

Regulation

TRANSPORTATION SAFETY

GENERAL STATEMENT

In accordance with board policy, the following procedures are established for:

- A. Ensuring that students are made aware of conduct required for safe transport;
- B. Ensuring that bus drivers receive appropriate training in management of pupils, safe driving practices; special concerns in transporting students with disabilities; emergency road procedures; and required drug and alcohol testing; as directed by board policy 3541.33;
- C. Ensuring the efficient reporting and response to accidents and equipment malfunction;
- D. The implementation of emergency response procedures;
- E. The implementation of requirements for appropriate drug and alcohol testing.

In addition to the following procedure, the chief school administrator or the school business administrator shall ensure that the district's transportation provider has a transportation safety manual that is in compliance with the New Jersey State Department of Education *Policies and Procedures Manual for Pupil Transportation*.

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

Position	Summary of Main Responsibilities
Chief school administrator	<ul style="list-style-type: none"> • Implementation and administrative oversight within the district • Contacting and being the liaison with all agencies involved in response to a transportation emergency or crisis in the district • Designation and delegation of additional duties, tasks, and responsibilities necessary for the effective implementation of this regulation • Execute unattended child report • Notify executive county superintendent of schools of specified motor vehicle accidents
Principal	<ul style="list-style-type: none"> • Implementation and oversight within the school building • Prompt notification to the chief school administrator of matters requiring a hospitalization or an emergency response • Primary contact for reported motor vehicle accidents • Notification to parent/guardians of motor vehicle accidents involving school children • Documentation of all accident reports • Oversee/delegate bi-annual emergency exit drills for students who are transported to and from school • Execute preliminary school bus accident report • Assessment of this regulation

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Bus driver	<ul style="list-style-type: none"> • Supervision of students during transportation • Conducting safe pick-up and drop-off • Reporting accidents
Contracted director of transportation	<ul style="list-style-type: none"> • General oversight of all bus drivers • Assigning routes • Parent notification when a student is taken back to school • Coordinate emergency exit procedures for disabled students with the director of special education services
Director of special education	<ul style="list-style-type: none"> • Inform the director of transportation of all special accommodations required by special needs students during emergency exit drills including but not limited to safety concerns, communication needs, and behavioral characteristics
School nurse	<ul style="list-style-type: none"> • Primary contact for reported motor vehicle accidents • Attain access to medical consent forms and parent emergency contact information where necessary • Contact parents/guardians of affected students • Coordinate the provision of student health information to emergency responders as appropriate
Parents/guardians	<ul style="list-style-type: none"> • Ensure that school safety rules are followed by their child(ren)
Bus aide	<ul style="list-style-type: none"> • Participate and assist in bi-annual emergency exit drills • Assist general education and special needs students during emergency exit procedures

PROCEDURESInservice

The director of transportation shall ensure that both employed and contracted school bus drivers and aides are appropriately trained in routine and emergency transportation procedures (see exhibit 1). Such training shall include, but not be limited to:

- A. Embarkation and disembarkation procedures;
- B. Emergency exit procedures;
- C. Student management and discipline;
- D. Bus stop safety
- E. End-of-route inspection;
- F. Confidential use of student records; and
- G. Bus drivers shall receive training in appropriate cell phone usage, defensive driving techniques, railroad crossing procedures, and drug and alcohol testing.

The above training may be provided by the district or by a contracted vendor; in either event the director of transportation shall document the training provided, the dates of the training, as well as attendees.

Student Safety

The chief school administrator shall ensure that school students receive a safety education program that includes pedestrian safety and rules for riding the school bus. Such training shall include, but not be limited to the specific dangers involved in waiting for transportation, boarding, riding, and exiting school vehicles, as

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well as emergency evacuations and dangers arising from transportation in school vehicles (see primary resource 1 School Bus Safety Manual).

The bus driver shall be responsible for maintaining the safety of students being transported by the bus and enforcing the school behavioral expectations. The bus driver shall:

- A. Be the authority in charge of students riding the bus;
- B. Be responsible for order and shall have the authority to report misconduct to the principal for disciplinary action according to the school code of student conduct;
- C. Not exclude an assigned student from the bus unless authorized to do so by the principal.

