



Policy Number: 3300

Dated: 05/16/2023

POLICY BUS TRANSPORTATION

PURPOSE

It is the intent of American Leadership Academy to provide safe transportation for its students.

TRANSPORTATION STANDARDS

A school bus operator's primary responsibility, consistent with training and policy, is the safety of passengers and the safety of the public at all times.

A school bus operator shall not use a cell phone, wireless electronic device, or any headset, earpiece, earphones or other equipment that might distract a driver from his responsibilities, whether hand held or not, while the school bus is in motion and not appropriately parked or secured. This prohibition does not apply to the safe and appropriate use of two-way radios or to mounted, GPS systems.

A school bus operator may use an electronic device once the bus is stopped and safely secured for:

1. Emergencies;
2. To assist special needs students;
3. For behavior management;
4. For appropriate assistance for field/activity trips;
5. For other business-related issues; or
6. Personal use if all passengers are safely off the bus and at a safe distance.

Once the bus is stopped and safely parked, a school bus operator may use an electronic device for emergencies, to assist special needs students, for behavior management, for appropriate assistance for field/activity trips or for other business-related issues.

Any violation of these provisions for emergency or compelling reasons may require documentation and will be addressed by the school.

Violations of these provisions may result in personnel action(s) against the school bus operator consistent with school policies.

Private contractors employed by the school for student transportation shall also adhere strictly to these provisions in addition to the policies of the employer.

STUDENT TRANSPORTATION SAFETY

All buses and other vehicles owned and operated by American Leadership Academy shall be inspected for safety by the assigned driver and the Transportation Supervisor on a regular basis. The school Transportation Supervisor shall develop and maintain a safety inspection record which shall be filled out and signed by the individual who conducts the inspection. In addition, all buses shall be available for regular state inspections by the proper state agency. Any defects noted by either the regular local or state inspection shall be remedied immediately.

All accidents, regardless of the damage involved, must be reported to the school Transportation Supervisor. Any part of the bus rubbing, scraping, or touching any other object or vehicle in such a manner as to cause damage to the bus or object constitutes an accident.

Any accident involving another vehicle, injury or death must be immediately reported to appropriate local law enforcement. Accident report forms must also be completed and filed with the school Transportation Supervisor.

PARKING OF SCHOOL BUSES

1. Standard procedure will be developed to keep the bus in a secure area when not in use.
2. Parking a bus overnight at home will be approved only if it is clearly evident that such an arrangement will specifically benefit the School District.
3. Stopping and parking of buses during an activity or field trips must be at safe and convenient parking areas adjacent to trip routes.

STUDENT CONDUCT

In view of the fact that a bus is an extension of the classroom, the Board of Trustees shall require students to conduct themselves in a manner consistent with established standards for appropriate behavior any time they are waiting to board a bus, riding a bus, or after exiting a bus. Riding the bus is a privilege and not a right.

In cases when a student does not display proper conduct on a bus, such instances are to be brought to the attention of the school administrator by the driver. The school administrator shall inform the parents or guardians of the misconduct, and request their cooperation in remediating the concern, and inform them of any disciplinary action taken.

Students who become a serious safety or disciplinary problem or who have multiple minor incidents on the school bus may have their riding privileges suspended by the school administrator.

Due Process: Unresolved issues or complaints related to student conduct or the consequences thereof, will be decided by the student's school administration in cooperation with the Transportation Supervisor and the bus driver who reported the incident. Appeal may be made to the Executive Director.

REFERENCES

R277-601