

SHALER AREA SCHOOL DISTRICT

No: 810

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: DECEMBER 9, 1998

REVISED: APRIL 21, 1999; JULY 12, 2004; DECEMBER 13, 2006; JULY 18, 2007; MAY 13, 2009;
MARCH 21, 2012; SEPTEMBER 17, 2014

810. TRANSPORTATION	
1. Purpose Title 22 Sec. 23.4 SC 1361	Transportation for students shall be provided in accordance with law and the following guidelines:
2. Authority	<p>The Board may purchase, equip, and maintain vehicles or contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips and athletic trips.</p> <p>Transportation service will be provided for resident students who live more than two (2) miles from the assigned secondary school or more than one and one-half (1-1/2) miles from the assigned primary and elementary (K-6th) schools. Transportation service may be provided to students who live on roads which have been certified as hazardous by the Pennsylvania Department of Transportation.</p> <p>Students who attend public schools and meet the criteria for distance or safety shall be provided transportation service within the attendance areas served by their designated schools. If permission is granted to attend a school outside of the normal attendance area because of a change of family residence during the school year, the parents must provide transportation for the student.</p> <p>Transportation shall not be provided to non-public, non-profit schools located more than ten (10) miles beyond the boundaries of the school district.</p> <p>The non-public, non-profit school shall certify in writing that all students for whom transportation is requested are residents of the Shaler Area School District and are enrolled in their regular education program from kindergarten through grade twelve.</p> <p>Special education and handicapped students shall be provided transportation in accordance with the provisions of the State Board of Education regulations.</p> <p>No driver shall be employed until such candidate has finalized the mandatory background check requirements for criminal history, child abuse, and FBI fingerprinting and the District has evaluated the results of that screening process. However, the candidate can begin employment while these various background checks are being processed.</p>
Title 22 Sec. 14, 15	
20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000 et seq Pol. 104	

Reports of Employee Crimes/Child Abuse

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.
2. Were charged with a crime deemed serious under the criteria established by law.
3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

SC 111

3. Guidelines

Bus Stops and Schedules

Prior to the beginning of each school year, the Board shall approve the transportation bus stop locations for that year.

Minor modifications may be made by the administrative staff when necessary. Additions or deletions to the list of approved bus stop locations must be subsequently approved by the Board.

The following guidelines shall be followed in developing transportation schedules:

1. Stop locations will generally be located no closer than 1,500 feet; however, on hazardous roads, stops may be scheduled no closer than 500 feet. Existing bus stops as of September 1, 1997, in violation of the above will continue to be served. However, if and when students are no longer using this stop, services to said stop will be discontinued and the above rule will apply henceforth.
2. Stops will generally be located at intersections and not at a student's home. Exception may be made for special education and physically handicapped students upon the recommendation of the Supervisor of Pupil Personnel.
3. Students are generally required to walk up to 0.3 miles to a bus stop; however, they may be required to walk up to 1.5 miles in accordance with state law.
4. The district shall attempt to limit the ride times to one (1) hour or less in most instances.
5. Load limits on buses shall generally be kept to three (3) for primary and elementary school (K-6th) students per seat and two (2) for secondary schools (7th-12th) students per seat.
6. The maximum number of students at a bus stop shall be established. Exceptions may be made at stops where crossing guards are located.
 - a. High School (9-12) 25
 - b. Middle School (7-8) 25
 - c. Elementary School (4-6) 20
 - d. Primary School (K-3) 15

7. In the interest of efficiency and economy, transfer schedules may be established for both public and non-public school students.

Assignment of Students to Specific Runs

Only eligible students and authorized individuals shall be transported on vehicles.

Each student for whom transportation is provided shall be assigned a vehicle and a route. Students are not permitted to transfer to other vehicles or routes without prior authorization from the principal and the Transportation Department.

Parents may request in writing that a student be reassigned to a different vehicle or route.

Requests shall be reviewed and may be granted in accordance with the following criteria:

1. The route operates to/from the student's assigned school.
2. The route does not have to be changed or extended.
3. The stop exists on the route; a new stop is not created.
4. The number of students on the vehicle will not exceed the legal limits of the vehicle.
5. This change does not result in increased costs to the school district.
6. Except under emergency conditions, the change shall be reasonably long-term to allow compliance with state law mandating a roster of students being transported be in the possession of the bus driver.

