



TRANSPORTATION GUIDELINES

Alden Central School District

Adopted: July 8, 1997
Revised: July 2, 2020

TRANSPORTATION PROGRAM

It is the intent of the Board of Education to comply with the letter and spirit of the New York State Education Law; with the regulations of the Department of Motor Vehicles and of the Department of Transportation and with the Commissioner of Education's regulations and decisions pertinent to student transportation, and these shall govern any questions not covered by specific declaration of guidelines herein.

The purposes of the transportation program are to transport students to and from school, to transport them for extracurricular activities, to transport them on field trips, and to transport those requiring special services.

The Board of Education recognizes and assumes the responsibility for all aspects of the transportation of children wherein the health and safety of students are involved, for the Board of Education has a legal obligation to safeguard the welfare of bus-riding children.

It is important to set forth the major objectives which serve as a guide in the management of the pupil transportation program.

These objectives include the following:

1. To provide the safest possible transportation.
2. To operate the transportation program efficiently and economically.
3. To adapt transportation to the requirements of the instructional program.
4. To maintain buses in a safe and clean condition; conducive to the best interests of the students.
5. To promote public understanding of the entire transportation program, including safety, adequacy, efficiency, and standards of service.
6. To review and update routes and stops at least annually.

School Policy 5710
Education Law §§ 3602 (7) and 3635 et seq.

ELIGIBILITY

All eligibility for transportation will be established following New York State Laws.

1. Public school students grades 6-12 who reside more than seven (7) tenths of a mile from the school of attendance and public school students in the District in grades K through 5, regardless of the distance between such a student's residence and school of attendance in the District will be transported. Only students five (5) years of age by December 1st of the year they start school to twenty-one (21) years of age will be transported.
2. If eligible, parochial and private school students will be transported per New York State regulations, if requested by April 1st and within 15 miles, from home or the District pick-up points, which have been established at the Alden Middle and Primary Schools. Mileage distance will be measured by a vehicle-mounted computer from the

driveway of residence to the main driveway of the school of attendance, using the shortest available route over public highways.

3. All transportation will be curb-to-curb, except houses not on public roads. Buses will not be allowed on private property, except in cases of special education students with land-owner approval.
4. Students with Disabilities: For students ages five (5) to twenty-one (21) years, a recommendation of the Committee on Special Education will be submitted to the Board of Education for approval. Transportation for these students will be on a door-to-door basis as required by law. Drivers will not leave the vehicle for the purpose of picking up or discharging the students. It is expected that parents will be at the curb and trained instructional or non-instructional staff members at the school will be available to assist the students.

TYPES OF TRANSPORTATION

In meeting and carrying out the previously mentioned objectives, it will be necessary to provide the following types of transportation:

Regular Transportation

Transportation for public students residing within the District's boundaries, transported to and from regularly scheduled classes.

Transportation to and From Non-public Schools

The parent/legal guardian of a parochial or private school child residing in the District who desires his or her child to be transported to a parochial, private, or charter school within or outside of the District during the next school year, must submit a written request to the Board of Education no later than April 1st of the preceding year, or within 30 days of moving into the District. The District will publish the April 1st date in its school calendar and/or local newspaper as a reminder to parents of this deadline.

Transportation of Students with Disabilities

Students with disabilities in the District shall be transported up to fifty (50) miles (one way) from their home to the appropriate special service or program, unless the Commissioner certifies that no appropriate nonresidential special service or program is available within fifty (50) miles. The Commissioner may then establish transportation arrangements.

Transportation of Non-Resident Students

Non-resident families must provide their own transportation.

Remedial Transportation

Transportation for students who are receiving instructional assistance after normal school hours.

Transportation to School-Sponsored Events

Where the District has provided transportation to students enrolled in the District to a school-sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the District, unless the parent or legal guardian of a student participating in such event has provided the District with written notice, consistent with Transportation Guidelines, authorizing an alternative form of return transportation for such student, or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a

student back to the point of departure or to the appropriate school in the District impractical, a representative of the District shall remain with the student until such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his or her parent or legal guardian.