Behavioral Expectations

- A. Parents/guardians are advised that the district has designated neighborhood bus stops with student safety and ease of access being of paramount importance. The district expects parents to ensure that students promptly arrive to and depart from designated bus stops and that parents either escort students to and from bus stops in a timely fashion or ensure that students understand the responsibilities of prompt arrival to and departure from designated bus stop locations. In the event that a parent/guardian is unable to ensure a student's prompt arrival to and/or departure from a designated bus stop, that parent/guardian should contact the director of student transportation to request an accommodation based on the student's particularized need.
- B. Students with the support of their parents/guardians as appropriate shall be responsible for the following bus safety rules for getting on and off the bus, and for exercising good behavior while riding:

Waiting at the bus stop:

- 1. Upon arrival at the bus stop, students should be aware that the code of student conduct applies to behavior while waiting for the bus to arrive;
- 2. Students should be alert to traffic and other safety concerns;
- 3. Where the school bus fails to arrive, students should wait approximately 10 minutes before attempting to notify the school district or parents of the delay.

Getting on the bus:

- 1. When waiting for the bus, the student shall stay away from traffic and avoid roughhousing or other behavior that can lead to injury;
- 2. Students shall not stray onto the street, alleys or private property;
- 3. Students shall line up away from the street or road as the bus approaches;
- 4. Students shall wait until the bus has stopped and the door opens before approaching the bus;
- 5. Students shall use the handrail when boarding.

Behavior on the bus:

- 1. Students shall buckle their seat belts, where available;
- 2. Students shall comply with the bus driver's instructions;
- 3. Students shall not speak loudly or make loud noises that could distract the driver;
- 4. Students shall stay in their seats;
- 5. Students shall not put their heads, arms or hands out the window;
- 6. Students shall not throw anything out of the bus windows;
- 7. The aisles shall be kept clear of books and bags;
- 8. Each student shall be responsible for getting belongings together before reaching the stop;
- 9. Students shall wait for the bus to stop completely before getting up from their seats.

Getting off the bus:

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1. Students shall use the handrail when exiting;
2. When crossing in front of the bus, the student shall first walk at least 10 feet ahead of the bus, until the driver is visible;
3. Students shall check that the driver can see them;
4. Students shall wait for a signal from the driver before crossing;
5. When the driver signals, the student shall look left, right, then left again and then walk across the road, keeping an eye out for sudden traffic changes;
6. If the student's vision is blocked, the student should move to an area where he or she can see other drivers and they can see the student;
7. Students shall not cross the center line of the road until the driver signals it is safe;
8. Students shall stay away from the rear wheels of the bus at all times.

(From the National Safety Council at: <http://www.nsc.org/learn/safety-knowledge/Pages/news-and-resources-school-bus-safety-rules.aspx>)

Route Assignment

- A. Student route transportation is provided primarily for transporting students from their homes to and from school; all transportation policies and regulations apply to all events during which board approved transportation is provided;
- B. The director of transportation shall create and revise transportation routes designed to address the transportation needs of students who live remote from school. Remote from school shall be defined as more than two miles from school for elementary students and more than 2 and one half miles for high school students.
- C. The director of transportation shall ensure that each student is assigned a bus route and designated stop in the area of his/her residence;
- D. A change of bus stop assignment is permitted on a permanent reassignment basis, i.e., five days per week. Parents must complete a form with the transportation coordinator;
- E. A temporary change of stop or bus will only be granted in the case of a specific and extreme emergency with the approval of the building principal. This would be for a sudden hospitalization of an immediate family member;
- F. The principals may allow other temporary changes of bus route assignments. To change an assignment, the parent/guardian shall request the change and the reason for the change in writing and submit the request to the principals at least 48 hours (2 school days) in advance of the needed change. The principal may approve the change when a bus seat is available on the temporary bus route;
- G. Children must board and depart the bus only at the stop that he/she has been assigned; changes will not be made for recreation, play time, meetings, vacations, etc., as these are the responsibility of the parents;
- H. Bus drivers are not authorized to make any change of stop for any child. Only with written permission from the principal or the transportation coordinator may a driver allow a child to depart the bus at any place other than his/her designated stop.

