

**5044**  
**Safe Pupil Transportation Plan**  
**And**  
**Pupil Transportation Vehicle Driver Satisfactory Driving Criteria**

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

**1. Emergency Procedures**

**a) Mechanical breakdown**

In the event of a mechanical breakdown, the driver will:

- 1) Stop the bus in a safe location
- 2) Keep passengers in the bus, if it is safe to do so
- 3) Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- 4) Radio or call for assistance

**b) Injuries/Medical Emergencies**

If a student is seriously injured or suffers from a medical emergency, the bus driver will stop the vehicle at the first safe opportunity. The bus driver will provide emergency medical assistance in accordance with the driver's first aid training. The bus driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911. If the driver cannot reach the district, the driver should send an adult or a responsible student to a telephone to call 911 and then the district.

**c) Severe Weather**

**1) Tornadoes.**

If a bus driver determines that there is a likelihood that a tornado will hit a vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the bus, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide

additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the bus, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2) **Winter Weather**

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

3) **Floods or Standing Water**

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

d) **Weapons, Hazardous Substances and Dangerous Contraband**

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e) **Unattended Items on or Near Pupil Transportation Vehicle**

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or

otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded trash, etc.), the driver may examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

f) **Terroristic Threat**

If a bus driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, , the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

g) **Emergency Incident Reports**

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

2. **Drop-off**

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

### **3. Evacuation of Students With Disabilities**

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

### **4. Student Behavior on School Vehicles**

Riding the school bus is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

#### **a) Rules of Conduct on School Vehicles:**

- 1) Students must obey the bus driver promptly.
- 2) Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
- 3) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
- 4) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 5) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 6) Students must remain seated and keep aisles and exits clear while the bus is moving.
- 7) Students are prohibited from throwing or passing objects on, from, or into buses.
- 8) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
- 9) Student may not eat or drink on the bus.

- 10) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
- 11) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
- 12) Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
- 13) Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident
- 14) Student must respect the rights and safety of others at all times.
- 15) Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
- 16) Students may not leave or board the bus at locations other than the assigned stops at home or school.
- 17) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges
- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive , and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. Records may also be maintained in the transportation office.

Adopted on: **December 20, 2010**  
Reviewed on: **June 19, 2017**  
Revised on: **September 16, 2019**  
Reviewed on: **August 19, 2024**