Shuttles

Transportation between District buildings or other locations such as Harkness will be arranged when requested by a building principal and approved by the Superintendent of Schools.

Summer Transportation

Transportation during summer recess will not be provided unless specifically authorized by the Board of Education.

Transportation when the Public School is not in Session

The District will not transport non-public school students when the public schools are not in session. However, non-public school students will be transported on days when teachers are in attendance for staff development days. Students with disabilities assigned by the Committee on Special Education will be transported if their programs require their attendance. No students will be transported when Alden Central School District is closed due to inclement weather, nor will transportation be provided through another district that is closed due to inclement weather.

ROUTING

Bus routes are established by the Transportation Supervisor under the direction of the Superintendent of Schools. No route is to be changed unless approved by the Transportation Supervisor. Every effort will be made so that students spend the-least amount of time on a bus per trip. Bus stops will be located at convenient intervals and in places where students may cross the road safely. No student will be allowed to cross the four-lane section of Broadway, Route 20. All loading on this section of Broadway will be at a designated pick-up point on the student's residence side of the street. In densely populated areas such as subdivisions, bus stops will be established at fire hydrants, corners or designated mid-links. Approved transportation does not necessarily mean door-to-door transportation. Buses will not stop at intervals of less than 300 ft., except for kindergarten students. Walking distances to pick-up points may be varied from grade level to grade level.

Buses will not be routed on roadways that are not owned and maintained by a State, County, Town, or Village Highway Department.

Fixed Stops

Fixed bus stops shall be established using the following guidelines:

1. Generally, dead end and loop streets shall not be serviced by school buses. Whenever possible, stops will be at the intersections of two streets.
2. In an effort to reduce traffic tie-ups, it shall be the practice, whenever possible, to have pick-up points on side rather than through streets.
3. Numbers of students at bus stops will be varied according to the concentration of riders in an area, the degree of traffic, the presence of stop signs and speed limits.
4. Walking distances to pick-up points will be varied according to grade level.

ALTERNATE PICK-UPS AND DROP-OFFS

The District recognizes the variety of parent work schedules and is willing to assist by arranging transportation schedules where possible. To accomplish this end, approval for alternate pick-ups and drop-offs are contingent upon the following:

Long-Term Alternate:

1. The student must be eligible for transportation services.
2. Only one alternate address will be accepted and **must be the same every week**.
3. The alternate address **must** be on an existing route.
4. Space **must** be available on the bus.
5. A request form must be filed at the school of attendance at least five (5) working days prior to the effective date.
6. In order to establish bus routes for the new school year, all requests must be submitted prior to July 31st.
7. Requests submitted after July 31st and prior to the start of school, will not be implemented until the third week of September to avoid confusion at dismissal. During the school year, five (5) days will be required to process new requests.

Emergency Alternate Address:

1. All the conditions of a long-term alternate need to be met with the exception of #6. This request must be in writing and approved by the Principal of the school the child attends. Notes to teachers will not be accepted.
2. The request must include the name, address and phone number where the parent can be reached as well as the name, address and phone number of the person at the alternate address.

LATE ROUTES (Grades 6-12)

Routes used for transporting students home after normal school hours will be known as late bus routes. These routes are the normal Intermediate School routes and will not be designed to take students door-to-door. After-school activities are voluntary, and buses will be scheduled to get all students within seven tenths (.70) of a mile of their home on these routes.

ADMINISTRATION AND RESPONSIBILITY

Superintendent's Responsibility:

The responsibility for administering the transportation program rests with the Superintendent of Schools, and that administration should adhere to all applicable laws, regulations, and policies established by federal, state, and local authorities. This responsibility is, in part,

delegated to the Supervisor of Transportation who reports to the School Business Official.

