

TRANSPORTATION

I. Who is Transported

A. Students Eligible for Free Transportation

1. Bus transportation to and from school will be provided for students residing within the specific school's attendance area, and residing 2 miles or more from school unless they are in a walk zone for high school, middle school, and elementary students on bus routes established by the Administration of the School District. Bus transportation will also be provided to Special Education students for whom transportation is a part of their IEP. A walk zone is defined as less than one mile for secondary school students, half a mile for elementary students and 1,400 feet for kindergarten students. Students who live within these distances cannot receive transportation.
 - (a) Distances are calculated using computer-aided measurements taken directly from the school site to the home address and are determined along circuitous routes of roadways.
2. Non-public schools transportation within the District boundary follow the same protocol. The public school administration will annually and as necessary consult with the appropriate non-public school administration on attendance areas and safety.

B. Students eligible for fee-based transportation

1. All students who are not eligible for free transportation are eligible to access transportation for a fee subject to the guidelines set forth in this regulation.
2. Students who opt to attend a district school outside of their designated attendance area are not eligible for free transportation to the new school but can access fee based transportation under this section.
 - a. Fees for the school year are \$225 if paid by the last school day of the previous year or \$250 if paid after the last day of school of the previous year. The fee for new families moving into the District will be \$225. The family cap on transportation fees is \$500.
 - b. After January 1 new families pay \$112.50.
 - c. After January 1 all other students pay \$137.50 if space is available.

C. School Bus Transportation Reimbursement for Non-Public Students

1. Transportation for non-public students from the District may be provided to the boundary subject to the same policies, rules and regulations as transportation within the District.
2. The District may provide aid for transportation to non-public students living within the District to schools outside of the District in accordance with Edu 3520.1500.
3. Reimbursement for transportation will be a flat rate which is equal to what a public school student would pay.
4. Application for reimbursement of transportation on an approved route and with an approved carrier shall be made at the end of each school year on a form provided.

II. School Bus Conduct, Safety Rule and Guidelines for Students and Parents

Introduction

The Mounds View School District is committed to providing safe and efficient bus transportation for all eligible students between the bus stop nearest the student's home and his or her assigned elementary or secondary school. To insure that such transportation shall occur in the safest and most efficient manner possible, this section is committed to bus safety rules, consequences of student for safety code violation, parental concerns about transportation, and the school Safety Patrol Program.

A. Hazardous Areas

Yearly review of bus routes and potential hazardous areas will be undertaken with assistance from city and county law enforcement.

B. Bus Safety Rules

1. Rules on the Bus

- a. The following rules are included in the contract signed by the student at the beginning of the school year and also will be posted on all buses:

1. **Immediately follow the directions of the driver.**
2. **Sit in your seat facing forward keeping aisle clear.**
3. **Talk quietly and use appropriate language.**
4. **Keep all parts of your body inside the bus.**
5. **Keep your arms, legs and belongings to yourself.**
6. **No fighting, verbal harassment, intimidation or horseplay.**
7. **Do not throw any object.**
8. **No eating, drinking or use of tobacco or drugs.**
9. **Do not bring any weapon or dangerous objects on the school bus.**
10. **Do not damage the school bus or tamper with safety equipment.**

2. Seating Procedures

Students entering the bus will observe the following rules:

- a. Go immediately to a seat without crowding, shoving or disturbing others.
- b. Share seats with others; bus capacity in elementary schools is computed on the basis of three students per seat and on the basis of two students per seat for secondary students.
- c. Be seated at all times when the bus is moving.
- d. Remain seated until the bus comes to a complete stop and the driver opens the door.

School Administration may assign seats in the front of the bus for individual needs. School Administration may assign seats at their discretion to prevent misconduct.

3. Carrying Items on the Bus

All items that cannot be conveniently and safely carried on a student's lap or at his/her seat will not be transported on the bus. Parents are encouraged to transport larger items in their own vehicles. Procedures for carrying athletic, musical and other equipment for field trips and other school events must conform with state and local safety regulations.

4. Alcohol, Tobacco, and Controlled Substances

Students are prohibited from using tobacco or possessing, distributing or being under the influence of alcohol or controlled substances while being transported on school buses.

5. Vandalism and Littering

Anyone deliberately destroying bus equipment will be required to make a reasonable restitution. Litter must not be left on the bus. Eating and drinking are prohibited on the bus.

6. Guidelines for the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- d. After getting off the bus, move away from the bus.

- e. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

The School District will cooperate in solving problems at the bus stop but cannot assume responsibility for incidents which occur.