Bus Malfunction

If a bus breaks down due to mechanical failure with no injuries to any passengers, the following procedures shall apply:

- A. The driver will notify the:
 1. Police;
 2. Company director of transportation/transportation office;
 3. Business administrator;

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4. The chief school administrator.
- B. The transportation office will arrange for alternate transportation if necessary;
- C. Where necessary, police officers will control the scene and determine procedures to release children to parents and/or guardians, in no event shall a child be permitted to leave the location without adult supervision;
- D. The principal of the receiving school shall direct the school nurse/designee to contact the parents/guardians of students involved in the incident and notify them of the nature of the delay, the location of the bus and when circumstances are appropriate for parents or guardians to pick up their child(ren);
- E. The bus driver shall file a written report with the director of transportation detailing the nature of the malfunction within five days of the malfunction;
- F. The director of transportation shall promptly cause the vehicle to be inspected to determine the nature of the malfunction and initiate appropriate maintenance/repair.

Accident

In addition to the procedures above, where a school vehicle is involved in a motor vehicle accident, the following procedures will apply:

- A. The chief school administrator shall designate the nurse and appropriate staff members to contact the parents/guardians of the students involved. The notification shall include the length of the expected delay and the location of the accident when circumstances are appropriate for parents or guardians to pick up their child(ren);
- B. The principal or his or her designee will be dispatched to the scene;
- C. If a child is sent to the hospital, a principal or his or her designee will be sent to accompany the child;
- D. The school bus driver shall:
 1. In the event the accident involves injury, death, or property damage, complete the preliminary school bus accident report and deliver it to the building principal within 10 days of the accident (see exhibit 2 Preliminary School Bus Accident Report); and
 2. In the event the accident involves injury, death, or property damage of one person, in excess of \$500, complete the preliminary school bus accident report above, deliver it to the building principal within 10 days of the accident and complete a motor vehicle accident report within 10 days of the accident, if no such report was filed by a law enforcement officer (see exhibit 3 MVC Accident Report Form);
- E. The building principal shall also execute the preliminary school bus accident report and file it with the director of transportation within five school days;
- F. The director of transportation shall also execute the preliminary school bus accident report and ensure that fully executed copies of the report are distributed in a timely fashion to the:
 1. Building principal;
 2. Executive county superintendent;
 3. New Jersey Department of Education, Office of Student Transportation; and
 4. Chief school administrator, who shall report the incident to the board of education at the first board meeting following filing of the preliminary school bus accident report.

Emergencies

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Despite the district's best planning efforts, student transportation can involve emergent circumstances, such as fire, flood, severe weather, and traffic delays which are not covered in district policy or administrative regulation. In such emergent events, bus drivers, aides, and all district employees are encouraged to take responsible measures to ensure the safety and welfare of themselves, students and others. Police and/or first responders should be contacted immediately if circumstances warrant. District administration should be notified as soon as practicable. Safety is of primary importance and all efforts should be made to guarantee the safety of students and other individuals involved in the emergent circumstances.