The Supervisor of Transportation shall report to the Superintendent of Schools and the School Business Official. The Supervisor of Transportation is responsible for the following:

1. Establishing bus routes/assigning bus drivers.
2. Arranging, recording and reporting bus driving overtime.
3. Arranging transportation for special trips, such as outdoor education, recreational programs, educational trips, and others, including arrangements for out-of-district transportation.
4. Preparing specifications for the bidding of new buses.
5. Planning and arranging for preventive and other maintenance on buses and other vehicular equipment.
6. Reviewing and approving payment of bills for maintenance, special transportation, and overtime.
7. Maintaining a continuous analysis of transportation costs and providing reports as requested.
8. Preparing transportation contracts and State Education reports.
9. Assisting in transportation personnel management.
10. Assisting in the transportation budget process.
11. Assisting in the filing of transportation reports.
12. Providing for training of drivers, bus attendants and mechanics.

Principal's Responsibility:

Each principal is responsible for the following:

1. Providing safety regulations as required by law, to all pupils.
2. While on school property, providing adequate supervision at bus loading and unloading zones. Students are not permitted to move toward the bus at school loading zones until the bus has been brought to a complete stop. Pupils will line up behind a safety line and take their turn at entering the bus in an orderly manner.
3. Require that pupil behavior expected in the classroom is practiced on the school bus.
4. Taking prompt action on all behavior problems.
5. Enforcing safe traffic regulations on the school site.
6. Reporting any unsafe conditions or practices relating to the transportation program to the Transportation Supervisor.

7. Informing parents and children of the necessity of following safety rules and regulations.
8. Requiring that pupils ride their assigned bus and do not board a bus going to any destination other than their home or approved alternate location.

Parent's/Legal Guardian's Responsibility:

Parents/Legal Guardians have an important role to play in the safe and efficient operation of the District's transportation system. If the system is to function effectively, parents must assume an obligation to the program and the people responsible for its operation. The need for cooperation with school authorities and bus drivers in order to promote safe, efficient service for all students is of utmost importance.

Parents/Legal Guardians should make sure their children are at the proper bus stop five minutes before the scheduled pick-up time and be visible at the stop in the afternoon for students in grades K-5. Parents/Legal Guardians must insist on the good behavior of their children at bus stops and on the bus so that the drivers can concentrate on driving the bus safely.

Parents/Legal Guardians should become familiar with the educational goals and objectives of the Board of Education so they can better understand the cost implications of demands that they may make and how these would affect the overall expenditures for education.

Driver's Responsibility

It will be the responsibility of the bus driver to:

1. Conduct pre-trip and post-trip inspections.
2. Safely transport students while maintaining compliance to NYS DOT, SED, DMV, FMCSA and local rules and regulations.
3. Be responsible for the orderly conduct of students being transported.
4. Adhere to the regulations for designated stops.
5. Not engage in unnecessary conversation with students.
6. Implement the District's Transportation Policy and guidelines.
7. Assign seats to pupils, whenever necessary.
8. Maintain appropriate behavior of students while riding school buses; however, school bus drivers may not suspend students from bus transportation. If a student engages in disorderly or insubordinate conduct while on a school bus, the driver shall refer the student to the child's school principal for appropriate action using a form developed for this purpose (Form #7340F – School Bus Incident Referral Form)
9. Stop the bus if misbehavior interferes with the driver's ability to proceed in a safe manner.
10. The District shall ensure that each driver of a school bus or other vehicle owned, leased or contracted for by the District turn off the engine of the bus or vehicle while waiting for

passengers to load or off-load on school grounds, or while such vehicle is parked or standing on school grounds or in front or adjacent to any school.

Policy 5710, 5720, 5730, 5760, 7340
Education Law 3602(7) and 3635 et seq.

SCHOOL BUS SAFETY PROGRAM

The safe transportation of students to and from school is of primary concern in the administration of the transportation program. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

To assure the safety and security of students boarding or exiting school buses on school property, it shall be unlawful for a driver of a vehicle to pass a stopped school bus when the red bus signal is in operation.

The Transportation Supervisor, in cooperation with the principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.

Bus safety drills will be conducted three times per year per State Education Law.

Drug and alcohol testing for school bus drivers as safety-sensitive employees will be conducted per all relevant laws and regulations.

All buses and other vehicles owned and operated by the District will have frequent safety inspections and will be serviced regularly. The Transportation Supervisor will maintain a comprehensive record of all maintenance performed on each vehicle.

