

 <p style="text-align: center;">ADRIAN PUBLIC SCHOOLS Policies and Regulations</p>	<p>NEPN Code: EEA</p>
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Support Services

Transportation Policy/Procedures

I. General Statement of Policy - Purpose

It shall be the policy of the Board of Education of the Adrian Public Schools to provide safe, economical transportation to those children eligible for the service and in accord with state law. In the organization and operation of the district's transportation system, all applicable statutes, rules, and regulations of the State of Michigan, or its agencies, shall be adhered to, and recommendations and suggestions made by the State and its agencies shall be considered.

In every instance, the first consideration shall be the safe transportation of all eligible pupils. Careful consideration shall also be given to efficiency and economy of operation. The Superintendent may, because of inclement weather or emergencies (e.g., bomb threats, fire, tornado, etc.), temporarily modify or add to the regulations set forth within this policy to maintain safe transportation.

II. Administration

The Superintendent of Schools shall assure that the Board's Transportation Policy is placed in operation and that the service is operated in accord with state law and applicable regulations. Administrative responsibility for the oversight of the district's transportation provider is delegated to the Assistant Superintendent.

III. Operation Principles

- A. Distance (Suitable safe roads home and to school)
 - Grades 6-12 More than 1 Mile
 - Grades K-5 more than $\frac{3}{4}$ of a mile
- B. Maximum approved distance to a bus stop from home.
 - Grades K-12 $\frac{1}{2}$ Mile
- C. The measurement of the mileage to determine eligibility for transportation shall be the responsibility of the Transportation Service. Mileage shall be determined on the basis

of the shortest route of travel from the school to the pupil's residence. The distance may be the walking distance utilizing suitable/safe routes of vehicle travel.

D. **Elementary Students:**

1. The Transportation Service may provide transportation to and from daycare centers based on factors including but not limited to, school of attendance, location, and various existing routing.
2. Elementary transportation will be provided on a consistent schedule: i.e., there may be a different pick-up location then drop off location, but each must be the same every day. For example, pick up at home every day and drop off at the same daycare center every day. The Transportation Service at its discretion may accommodate variances from this regular schedule or location.
3. A "walker" can ride the bus to a daycare facility on a consistent schedule if there is room on the bus and there is an existing stop already established at the daycare.
4. Elementary students are not allowed to ride home with friends on a bus without written permission from the parent, approval from the building principal, and providing there is room on the bus.

E. Students otherwise ineligible for transportation may be eligible for regular or special transportation if the IEP specifies such as an outcome of an Individual Education Plan Conference (IEPC). The Transportation Service shall provide this service with its drivers and vehicles wherever practicable, but may provide the special services through other transportation providers or may establish contracts with parents for reimbursement for special transportation in consultation with the District, when necessary to deal with special circumstances.

F. The Adrian Public Schools will consider a request for transporting a K-5 student for unusual safety conditions when the following conditions exist:

1. The student must walk along a heavily traveled (20 cars per hour) street or highway where posted or unposted speeds in excess of 30 mph are legal and no walking area for the child exists except upon the roadway.
2. The student must walk across a heavily traveled (20 cars per hour) bridge with no walkway and where a speed in excess of 30 mph is legal.
3. Other safety conditions exist which are quite obviously beyond what most other children face daily, en route to and from schools within the school district.

The Transportation Provider will act upon each request, based upon current existing conditions.

- G. Elementary students assigned to a school other than their home school because of overcrowding or other district initiated reasons, shall be eligible for transportation. Elementary students attending a school other than their home school through In-District Schools of Choice may be eligible for transportation.
- H. Transportation extended to non-public school pupils shall be under applicable state law.
- I. Every pupil eligible for transportation shall be assigned a stop and the use of another will not be permitted. It is recognized that certain conditions may exist which could require the pupil to temporarily use a different stop. In these instances, a written request shall be addressed to the building principal by the parent. The request shall be for a specified period and, if approved, subject to the following conditions:
1. The change must be to relieve a situation that would result in the child's inability to get to and from school;
 2. The change must not result in any of the following:
 - a) Overcrowding of any bus;
 - b) Alteration or extension of any bus route or time schedule;
 - c) Change in bus stops.
 3. In cases of emergency, parents may request the principal waive the written request requirement. In these instances, the principal is required to coordinate the necessary emergency action with the Transportation Service.
 4. In an emergency, the Transportation Service will provide directions to the driver.
 5. The Transportation Service is instructed to transport only their regularly assigned passengers. They shall not transport any person other than pupils, teachers, chaperones, or other persons authorized by the Board of Education.
- J. The following principles shall apply to the bus routes:
1. Bus stops, schedules and runs shall be developed by the Transportation Service to provide safe service with a minimum number of buses.
 2. Safety, efficiency, and economy shall be the criteria used in routing the buses and designating school bus stops. The Transportation Service may also consider the physical condition of the child.
 3. Routes shall be laid out in a manner that utilizes the most direct routes suitable for travel and serving those students eligible for the service. Routing shall be designed to eliminate backtracking wherever possible.

