

MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: May 23, 1995

REVISED: June 19, 2014

REVIEWED:

810. TRANSPORTATION	
1. Purpose	<p><u>Mission Statement</u></p> <p>To provide safe transportation for our students to and from school striving to meet the transportation needs of our students and parents/guardians and in accordance with the law.</p>
2. Authority SC 1361, 1362 Title 22 Sec. 23.1, 23.2, 23.4	<p>The Board shall purchase, equip, and maintain vehicles and/or contract for school bus services for the transportation of resident students to and from school at regularly scheduled hours and for the transportation of resident students on field trips and athletic trips.</p>
SC 1362 Title 67 Sec. 447.1 et seq	<p>The Board will also provide transportation for students living within the limits of this policy when the walking conditions to the school are found to be hazardous by the Department of Transportation in accordance with 67 PA Code 447.1-447.4.</p>
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	<p>A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district or contractor has evaluated the results of that screening process.</p>
3. Delegation of Responsibility	<p><u>Reports Of Employee Crimes/Child Abuse</u></p> <p>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:</p>
SC 111	<ol style="list-style-type: none"> 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.

<p>Pol. 504</p>	<p>3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.</p> <p>This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.</p>
<p>Pol. 517</p>	<p>The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.</p> <p>If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.</p>
<p>4. Guidelines</p>	<p><u>Private And Non-Public Transportation</u></p>
<p>SC 1361</p>	<p>The school district will provide free transportation for a resident pupil to and from kindergarten, elementary school, or secondary school, in which the pupil is lawfully enrolled, provided that such school is not operated for profit and is located within the school district boundaries or not more than ten (10) miles outside the district boundaries by the nearest public highway.</p> <p>Any day that Manheim Central School District cancels, delays, or has early dismissals due to inclement weather or emergencies, private and non-public schools, for which we transport students, will be required to adhere to the Manheim Central School District schedule.</p> <p>Manheim Central School District will begin transporting students attending non-public schools on Manheim Central School District's opening day and discontinue transportation on the non-public school's last day.</p> <p>There will be no afternoon non-public transportation to accommodate non-public early dismissals. Non-public students, for whom we provide transportation, must adhere to the Manheim Central School District early dismissal schedule.</p>

<p>Title 22 Sec. 23.4</p>	<p>All private and non-public schools must provide student rosters, for the purpose of transportation scheduling, by August 1 of each year. After August 1, non-public schools must provide transportation requests in writing to Manheim Central School District.</p> <p><u>Establishing Bus Routes and Bus Stops</u></p> <p>A decision by school district officials to establish bus stops and bus routes will be based on the following criteria:</p> <ol style="list-style-type: none">1. Bus stops and bus routes will be re-evaluated yearly. Current bus stops and bus routes that do not meet the guidelines of this policy may continue until the school district determines them to be unsafe, unsuitable, or unnecessary.2. Secondary and elementary bus stops will be eliminated as students graduate or move resulting in no students at the bus stop.3. The fact that a bus stop or bus route once existed in a particular place will have no bearing on placement of future stops or routes.4. No bus stops will be created outside school district boundary lines.5. The road conditions for new bus routes must be suitable and safe for travel by buses and, where appropriate, the turnaround for the bus must be suitable and safe.6. Buses will not transport on private roads, private lanes, or driveways.7. Bus routes will be central to the residences of students where driveways and/or private roads are located along the bus route and providing that the central location is the safest place to stop.8. The establishment of bus routes and bus stops will be up to the sole and uncontrolled discretion of the school district officials and in compliance with the Commonwealth of Pennsylvania and the Public School Code. <p><u>Special Transportation Requests</u></p> <p>All students who are eligible for transportation shall be assigned to their respective buses at the beginning of each school year. Any request for a variance from the student's regular bus assignment must be made by the parent/guardian on forms provided by the district. Special transportation requests must be on a fixed schedule</p>
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for the year. Changes in such requests must be submitted on the forms provided in compliance with the policy. Any request which requires the changing of a bus route or the creation of an additional bus route shall be denied.

Temporary -

1. Temporary requests are for extenuating circumstances only.
2. Requests for temporary transportation must be submitted to the school principal, on the appropriate district form (available in the school handbooks, on the website, and in the school office).
3. Temporary requests will be considered on a case by case basis by the principal.
4. The school bus driver shall not accept notes written directly to them by parents/guardians. All requests must be approved by the building principal first.

Permanent -

1. Prior to July 1, parents must submit their requests to the School District as it relates to AM pick up and PM drop offs for their student(s). Such pick up and drop off locations shall remain consistent throughout the year. Such transportation services shall be in compliance with the Pennsylvania Public School Code and the Commonwealth of Pennsylvania statutory provisions. These locations will need to remain consistent regardless of days of the week, early dismissals, or delayed starts, etc.
2. Requests for a bus stop change will be submitted to the district business office on the appropriate form (available at the business office, on the website, and in the school office).
3. Requests submitted prior to July 1 will be considered for the upcoming school year. Requests submitted after July 1 will be considered after the first two (2) weeks of school.
4. Any changes to permanent transportation request must be submitted in writing and will be considered within two (2) weeks from date received.