Every bus driver is required to promptly report any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Transportation Supervisor.

Education Law Section 3623 Commissioner's Regulations Section 156.3
Vehicle and Traffic Law Section 509-a, 509-1, 509-g.6, 509-1.2(b), 1174 (b), 1193.1, 1194,
and 1225-c, subdivisions a, b and c.
Federal Motor Carrier Safety Regulations 49 CFR 382, 383, 40.285
School Policy 5750, 5683 and 5761

STUDENT RULES AND REGULATIONS

Waiting for the Bus:

1. Be on time for the bus. Arrive at the stop at least five (5) minutes, but no more than ten (10) minutes, before the bus is scheduled to stop. In order to run the routes in a timely manner, it is imperative that students are waiting for the bus. If the bus has to wait for a student, the schedule will be adversely affected.
2. Do not allow pets or younger children who are not yet attending school to accompany

you to the bus stop.

3. Observe all safety precautions while waiting for the bus:

- Do not play in the roads.
- When possible, avoid crossing streets.
- Whenever you must cross a street, look both ways and cross only if you are sure that no moving vehicles are approaching from either direction.
- Do not push, pull, or chase any other students.
- Avoid trespassing on private property and being noisy.

4. As your bus approaches, line up at least fifteen (15) feet off the highway, and do not approach the bus until it has stopped and the driver has opened the door and signaled you to approach the bus. Again, avoid pushing others in line.

5. If you cross the road to the bus from your bus stop, observe these precautions:

- Wait for all traffic to stop.
- Wait for the driver's signal to cross.
- Cross far enough in front of the bus so that the driver can see you (at least fifteen (15) feet)
- If the driver sounds the danger signal, the bus horn, return to the shoulder of the road and wait for the driver's signal to cross.

Loading the Bus:

1. Get on your bus quickly and be seated at once.
2. Fill the seats in the middle of the bus first, then fill towards the front and rear. The rear seats should not be used unless every other seat on the bus is filled, and the front seat should be the next to the last to be filled.
3. Listen carefully and obey all directions issued by the driver.

Riding the Bus:

1. Do not eat food on the bus.
2. Do not throw anything within the bus or out the windows.
3. Do not extend your arms or any other part of your body out of the windows.
4. Do not change seats while the bus is moving. Remain seated until the bus comes to a stop.
5. Avoid shouting and other excessive noise that may distract the driver and lead to a serious accident.
6. Help keep the bus clean and sanitary.
7. Be courteous to other students.
8. Listen carefully and obey all directions from the driver.

9. Students transported in a school bus are under the authority of and directly responsible to the driver of the bus.
10. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be referred to the building principal for disciplinary action.
11. The driver of any school bus is responsible for the orderly conduct of the students transported.
12. A school bus should not be put in motion until all students are seated.
13. No student should engage in unnecessary conversation with the driver while the bus is in motion.
14. Smoking or vaping on a school bus is strictly prohibited and will be reported to the building principal.
15. No alcohol will be transported at any time on a school bus; doing so will result in a report to the building principal.
16. No live animals, insects or reptiles, no skateboards, in-line skates or hockey sticks will be transported on a school bus. Large musical instruments which cannot be held on the student's lap, will not be transported on a school bus.
17. No weapons of any sort, except side arms carried by authorized police officers, are to be transported on a school bus, except for the approved transportation of the Rifle Team.
18. No person will be allowed to occupy a position on a bus that interferes with the vision of the driver to the front, to either side, through the mirror to the rear, or with the operation of the bus.
19. No hazardous materials will be transported on the bus.

STUDENTS BEING RELEASED ONCE THEY HAVE BOARDED A BUS

Once a student has boarded, the driver will not release them to any person without the approval of the school administrator or designee.

Unloading the Bus:

1. Do not leave your seat until the bus has come to a complete stop and the driver has opened the door.
2. Obey all directions issued by the driver.
3. Leave the bus quickly but in a courteous manner, without pushing other students.
4. Look to the rear of the bus before stepping into the roadway.
5. Students should be looking at the driver's face while waiting outside in front of the bus. "I see you; you see me."

