DESCRIPTOR TERM:

Support Services

District 370 Policy
File Code: 4.14
(ISBA: Noninstructional Operations 8120)

Bus Routes, Stops, and Non-Transportation Zones

Amended & Adopted 2005 03-14-05
Amended 2026

Each year, no later than the regular Board of Trustee's meeting in August, the Superintendent or designee shall present their recommendation for student transportation ~~bus~~ routes, school safety busing zones and non-transportation zones to the Board of Trustees. The Board of Trustees shall consider student health and safety in considering the recommendations of the superintendent or designee.

Definitions:

Safety Busing Zone: The transportation of a student who lives less than one and one-half (1½) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action. (See Safety Busing Policy #4.13.)

Non-Transportation Zone: An area of the District designated by the Board which is not served by District transportation because of sparsity of students, remoteness, or condition of roads makes such service impractical

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing Student Transportation ~~bus~~ routes:

1. Transportation ~~School bus~~ routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument. (See Exhibit 1 to Policy 4.13-Safety Busing.)

2. School bus drivers and employees to driver other vehicles transporting students to and from school are encouraged to make recommendations in regard to establishing or changing routes.

3. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

Transportation ~~Bus~~ Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Transportation ~~Bus~~ stops shall be chosen with safety in mind and protection of the health of the student.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his/her assistants.

The rules that students must follow and the consequences of breaking the rules are attached to this policy as Exhibit 1.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each transportation ~~bus~~ trip a safe and pleasant experience are requested and appreciated. The following suggestions are only four of the many ways parents can assist:

1. Ensure that students are at the transportation ~~bus~~ stop in sufficient time to efficiently meet the bus.
2. Properly prepare students ~~children~~ for weather conditions.
3. Encourage school transportation ~~bus~~ safety at home. Caution children regarding safe behavior and conduct while riding on the vehicle~~school bus~~.
4. Parents are responsible for their students~~children~~ at the transportation ~~bus~~ stops prior to their boarding the vehicle ~~bus~~ before school and after disembarking the vehicle ~~bus~~ at the end of the school day.

Responsibilities - Teachers/Advisors/Coaches

Teachers, advisors, and coaches have an important part to play in safe and efficient operation of the system and can influence pupil behavior as it relates to pupil transportation. The instructional program offers many opportunities to instruct students in safety and emergency procedures.

1. Anyone submitting a request for the use of a vehicle~~bus~~ will be given a copy of the rules and regulations by the transportation~~bus~~ supervisor or the principal with the understanding that they are responsible for seeing that their group understands and complies with said rules. The rules also apply to accompanying adults.

2. Classes and/or organizations of the school will be limited to no more than two field trips during any one school year. The only exceptions will be classes working on projects away from the school buildings, such as science classes.

3. Field trips held during the hours of the normal school day may be approved by the building principal in consultation with the transportation supervisor.

4. Field trips which extend beyond the normal school day, are held on non-school days, or require overnight supervision must be approved by the School Board.

5. Teachers planning field trips are required to submit a field trip request to the building principal at least two weeks prior to the date of the proposed field trip.

6. Requests for activity trips should be submitted a week before the planned trip and signed by the teacher and the immediate supervisor.

7. Requests should state school, group, destination, and estimated length of time vehicle~~bus~~ is needed. The person in charge should know how to go to their destination.

8. The school transportation~~bus~~ supervisor should be notified immediately if there is to be a change from the request as originally submitted.

9. Everyone (coaches, teachers, chaperones) should take care that no sharp or damaging articles (cleated shoes, etc.) are allowed on the seats or worn on the floors.

10. Whenever a vehicle ~~bus~~ is used for any activity, it will be checked before and after the activity. Any damage found will be charged to the group or department for repairs.

11. Whenever a vehicle~~bus~~ is used for activities, eating and drinking will be permitted on activity trips under the following conditions:
    a. The trip requires more than one hour of one way traveling time.
    b. The responsibility for clean up rests with the teacher or chaperone. If the vehicle~~bus~~ is returned dirty, the participating organization will charged a $10.00 clean up fee.

Activity Trips

In addition to transporting students to and from school, buses are used for school activities. Such activities include those which are considered as part of the instructional program. Field trips and participation in inter-school programs, such as music, drama, speech festivals, and vocational organizations fall into this category. Interscholastic athletics make up another large segment of activity transportation~~busing~~ which is not considered to be part of the formal instructional program.