<p>Title 22 Sec. 23.4 Pol. 233</p> <p>20 U.S.C. Sec. 1400 et seq Title 22 Chap. 14</p>	<p><u>Discipline</u></p> <p>Maintaining proper conduct on the school bus shall be the joint responsibility of the student, the parent/guardian, the bus driver, and school officials. Students must observe the School Bus Safety Code of Conduct established by the Manheim Central School District.</p> <p>Students who do not observe the School Bus Safety Code of Conduct will be reported by the bus driver to the respective building administrator through the use of Safety Code Referral Forms. Administrative guidelines for disciplinary action will be followed. The driver remains the authority on the bus. The driver may assign seats to students at any time.</p> <p>Riding a school bus is a privilege, not a right. Student responsibility, while being transported by district transportation, is to adhere to the School Bus Safety Code of Conduct. Student conduct shall in no way interfere with bus safety. Students who do not comply with the code may lose their privilege to ride the bus and may, under certain circumstances, be expelled or suspended from school in accordance with school district procedures and policies. Responsibility for transporting a suspended student to and from school lies with the parent/guardian.</p> <p>In the case of exceptional students, the district will take all steps necessary to follow the requirements and guidelines of the federal Individuals with Disabilities Education Act and PA State Board of Education Chapter 14 regulations, as well as Board Policy.</p> <p style="text-align: center;">SCHOOL BUS SAFETY CODE OF CONDUCT</p> <p>This code reflects an emphasis on positive behaviors and universal values such as responsibility, respect, and citizenship.</p> <p>Maintaining proper conduct on the school bus shall be the joint responsibility of the student, the parent/guardian, the bus driver, and school officials. The School Bus Safety Code of Conduct provides students and their parents/guardians with a summary of the district’s behavioral expectations for students while they are on the bus, as well as disciplinary actions the district may take in the event a student violates those expectations.</p> <p>Parents/Guardians are encouraged to review and discuss the School Bus Safety Code of Conduct with their children in an effort to help them understand and assume responsibility for safe, acceptable school bus conduct. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.</p>
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1. Students should conduct themselves in the same manner as when in the classroom and follow the behavior rules outlined in the student handbook. The bus driver has the same authority as a teacher in the classroom. Disrespect for the driver will be considered a serious violation.
2. Students must at all times keep heads, arms, and hands inside the bus to avoid possible injury.
3. Remain seated and facing forward while on the bus.
4. Do not stand or play on the roadway while waiting for the bus.
5. Students are to be at their bus stop five (5) minutes before pick-up time. Drivers are not required to wait for students who are not at their stop at the scheduled pick-up time.
6. If you must cross the highway to board the bus, wait until the bus arrives and cross only if the bus has stopped with red warning lights flashing, and all other traffic has stopped.
7. Look both ways before crossing the highway.
8. If you must cross the street after leaving the bus, pass ten (10) feet in front of the bus, not behind it.
9. The bus shall not move after discharging passengers until all who live on the opposite side of the highway have crossed the street.
10. You may not leave the bus at any place other than your regular stop without permission from the building principal.
11. Keep the bus clean – no eating, drinking, spitting, or gum chewing. Do not litter or throw things out the window.
12. Keep the aisles, steps, and empty seats free from obstruction.
13. Students may talk in a normal conversational tone of voice. The use of obscene language or gestures is prohibited.
14. Never sit in the driver's seat or tamper with the bus controls or emergency equipment.

15. Interaction by students with persons in the vehicle behind the school bus is strictly prohibited.

Items Banned From The School Bus

1. Jars, bottles, glass objects.
2. Weapons, guns, knives, razor blades, squirt guns, fireworks, aerosol cans and non-aerosol spray bottles, matches, lighters, inflated balloons.
3. Controlled substances including drugs, alcohol, tobacco, and drug paraphernalia.
4. Large sports equipment such as skis, snowboards, scooters, skateboards.
5. All other items deemed dangerous or that present a safety hazard.

The student is required to plan alternate transportation if any of these items need to go to/from school.

Items Not Disallowed But Requiring Special Instructions

1. Roller blades, ice skates and other sport footwear must be in a carry bag.
2. Musical instruments that are too large to fit on a student's lap are prohibited unless prior permission is given by the driver for larger instruments (determined by available room on the bus).
3. Electronic items, such as game players, ipods, ipads, and smart phones, may be used with headphones so as not to distract the driver or other students.
4. Special projects, plants, and food items must be in a closed container to prevent spillage or leaking, and to prevent a safety hazard.
5. Any small items like toys, balls, marbles, rubber bands, etc. should be kept in a backpack or bag. Rolling and thrown objects are serious safety hazards to the driver and students.
6. Electronic items and cell phones are not to be used on the bus for phone calls, pictures, videotaping or audio recording.

Pol. 233	<p><u>Consequences</u></p> <ol style="list-style-type: none">1. Warning letter.2. Five-school day bus suspension.3. Ten-school day bus suspension.4. Suspended from bus for the remainder of the school year.5. Suspension or expulsion from school. <p>In the event of misconduct by students, School Bus Safety Code Referral Forms are submitted by the bus driver to the respective building administrator.</p> <p>Reports of misconduct are to be reported to the building administrator on the day of the occurrence or the next school day.</p> <p>The building administrator shall impose discipline according to the Manheim Central School District School Bus Safety Code of Conduct. Administrative discretion is always reserved to modify the discipline imposed.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1355, 1374, 2541, 2542</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., Chapter 14, 23.1, 23.2, 23.3, 23.4, 23.6</p> <p>State Department of Transportation Regulations – 67 PA Code Sec. 447.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations – 49 CFR Part 37, Part 38</p> <p>Board Policy – 233, 504, 517</p>
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