as a non-participant.

Request for Bus Service

A request for extra-curricular or co-curricular bus service must be made at least two (2) weeks in advance and must include the number of participants as defined above. The request is to be given to the Transportation Supervisor.

Last Updated: 17 Mar 1997

952.1 — AFTER SCHOOL ACTIVITY BUS

General

An activity bus may be run on the Crane Creek route to the student's home, depending on availability of bus turnarounds.

3. If it is during a sport season.
4. If it is on a night other than a game night.
5. If there are a minimum of five (5) students committed to ride.

Once an activity run has been established, it may continue until the number of riders falls below three (3) students.

The determination to run an after-school activity bus will be on a season by season basis.

Last Updated: 18 Jan 1999

961.1 — GENERAL BUS MAINTENANCE

General

The Board of Trustees will review bus maintenance at their regular meeting in May each year and a maintenance person will be retained at that time or as soon as possible thereafter.

The Board of Trustees may review bus maintenance at other times and/or change bus maintenance persons at any time it is determined to be in the best interest of the District.

Maintenance Schedule

Bus maintenance will be performed at the following intervals:

6. Diesel buses — lube every 2,500 miles; change oil every 5,000 miles.
7. Gas buses — lube every 1,500 miles; change oil every 3,000 miles.
8. Tune ups and all other maintenance, as needed.
9. Summer maintenance — complete service ready for use and inspection.

Last Updated: 17 Mar 1997

962.1 — INSPECTION OF BUSES

New Buses

Before a new school bus can be placed in service it must be inspected by an authorized representative of the State Department of Education and certified as ready for service.

Other Buses

All district school buses shall be inspected on a yearly basis prior to the beginning of the school year. The inspection shall be conducted by the District's bus maintenance person using the checklist furnished by the State Department of Education.

In addition to the annual inspection, all school buses shall be inspected at intervals of not more than sixty (60) days during the same school year. The inspection shall be conducted by the District's bus maintenance person using guidelines established by the Superintendent.

General

Whenever a bus is found to be unsafe or deficient in standards, it shall be withdrawn from service until the deficiencies are corrected and it is found to be safe for use.

Last Updated: 17 Mar 1997

963.1 — BUS REPLACEMENT

Buses will be reviewed for possible replacement at approximately 100,000 miles. However, replacement will be decided on an individual basis depending on the condition of the bus.

Last Updated: 17 Mar 1997