6. Wait for the driver's signal to cross. It is only when the driver is convinced that traffic is stopped, that the driver will signal the student to begin crossing.
7. Students are to look both ways as they cross in front of the bus. "Left, right, and left again."
8. Be sure to observe all safety precautions as you travel from the bus stop to your home.
9. Violation of the bus rules may result in loss of transportation privileges.

SUSPENSION FROM BUS TRANSPORTATION

The Alden Central School District provides transportation to students in grades K through 12 within the guidelines established in Board of Education Policy. Every student eligible for transportation is entitled to be safely transported to and from school on a daily basis. At the same time, each student is expected to abide by the rules and regulations for appropriate school bus conduct.

In accordance with the responsibility of the Board of Education to maintain order and discipline and to assure student safety, the following regulations regarding suspension of students being transported by the District shall be followed.

Bus Drivers:

Bus drivers have the responsibility to maintain reasonable behavior of students while riding school buses. However, school bus drivers may not suspend students from bus transportation. If a student engages in disorderly or insubordinate conduct while on a school bus, the driver shall submit a School Bus Incident Referral Form to the Transportation Supervisor who will, in turn, refer the student to their principal for appropriate action.

Disciplinary Action:

Upon receipt of a transportation disciplinary referral, the principal will promptly notify the student's parent(s) or legal guardian(s) by forwarding a copy of the referral form and subsequently investigate the alleged act(s) of misconduct.

Before a student can be disciplined for acts of misconduct committed while on a school bus, there must be a reasonable degree of certainty that the student was the perpetrator of, or was otherwise involved in, such conduct. The principal will base their determination upon interviews with the student and any eyewitnesses involved, including other students, teachers, bus drivers, bus attendants and/or transportation officials. Bus cameras will be viewed when available.

The Principal may impose an appropriate disciplinary measure in accordance with the District's *Code of Conduct*, including but not limited to:

1. Verbal and/or written warning of the potential for suspension of transportation privileges if the student misbehaves on the bus again;
2. Detention;
3. In-school suspension; or
4. Short or long-term suspension from transportation privileges, in accordance with due process procedures as outlined below.

The particular disciplinary measure that will be imposed will be based on consideration of the nature of the particular misconduct, the degree of potential harm to other students, the number of times a student has been previously determined to have misbehaved on a school bus, or any other factors deemed applicable by the principal. While these disciplinary measures are intended to provide for a range of sanctions of increasing severity, the principal reserves the authority to impose a long-term suspension from transportation privileges for "first time" offenders in cases of extremely dangerous conduct.

Due Process Procedures:

Only the Board of Education, the Superintendent, or their designee has the authority to suspend the transportation privileges of students who are disorderly or insubordinate. In accordance with Transportation Guidelines, the principal has been delegated the authority to suspend students from bus transportation.

No student shall be suspended from riding the bus, for any period of time, until the principal has:

1. Prior to the imposition of the suspension, granted to the student and the parent(s) or legal guardian(s) an opportunity for an informal conference to discuss the conduct underlying the proposed suspension, and
2. Provided the student and the parent(s) or legal guardian(s) adequate notice of the conference.

Alternate Arrangements:

Generally, parent(s) or legal guardian(s) will be required to make alternative transportation arrangements for their children who have been suspended from riding the bus; however, if a suspension from transportation effectively results in a suspension from attendance because of the distance between the home and the school and the absence of alternative public or private means of transportation, the District shall make appropriate arrangements to provide for the student's education.

School Policy 7340R

EMERGENCY PREPAREDNESS

Despite all precautions, the possibility of accidents cannot be entirely eliminated. In the event of an accident the following procedures should be followed:

Minor Vehicular Damage Only:

1. Notify school officials by two-way radio immediately, who will then notify the state, county, or local police.
2. Stop and turn off ignition, set emergency brake. Do not move the vehicle until directed by police or if there is a danger to stay where you are.
3. Keep students on bus to ensure their safety. Do not remove students from the bus unless it is absolutely necessary.
4. Set out safety triangles at once to mark the site.