Emergency Exit Drills

- A. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school:
 1. Each building principal/designee shall be responsible for communicating these drill procedures to all transportation vendors and establishing emergency exit drill schedules;
 2. The first emergency exit drill shall be scheduled at the conclusion of the morning transportation run, any school day during the month of September. The second emergency exit drill shall be scheduled at the discretion of the building principal/designee;
 3. Each emergency exit drill shall take place on school property;
 4. Each school bus driver shall implement the emergency exit drill on his or her assigned vehicle, at the direction of the building principal;
 5. Each school bus driver, or school bus aide where applicable, assigned to transport disabled students, shall be responsible to implement necessary accommodations for disabled students during all emergency exit drills. Where any emergency exit drill raises a health or safety concern, the driver or aide, as appropriate, shall immediately report that concern to the director of transportation who shall then meet with the director of special education and/or building principal to remediate the reported concern;
 6. Each school bus driver assigned to transport special needs students who require an accommodation during an emergency exit shall receive training in that accommodation as soon as practicable following the assignment.
- B. All other students shall receive school bus evacuation instruction at least once within the school year. Each building principal shall ensure that such instruction is provided to all students at least once each year during the 1st marking period and shall maintain appropriate documentation of such instruction and all drills conducted;
- C. The school bus driver and bus aide shall participate in the emergency exit drills;
- D. Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity;
- E. Each building principal shall ensure that each bi-annual drill is documented in the minutes of the district board of education at the first board meeting following the completion of the emergency exit drill (see exhibit 4 Evacuation Reporting Form). The minutes shall include, but are not limited to, the following:
 1. The date of the drill;
 2. The time the drill was conducted;
 3. The school name;
 4. The location of the drill;
 5. The route number(s) included in the drill; and
 6. The name of the school principal or assigned person(s) who supervised the drill.

End-of-Route

No school bus driver shall leave a school vehicle unattended while students are on board, except to assist in the loading or unloading of a disabled student or in the event of an emergency.

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At the end of each transportation route, the following procedures shall be implemented by the bus driver to ensure that no student remains unattended in the vehicle:

- A. When the last student has exited the school vehicle, the driver shall perform a visual inspection of the vehicle to ensure that no student remains unattended in the vehicle;
- B. The inspection shall take place when traffic conditions and/or location reasonably allow, but before the driver commences the next scheduled route or a return to the parking/storage grounds;
- C. If the inspection reveals a student who missed his/her scheduled bus stop, the driver shall immediately notify the director of transportation;
- D. A student shall be considered to be "unattended" when the scheduled route has concluded and the driver has left the vicinity of the bus;
- E. When an unattended student is discovered, the individual shall immediately inform the owner/operator of the vehicle, who shall notify the building principal of the receiving school and the chief school administrator;
- F. The chief school administrator/designee shall notify the parents/guardian and arrange safe delivery;
- G. The chief school administrator/designee shall execute the unattended student report and file same with the executive county superintendent within 10 days of the incident;
- H. The executive county superintendent shall submit the completed report to the Office of Student Transportation and the Criminal History Review Unit;
- I. Any school bus driver found to have left a student on the bus at the end of the route may be found negligent, and may have his or her license suspended for six months for a first offense and permanently revoked for a second offense;
- J. If any school bus driver's "gross negligence" results in harm to a child, the driver's license shall be permanently revoked.

Records

- A. Each school year, prior to the beginning of transportation of school pupils the district transportation contractor shall furnish to the county superintendent the following information on each bus driver or substitute:
 - 1. Name;
 - 2. Social security number;
 - 3. Certification of a valid school bus driver's license;
 - 4. Criminal background check; and
 - 5. Evidence of a check for the driver's record of alcohol and drug-related motor vehicle violations;
- B. All information must be submitted before the bus driver or substitute shall be assigned to any vehicle in the performance of the contract;
- C. Annually, on or before June 30, the building principal shall review this regulation and recommend to the chief school administrator renewal or revision along with any specific recommendations for revision that would increase transportation safety.

REGULATION HISTORY

NJSBA Review/Update: January 2019
 Effective Date: December 11, 2019

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CROSS REFERENCES

3541.1 Transportation Routes and Services
5131 Conduct and Discipline
5141.1 Accidents
5141.2 Illness
5142 Safety

EXHIBITS

Exhibit 1 School Bus Safety Manual
Exhibit 2 Preliminary School Bus Accident Report
Exhibit 3 Motor Vehicle Commission Accident Report Form
Exhibit 4 Evacuation Reporting Form

PRIMARY RESOURCES

1 *Policies and Procedures Manual for Pupil Transportation*
2 Unattended Child Report