The following are policies and guidelines for all activity trips. A trip request form is required five (5) days in advance and will include the following:

1. Purpose of trip - instructional, athletic, pupil-spectator recreation, or other;

2. Funding source - district or individual school funds;

3. Administrative approval - person who has authority to approve or deny trip (superintendent, principal, or activities director);

4. Advance notification - Allow adequate time for approval process and for making driver and vehicle arrangements and date and time of trip (leave - return);

5. Methods of travel - district yellow bus, school car, activity bus, etc.

Discipline procedures - For extended trips, trip release forms, signed by parents shall be required and will include written procedures on handling of severe or difficult misbehavior problems and emergency policies.

Communication - Drivers, pupils, chaperones, and parents shall be made aware of rules and regulations that apply on trips. Parents shall have information on destination, mode of transportation, chaperones, departure and return times, and what the pupils are expected to wear and bring with them for the trip.

The teacher, advisor, or coach has authority to make decisions if an unexpected occurrence happens during the trip such as impassable roads, accident, or mechanical breakdown. Driver and chaperone should have the phone number of the superintendent or his designee who has the final authority. It is also advisable to obtain the phone numbers of transportation personnel in various communities.

Safety

The Superintendent shall develop written rules establishing the procedures for transportation~~bus~~ safety and emergency exit drills, and for student conduct while riding on District vehicles~~buses~~.

If the vehicle~~bus~~ and driver are present, the driver is responsible for the safety of his /her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no vehicle ~~bus~~ driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. ~~Bus d~~Drivers are expressly prohibited from using corporal punishment.

The ~~bus d~~Driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

At intervals of not to exceed sixty (60) days during the school year, the Board of Trustees shall cause inspection to be made of all school buses operating under the authority of the Board.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for ~~children~~students and efficiency of operation, the

Superintendent is empowered to make decisions as to the emergency operation of vehicles~~buses~~, the cancellation of transportation~~bus~~ routes and the closing of school in accordance with his/her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist him/her in making such decisions.

Cross Reference:	4.13	Safety Busing
	4.10	Transporation

Legal Reference:

I.C. § 33-1501	Transportation Authorized
I.C. § 33-1502	Bus Routes-Non-transportation zones
I.C. § 33-1506	Inspection of School Authorized Vehicles
I.C. § 33-1509	School Bus Drivers-Definition-Qualification-Duties
I.C. § 33-512	District Trustees-Governance of Schools
I.C. § 49-1422	Overtaking and Passing a School Bus
I.C. § 49-660	Stopping, Standing or Parking Prohibited in Specific Areas
I.C. § 49-915	School Buses – Visual Signal
I.C. § 33-1006	Transportation Support Program
I.C. § 33-1504	Authorized Vehicles
I.C. § 33-1515	Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School-Related Events

EXHIBIT 1
BUS RULES AND CONSEQUENCES OF BREAKING RULES

RULES:

1. Stay in your assigned seat at all times.
2. Keep hands, feet, books, and objects to yourself (no spitting, throwing, pushing, tripping, etc.).
3. No swearing, rude gestures, cruel teasing, or put-downs.
4. Use classroom voices. (A classroom voice is when there is no voice above the sound of the group. If a driver can hear a voice above the rest and identify whose it is, that student will be cited.)
5. Follow driver's directions.

CONSEQUENCES:

If the student breaks the rules, the following will occur:

The following process begins when the first written warning is issued:

1st offense - warning
2nd offense - change seats
3rd offense - suspension of bus privilege for three days.

AFTER FIRST SUSPENSION

4th offense - suspension of bus privilege for two weeks.

AFTER SECOND SUSPENSION

5th offense - suspension of bus privilege for remainder of school year.

SEVERITY CLAUSE

If a student willfully damages or destroys other student or school district property,

or

If a student uses vulgar/foul language on the bus,

or

If a student commits or attempts to commit physical harm to others,

SAID STUDENT WILL PAY FOR DAMAGES AND MAY BE SUSPENDED FOR THREE DAYS OR LOSE HIS BUS PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR AS DETERMINED BY SCHOOL AUTHORITIES.