5. Get license number and other pertinent information that is necessary to complete insurance forms, etc. Do not make statements or admit guilt.
6. Students are not to be released to a parent or legal guardian until an administrator or first responder signs-off.

Vehicular Damage and Bodily Injury:

1. Notify school officials by two-way radio immediately, who will place a call for first aid personnel and police agencies.
2. Turn off bus and set the emergency brake.
3. Render first aid to those in need of same. Do not move anyone that is injured. In most cases moving an injured person will cause further injury.
4. Do not remove students from bus unless absolutely necessary. Examples would be fire or imminent danger.
5. Set out safety triangles to mark the accident scene.
6. Students are not to be released to a parent or legal guardian until an administrator or first responder signs-off.

Administrative Responsibility During an Accident:

1. After notifying the appropriate fire and police agencies, dispatch the school nurse to the scene.
2. Where feasible, the principal may be dispatched with a student list.
3. Parents or legal guardians of those students involved will be notified as soon as practicable.
4. Another vehicle will be dispatched to complete the route.
5. Pictures and/or videos should be taken of the scene for insurance purposes.

STUDENT MEDICAL RECORDS

The names of students who have medical conditions that may require attention during the bus ride will be provided to the driver of the vehicle on which the student rides to and from school. These records are to be provided by the school nurse. This information is to be treated in the strictest confidential matter by each driver.

PURCHASING

All buses, equipment, supplies and materials, and other contracts for goods and/or services shall be requisitioned and ordered through the Business Office.

All purchases must comply with Law as well as the District's purchasing policies and regulations. See Policy 5410.

VEHICLES

Vehicle Maintenance

A preventive maintenance program for inspection, service, and correction shall be operated for the purpose of preventing breakdowns, instilling safe operation, lowering operating costs, and providing more dependable service and longer vehicle life.

Each vehicle will be inspected once every thirty (30) working days or 3,000 miles, whichever occurs first. This inspection record shall be kept for at least three (3) years.

A bus garage shall be maintained by the District for the purpose of bus maintenance, repair, painting, etc. The building may also double as a storage area for overnight protection of early departure buses.

The garage will have usable service bays, a hoist, office, driver's area, and rest room facilities for drivers, bus attendants and mechanics. A complement of necessary tools, equipment and parts shall also be provided.

Security

In situations when it is impractical to use a garage or other storage facility, vehicles will be secured in a fenced-in area. While this does not protect against the natural elements, it does afford protection against indiscriminate acts of vandalism.

Safety

Good safety habits are as important as a good preventive maintenance program in prolonging the life of all vehicles, improving their crashworthiness, and ensuring the safety of all occupants. Considering this, the following is required of each driver prior to each departure before loading students:

A pre-trip inspection consisting of the following:

1. Exterior pre-trip inspection consisting of the following:
 - a. Visual check of the tires, rims, hubs, hoses, suspension, mirrors, exhaust, splash guards and frame.
 - b. Inspection and check of the brakes, horn, lights, signaling devices, windshield wipers, all controls and emergency exits.
 - c. Any defect will be noted in the driver's book and reported to the mechanics. All defects must be repaired and signed off by a mechanic before the vehicle may be put back into service.
2. The interior of each vehicle will be inspected and maintained in a clean sanitary condition on a daily basis.
3. An actual test of foot brake and emergency brake shall be made before leaving the parking lot.
4. Gauges, emergency equipment, passenger entry, steering play, heater/defroster, seatbelts and seats will be inspected.

In route:

All gauges must be monitored during each trip to ensure oil pressure, engine temperature, charging rate and fuel levels are within operating range to reduce the possibility of unnecessary engine damage during operation.

Post-Trip:

Upon completion of any type of trip, a post-trip inspection must be performed. Drivers will walk through the bus and around the bus to ensure no one is left on the bus and to check for any damage done to the vehicle. Any defect will be noted in the driver's vehicle inspection book and reported to the mechanics. All defects must be repaired and signed off by a mechanic before the vehicle may be put back into service.

In order to prevent premature chassis and body deterioration, an effort will be made to wash all vehicles regularly.

