

## **TRANSPORTATION**

1. The purpose of this policy is to define for the School Committee, administration, pupils and parents' uniform guidelines for transporting pupils to and from school.

### **A. Areas of responsibility**

1. School Committee shall be responsible for establishing the Transportation policy.
2. Superintendent shall be responsible for carrying out the transportation policy.
3. The School Business Administrator shall be responsible for the day-to-day administration of transportation of pupils, including bus routing, problem resolution and communication with the bus contractor.
4. Principals shall be responsible for overseeing bus loading and unloading, management of disciplinary infractions and instruction in conduct and evacuation procedures.
5. Staff on bus duty shall be responsible for monitoring, loading, and unloading of pupils to ensure safety and order.
6. Bus contractor(s) shall be responsible for abiding by the Contract, the Specifications, and the Transportation policy.
7. Bus drivers shall be responsible for the safe transportation of pupils to and from school.
8. Parents shall be responsible for understanding Rules for Bus Conduct contained in the Student Handbooks and making certain that their children follow these rules.

### **B. Problem resolution and communication**

#### **1. Problem resolution**

- a. Problems dealing with transportation should be reported directly to the building principal, who, if unable to resolve the issue, shall refer the matter to the School Business Administrator.
- b. If the problem resolution is unsatisfactory, then it may be brought before the Superintendent of Schools, the Superintendent's designee, or the School Committee.

### **2. Routine communication**

A. The following information shall be sent to all parents at the beginning of each school year:

1. Rules for Bus Conduct (see Student Handbook)
2. Explanation of Disciplinary procedure (see Student Handbook)
3. Notification that the Transportation policy is available at each Principal's office and School Administration Building.

3. Special communication

- A. Parents shall be notified as soon as possible if there is any change in a pupil's transportation.
- B. If sidewalks along major arteries are judged to be hazardous by the Superintendent of Schools or the Superintendent's designee, emergency busing of walkers may be instituted.

4. Eligibility

- A. All K-5 students who register for transportation will receive transportation.
- B. All students, grades 6-12, within designated areas and who register for transportation will receive transportation.

5. Identification of riders

- A. No bus shall carry other than authorized student passengers or faculty members, and no non-school personnel other than drivers and members of the Contractor's staff and family may ride on vehicles without express permission of the Superintendent of Schools or his designee while vehicles are in performance of their contract.
- B. Lists of riders shall be used to identify authorized student passengers. These lists shall be posted in the buses and shall be updated throughout the school year. Change in transportation shall be handled as follows:
  - 1. Permission for change shall be granted only by the Principal or the Administration.
  - 2. No change shall be allowed if it would result in a greater number of riders than the maximum as defined in School Committee policy, except in the case of individual emergency.
- C. The above regulations are part of the Rules for Bus Conduct. Violation shall be treated as any other violation of school rules.

6. Bus routes

- A. It shall be the policy to program routes and buses to carry only up to the seated capacity of buses.
- B. Bus routes shall be re-examined each year and shall be revised as required to provide safe and efficient transportation.
- C. Bus routes will be subject to annual review by the Administration.

7. Bus stops

- A. Bus stops will be established by the School Department at locations which will be determined on the basis of safety before convenience. Students will neither be required to walk to a bus stop along major arteries which do not have sidewalks nor to cross a major artery without a crossing guard. Whenever possible, the School Department will establish neighborhood bus stops.

8. Order and safety on buses

A. Pupils shall be instructed by Principals or Designee on proper conduct on buses each year including:

1. Conduct at the bus stops.
2. Conduct on the bus.
3. Conduct getting on and off the bus.

B. This instruction is based on the Rules for Bus Conduct communicated to parents in writing each year.

C. Bus evacuation procedures will be conducted each year.

D. Special introductory procedures to bus transportation shall be given to kindergarten pupils each year.

E. While the bus is in motion, the driver shall see that the pupils remain seated.

F. Kindergarten students shall not be released without a parent, guardian or written consent.

G. Elementary students in grades K-5 riding late buses shall not be released to anyone other than a parent or guardian without written consent.

9. Accidents

A. All accidents, however minor, involving school buses or other vehicles engaged in work under contract, shall be reported to the Office of the Principal and Superintendent of Schools by telephone immediately following said accident and in writing within twenty-four (24) hours of the accident. Such written report will state all the pertinent information concerning the accident, including a list of all injured and shall be accompanied by a copy of the accident report rendered to the Police Department and a copy of the accident report rendered to the insurance company.

B. Parents of all riders of said vehicle will be notified by the Principal's office.

C. In the event of any injury during transportation to and from schools, parents will be notified immediately by the Administration.

10. Discipline

A. The bus driver should be considered as the bus disciplinarian and, in the event of discipline problems on a bus, shall report the violation to the Principal immediately following the bus trip that day. The bus driver shall communicate the violation in writing, using the Bus Behavior Report form.

B. The bus driver will use the Rules for Bus Conduct for the purpose of setting standards of discipline.

C. A violation of the Rules for Bus Conduct will be recorded on the Bus Behavior Report form. The form will be signed by the bus driver, Principal, and parents, and returned to the Principal.



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11. Vehicles to be used

A. All vehicles used in the performance of the transportation contract with the School Committee shall be inspected and approved by the Registry of Motor Vehicles. Each bus shall meet all state standards. In addition, the Marlborough School System will conduct a twice-a-year inspection of all vehicles. The age and mileage of each buss shall be determined by contract specification.

12. Transportation specifications

A. Said specifications and Transportation policy shall be included as part of the contract documents.

Legal Reference: Ch. 71, Section 7A  
cf. (EEA)

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