4. Routes shall be laid out in a manner that will keep individual riding time and distance to a practical minimum. One hour each way shall be considered an acceptable riding time under normal conditions, except in the case of rural routes which, due to distance, may extend this timeline by up to thirty minutes.
5. In accord with state law, school bus stops will be designated only at those spots where the bus in its stopped position is visible to approaching or overtaking drivers of other vehicles for a distance of at least 400 feet.
6. Drivers are required to activate amber alternating flashers at least 200 feet before stopping to load or unload passengers. Therefore, bus stops cannot be closer than 200 feet apart.
7. Stops shall be located at intervals and in places where pupils may board and leave the school bus, cross highways, and await the arrival of the bus without undue hazard.
8. School buses shall not be stopped in an intersection to control traffic while loading or unloading.
9. A parent/guardian should initiate a transportation request by filling out a transportation request form and submitting it to the building their child attends. Once that is submitted, the school submits the request to the transportation provider who routes the student.

IV. Bus Safety

Bus drivers shall daily inspect their buses for routine safety in accord with a checklist provided by the Transportation Service. Each bus shall carry a first aid kit and all required supplies. A bus whose major use is the transportation of school pupils shall carry at least one (1) fire extinguisher.

No school bus shall be operated unless it has been inspected and approved by stipulated state inspection.

All school buses shall meet the specifications prescribed by Act No. 300 of the Public Acts of 1949, as amended, being Section 257.1 to 257.923 of the Michigan Compiled Laws.

Every accident involving a school bus shall be promptly reported by the driver on forms developed by the Transportation Service and in accord with developed procedures. All accidents shall be reported to the Superintendent.

V. Student Surveillance

Under Board policy, the Transportation Service or designee may install the appropriate equipment for video/audio taping the interior of the buses while transporting students. She/he shall abide by the following procedures for the use of such equipment:

- A. Arrange for the installation of a video camera in an appropriate location.
- B. Date and time-stamped video recordings will be kept for a minimum of three days.
- C. All keys to the on-bus video equipment will be locked in the office area key box.
- D. No individual will be allowed to observe tapes without the prior authorization of the Superintendent or designee.

Any disciplinary action resulting from the use of the videotapes shall be determined by the appropriate principal who shall ensure that due process is provided to the student(s) involved in accordance with Board policy and implementing procedures relating to discipline. Any use of photographs obtained through the use of videotapes shall be in accordance with Federal and State law.

The Transportation Service shall be responsible for reviewing the tapes to assure that bus safety procedures are being followed properly and the buses are being operated in accordance with district procedures and state law.

VI. Responsibility of Parents

Safe, efficient student transportation requires parent cooperation and support. Therefore, the Adrian Board of Education stipulates that parents assume primary responsibility for the following:

- A. Assure that their children are at the designated stop ten minutes before the scheduled arrival of the school bus.
- B. Recognition that the primary responsibility for the safety and conduct of students using the school buses rests with the parents until the children board the bus for school and immediately following their exit from the bus on the return trip.
- C. Protect their children when unusual conditions warrant precautions beyond ordinary circumstances.
- D. Recognize that the school bus is an extension of the classroom and actively support the drivers and school officials in their efforts to apply rules designed to assure appropriate pupil conduct while en route to or from school.
- E. The parent is responsible for the cost to repair the school bus resulting from their child's improper conduct or vandalism.

VII. School Bus Rider Standards and Rules of Conduct

School Boards shall have the authority to make reasonable rules and regulations necessary for the proper establishment, maintenance, management, and carrying out of the public schools of such district, including regulations relative to the conduct of pupils while in attendance at school or en route to or from school.

Therefore, the Administration shall develop reasonable rules of conduct for bus riders and appropriate disciplinary action for violation of the rules.

The Administration shall also establish and publish the expectations and responsibilities of building principals and bus drivers regarding bus rider conduct.

The School District shall incorporate all of the stipulated elements of its rider conduct rules and regulations as well as other pertinent elements of this total Transportation Policy into a single source and distribute same to involved parties.

VIII. Transportable Items

- A. Acceptable “carryon” items will be restricted to those that can be held in the lap of the student without obstructing driver vision or extending into the space of the next passenger.
- B. No item may be placed in the driver’s compartment or the bus aisles (State Law).
- C. Live animals may not be transported.
- D. Certain types of athletic equipment, such as bats, golf clubs, bowling balls, etc., may be excluded if the driver feels they would create a safety or student control problem. (Whenever possible, a student should clear these items with the driver in advance).

IX. Field Trips/Special Trips

The Adrian Board of Education authorizes the use of Transportation Service buses to provide transportation for field trips and other school-related special trips provided they are approved by the Administration and do not conflict with regular transportation responsibilities.

The Administration is to develop the necessary rules, regulations, and procedures covering such use.

LEGAL REFERENCE: Michigan Motor Vehicle Code 257; A.G. Opinion #5780, September 16, 1980; A.G. Opinion #5825, December 9, 1980; Department of Education Pupil Transportation Handbook, Bulletin 431

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