Replacement

Vehicle safety and efficiency of operation are paramount to the successful operation of our student transportation program. Therefore, the Board of Education shall adopt and implement a bus replacement program with the following considerations in mind:

1. Annual comparison of cost per mile, exclusive of driver wages.
2. Vehicles in need of extensive repair will be recommended for replacement.
3. Vehicles for which parts are difficult to obtain will be recommended for replacement.
4. Vehicles which are experiencing structural and/or body deterioration beyond repair will be recommended for replacement.
5. Vehicles which are removed from service by the New York State Department of Transportation (NYSDOT) for any of the above reasons will be recommended for replacement.

School Policy 5752

ACCOUNTING

Accounting for Pupils

The following is a list of essential information which shall be maintained by the Transportation Department relative to all students:

1. A listing of all students transported on each bus, with scheduled time for loading and unloading on each trip.
2. Any change in status of any pupil during the school year.
3. All necessary student information for filing state transportation reports.

Accounting - Financial

1. Monthly and annual records of total mileage will be kept on each bus, broken into the following categories:
 - a. Regular trips
 - b. Field trips
 - c. Extracurricular/sports trips
 - d. Special Education trips
 - e. Remedial and other trips
2. General journal and ledger showing all transportation expenditures
3. Subsidiary ledger showing expenditures for:
 - a. Driver wages
 - b. Mechanics wages
 - c. Equipment
 - d. Parts
 - e. Fuel
 - f. Oil, lubricants and antifreeze
 - g. Tires and tubes
 - h. Liability and property damage insurance
 - i. Contract repair of buses
4. Any other records necessary to annual operational cost per:
 - a. Mile
 - b. Student
 - c. Vehicle

INSURANCE

Insurance requirements will be established and reviewed annually by the Board of Education and the School Business Official three (3) months prior to termination of the policy.

PERSONNEL AUTHORIZED TO TRANSPORT STUDENTS

Bus Drivers:

Only employees who have the appropriate CDL Class B or higher license and who have complied with regulations of the Department of Motor Vehicles and the Commissioner of Education may drive students to and from home on regularly scheduled routes or field trips. No other person may operate a school bus.

A teacher or administrator may drive a school owned vehicle with a student capacity of seven (7) or less with prior Superintendent approval. Students may not be transported.

School Policy 5730, 5760

Education Law §§ 1604, 1709, 1804, 1903, 1950, 2503, 2554, 2590-e, 3242, 3602-c, 3621(15), 3623-a(2c), 3635, 4401-a, 4401(4), 4402, 4404, 4405, and 4410-6

QUALIFICATIONS OF BUS DRIVERS

A person shall be qualified to operate a bus only if such person:

- a) Is at least twenty-one (21) years of age;
- b) Has been issued a current valid driver's license or permit which is valid for the operation of a bus in New York State;
- c) Has passed the bus driver physical examination and drug/alcohol testing administered pursuant to Commissioner's Regulations;
- d) Is not disqualified to drive a motor vehicle;
- e) Has on file at least three (3) statements from three (3) different persons who are not related either by blood or marriage to the applicant or driver, pertaining to the good moral character and the reliability of the applicant or driver;
- f) Has completed, or is scheduled to complete, State Education Department safety programs, as required by law.

Special Requirements for New Bus Drivers:

Before employing a new bus driver, the Superintendent or their designee shall:

- a) Require such person to pass a medical examination prior to beginning service as a bus driver
- b) Make an inquiry to the appropriate agency in every state in which the person resided, worked, and/or held a driver's license or learner's permit during the preceding three (3) years;
- c) Investigate the person's employment record during the preceding three (3) years;
- d) Request the Department of Motor Vehicles to initiate a criminal history check;
- e) Require such person to submit to the mandated finger-printing procedure.
- f) Require such person to pass drug and alcohol testing.

Section 509 Article 19-A of the Vehicle and Traffic Law Part 6 of the Rules and Regulations of the Commissioner of Motor Vehicles
Commissioner's Regulations Section 156.3 School Policy 5760 and 5761