C. Consequences of Students for Safety Code Violation

- 1. Each student referred for inappropriate behavior will have the incident reviewed by the principal (or designee) regarding the nature of the activity and its safety implication. Consistency will be followed in all disciplinary proceedings. If the offense is willful vandalism or destructive behavior, bus privileges will be suspended immediately. If a reported incident is determined upon review by the principal or designee to be a violation of the bus safety rules, the following consequences may apply:

1st Violation

The student will be issued a warning and a signed student contract for the privilege of riding a school bus will be sent home for parental review and signature.

2nd Violation

Short term suspension of bus riding privileges as determined by administration.

3rd Violation

Suspension of bus riding privileges for an extended period of time, depending upon the seriousness of the violation. Only the building principal or designee is authorized to remove a student's bus riding privilege for safety code violations. Prior to implementation of such removal, the building principal (or designee) will notify the student's parents or guardian of such action. Students missing school due to suspension of bus riding privileges are truant and will be unexcused from school for the day. Students who consistently abuse the bus riding privilege may be subject to School District action permanently removing their bus riding privilege.

- 2. Records

Records of school bus misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

- 3. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

D. Parental Concerns About Transportation

When a parent has a question or a concern about the transportation of their child, they should contact the principal (or assistant principal) of their school. That school administrator will determine whether other referrals need to be made and will initiate such referrals, if necessary. Parents witnessing a vehicle carrying pupils that is involved in any dangerous or illegal action are encouraged to notify their school principal or the Ramsey County Sheriff's Office immediately.

1. Parent/Guardian Responsibilities For Transportation Safety

- a. Become familiar with District rules and policies, regulations and principles of school bus safety.
- b. Assist students in understanding safety rules and encourage them to abide by them.
- c. Recognize their responsibilities for the actions of their students.
- d. Support safe riding practices and reasonable discipline efforts.
- e. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- f. Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.
- g. Respect the rights and privileges of others.
- h. Communicate safety concerns to school administrators.
- i. Monitor bus stops, if possible.
- j. Support all efforts to improve school bus safety.

2. Parent and Guardian Notification.

A copy of the School District school bus safety rules will be provided to each family at the beginning of the school year or when a child enrolls. Parents and guardians are asked to review the rules with their students.

3. Notice

Students will be given a copy of school bus safety rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

D. School Safety Patrol Program

1. Objective of School Safety Program

- a. Safeguard children as they walk along streets and highways, and ride buses-to and from school.
- b. Develop an awareness of traffic and safety hazards.
- c. Instill proper attitudes toward safety involved in travel to and from school.
- d. Lead students toward the development of a sense of responsibility for taking part in a general safety program.
- e. Develop character, leadership and cooperative skills.

2. Philosophy of School Patrols

- a. Serve as the communication link between the driver and school principal (or designee).
- b. To model established safety rules and safe conduct.
- c. Show a positive and responsible attitude toward all students.

3. Bus Patrol Procedures

There would be at least two patrols assigned to each bus in order to best assist the driver in the following ways. One patrol should sit at each end of the bus.
Bus patrol duties:

- a. To assist in loading and unloading.
- b. To assist all students in finding a seat before the bus moves, and to encourage students to stay seated.
- c. To assist in reminding students of school bus safety rules regarding talking quietly and using appropriate language.

III. School Bus Student Safety Training Plan.

The School District will provide students enrolled in grades K-12 with school bus safety training. Upon completing the training, the student will be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- 1. Transportation by school bus is a privilege not a right;
- 2. District policies for student conduct and school bus safety;
- 3. Appropriate conduct while on the bus;

4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane cross; and
7. School bus evacuation and other emergency procedures.

Student school bus safety training will commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after the first week of school and are transported by school bus will undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.

The School District will also provide student safety education for bicycling and pedestrian safety.

IV. School Bus Operation Plan.

The Mounds View School District has a fully contracted student transportation bus service. The School District will hold the contractor to a high standard of specification in regards to personnel, bus operation, and bus equipment. The attached material is the School Bus Specifications as written in the Transportation Contract and are required expectations.

Revised: January 8, 2008

ATTACHMENT

SCHOOL BUS SPECIFICATIONS as written in the Transportation Contract

PERSONNEL - BUS DRIVERS - BUS AIDES

A. QUALIFICATIONS

Drivers must meet the State qualifications as well as pass the Contractor's bus driving rules and regulations, and hold a valid school bus driver's license for the assigned vehicle.

B. CONDITIONS OF EMPLOYMENT

1. *The drivers and aides must maintain the standards imposed on him/her by the Contractor and is also required to attend School District or regional school bus drivers meetings for instruction and safety, when scheduled by the School District.*
2. *Comply with drug screening requirements as stated in Section IV.C.*

C. BUS DRIVER TRAINING

All bus drivers operating buses under this contract shall receive training according to the standards below.