Transportation to Day Care Centers

Requests to transport students to day care centers may be granted in accordance with the following criteria:

1. There are a minimum of 3 students transported to and from each licensed day care center.
2. The day care is located within the primary **or** elementary school boundary the student is assigned.
3. For schools where there is no licensed day care center within the primary school boundary, the District may grant transportation to/from the following centers if there are more than 3 students.

School Boundary

Burchfield

Day Care Center(s)

Burchfield YMCA
Glenshaw Presbyterian Church

Jeffery/St. Bonaventure

Glenshaw Presbyterian
Rogers YMCA
Mt. Alvernia

Marzolf

Mt. Alvernia
Boys and Girls Club of Millvale

Reserve

Mt. Alvernia
Boys and Girls Club of Millvale

Rogers

Rogers YMCA

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CSA 6301

School District Employees as Drivers

When practical, those employees who may not possess a commercial driver's license, such as teachers, coaches, activity sponsors or administrators, may be permitted to transport students in a district-owned vehicle or a district-leased vehicle. Such vehicles shall not be designated to transport more than ten (10) passengers including the driver.

An employee requesting the use of a district-owned vehicle must submit a transportation request form to his/her supervisor at least two (2) days in advance. The form, along with a copy of the employee's current valid operator's license, shall then be forwarded to the transportation department for approval and scheduling.

Public Fares

Public transportation passes will generally be issued when it is the most economical and feasible means of transport.

Contracted Services

When it is impracticable or unreasonably expensive to provide transportation service with district vehicles or public transportation, transportation service may be contracted as follows:

1. With another public school district.
2. With a non-public school entity.
3. With a public carrier properly licensed in the Commonwealth.
4. With a parent contract.

The contractor shall provide a certificate of insurance providing coverage as required by the district. The contractor shall also comply with all federal and state laws and regulations. All carriers with the exception of parents of the students being transported shall be required to provide Act 34 and Act 151 clearances in advance.

<p>18 Pa. C.S.A. § 5703</p> <p>School Code 1312, 1331, 1361, 1374 2541, 2542</p> <p>PA Code Title 22 Sec. 23.32, 23.21-2</p>	<p><u>Chaperones</u></p> <p>Chaperones may be provided on field trips and extracurricular activity trips.</p> <p>Chaperones must be approved by the principal; must be at least eighteen (18) years of age, and shall not be a student of the school district. Minor children shall not accompany a chaperone unless such children are enrolled in the school and program or class sponsoring the trip. The number of chaperones shall be included on the transportation request form.</p> <p><u>Student Safety and Discipline</u></p> <p>The safety of students riding school vehicles is of primary concern to the school district.</p> <p>The school district shall provide a continuing safety and discipline program to all students who are transported in school vehicles.</p> <p>The safety and discipline program will be provided annually to all students. Emergency evacuation drills shall be conducted during the months of September and March and shall include practice and instruction concerning the location, use and operation of emergency doors and fire extinguishers and the proper evacuation of vehicles in the event of fires and accidents. The Department of Transportation, in cooperation with the building principals, shall schedule this program.</p> <p>All drivers will be provided proper training and instruction in the safety and discipline program and emergency procedures. Drivers shall be responsible for conducting the emergency drills, on school grounds as directed.</p> <p><u>Audio/Video Equipment on Transportation Vehicles</u></p> <p>The Board authorizes the use of audio/video surveillance equipment on vehicles used for the transportation of pupils. The purpose of this system is to support the discipline policies of the school district. The operation and use of the audio/video surveillance system shall be included in the student ridership and the driver in-service training programs. The audio/video surveillance equipment shall record audio and visual images.</p> <p>Notification of the audio/video surveillance system on such vehicles shall be provided to parents, students, and staff. A notice shall be placed in each vehicle indicating that such a surveillance system may be in operation.</p> <p>Audio/video recordings will be maintained by the Transportation carrier for a period of five (5) school days following the date of taping except in those instances where action for misconduct is pending. Employees responsible for implementing the discipline policies of the school district shall be permitted to view and listen to the recordings. A student and his/her parents may view and listen to only that portion of an audio/video recording which relates to the discipline of the student.</p>
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School Bus Operation Standards

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.

The Board shall ensure that permanent signs notifying drivers of the idling restrictions are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.