1. *New drivers not previously licensed to drive a school bus shall receive not less than 12 hours of classroom and 10 hours of in-vehicle (actual driving time) instruction.*
2. *New drivers currently licensed to drive a school bus shall receive not less than 8 hours of classroom instruction, and an evaluation of their driving skills with necessary in-bus training to bring their skill levels up to acceptable levels.*
3. *Continuing drivers and all new drivers shall also receive training through monthly safety meetings and through School District bus driver meetings which shall total at least 6 hours per year.*
4. *The instructional program shall include the subjects listed below.*
 - a. *School bus driving fundamentals*
 - b. *Defensive driving techniques*
 - c. *Human relations - sensitivity to students, parents and staff.*
 - d. *State/Federal laws*
 - e. *District policies/procedures*
 - f. *Bus stop procedures and the law*
 - g. *Railroad crossings*
 - h. *Breakdown/accident procedures*
 - i. *Emergency/preparedness/evacuations/equipment*
 - j. *Basic first aid*

D. DRIVER OBLIGATIONS

Contractor is to have the drivers adhere to the following:

1. *To travel over the route and make stops according to the timetable designated by the District.*
2. *To keep the conveyance and other property used in transporting pupils clean and protected at all times when not in actual use and to exercise reasonable care in the use of such equipment.*
3. *To allow no person to drive the vehicle without the proper license.*
4. *To exercise the utmost care in protecting children from injury or exposure.*
5. *To be alert and observe all laws and rules relating to travel on the public roads.*
6. *To observe all operating rules adopted by the State Board of Education, Commissioner of Public Safety, and local School Board.*
7. *To remain in the bus while it is being loaded or unloaded at school.*
8. *To maintain order among pupils at all times; to allow them to enter and to leave the bus only at pupil stops designated by the District, and to report all cases of disobedience, improper conduct or speech, and cases of tardiness to the building principal where the student is enrolled.*
9. *To use no profane or indecent language within hearing of the pupils and to tolerate none from them.*
10. *To abstain from the use of tobacco on the bus or on school property, and allow no children to use tobacco in any form.*
11. *To abstain absolutely from the use of intoxicating beverages and illegal drugs on days when he/she transports children.*
12. *Seat belts - all school bus drivers shall be required to use the driver seat belt at all times when the vehicle is so equipped.*
13. *To work with school bus patrol as directed by school building administration to assist driver in safe operation of vehicle.*

E. BUS DRIVER REPORT FILING

1. *The driver must immediately report all accidents involving personal injury or property damage to the Bus Company. The driver must cooperate with the Bus Company in accident investigation per Section IV.B6.*
2. *The driver must report student misbehavior to school building administration in a timely manner, using discipline report forms.*
3. *Route schedules shall be carried in the bus, during route times. Any changes in routes must be officially approved and indicated on route copy prior to implementation.*

F. BUS AIDES

1. *Bus aides will be provided when required by special provision to provide safety supervision for behavior problem bus riders. The district will provide notice when adding a bus aide to the route.*
 - a. *Bus Aides will attend all meetings and training as required by the district.*
 - b. *Bus Aides will be provided at an hourly cost with a minimum of two hours*
 - c. *Bus Aides will be transferred to any School District route upon request from the District.*

G. EQUIPMENT PROVISIONS

1. *Contractor owned buses must meet the standards and specifications of the State and Federal Department of Education and Highway department. They must be clean, neat appearing and maintain suitable interior temperatures at all times.*
2. *All vehicles operated under this contract must have passed required State inspections.*
3. *Age of Vehicles*
 - a. *At least 50% of the buses operating in the District will be no more than 5 years old throughout the duration of the contract.*
 - b. *Buses provided for basic service may be no older than eight years from the beginning of the current school year. A bus will be permitted to operate to the age of eight years providing the unit remains serviceable for the entire eight year period.*
 - c. *Contractor may be given the option to continue operating a bus for an additional maximum of two years (beyond 8 years) provided the bus is operationally serviceable and meets all safety standards. All buses requesting extension of service must have the written approval of the District Transportation Supervisor; no more than 20% of the contract fleet vehicles will be approved.*
4. *List of units proposed for use showing pupil capacity, type model, manufacture date, license number, bus number, chassis and body type, must be submitted within one month of route assignment and upon change or as requested by the School District.*
5. *Two-way radios shall be installed and in operating condition in all buses and operate on a common frequency reaching a range inclusive of the School District and the base station.*
6. *Vehicle maintenance standards*
 - a. *Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.*
 - b. *Regular preventive maintenance and inspection periods shall be held.*
7. *Equipment Operation Reporting Requirements*
 - a. *The Contractor will maintain and provide to the District, records and reports as required by the School District such as; accident reports, load counts, route mileage charts, gasoline consumption, bus maintenance, route sheets, driver qualifications, DMV reports, vandalism damage, etc.*
 - b. *The Contractor will provide such operating information as required for State transportation reports.*