

SOUTH EASTERN
SCHOOL DISTRICT
Fawn Grove, PA

Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
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Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]](#)[\[11\]](#)

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[\[2\]](#)[\[4\]](#)[\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[18\]](#)[\[19\]](#)

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[\[20\]](#)[\[21\]](#)

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.[\[22\]](#)

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.[\[23\]](#)[\[24\]](#)

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[\[7\]](#)

The Superintendent or designee shall be responsible to provide each school bus/school vehicle driver with Board policies, administrative regulations, and additional information as may be required by applicable law:

1. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[\[7\]](#)[\[25\]](#)
2. Prepare a district map or schedule indicating each bus stop and bus route.[\[7\]](#)

Guidelines

As a security precaution, buses may have cameras using video/audio recordings, while transporting students to and from school. In such cases where audio recording is in place, specific signage shall so indicate. Parents/Guardians of any student against whom a video is being used as part of a disciplinary proceeding may be permitted to view the video, in accordance with Board policy. In no event shall the recordings be retained longer than ten (10) days, unless the district determines that the recording shall be relevant to a disciplinary proceeding. Audio/Video recordings shall only be reviewed if there has been a report of an incident or a complaint relative to a student's conduct on the school bus. Only that portion of the recording which shall be relevant to the incident or complaint involving the student, shall be reviewed by a school administrator.[\[30\]](#)

Passengers, other than students, staff or approved chaperones, may not be transported on school buses when such buses are used for district purposes, without prior approval of the Superintendent or designee.

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation.

Use of tobacco products by driver/chaperones while in the presence of students and/or passengers shall be strictly prohibited. Drivers shall not be permitted to use tobacco products while operating transportation vehicles for district business.

Students shall board the bus only at bus stops approved by the Board. The conduct of students at the approved bus stop shall be the joint responsibility of parents/guardians and the school, and shall be subject to disciplinary action pursuant to applicable law and Board policy.[35]

Students shall be expected to be at the bus stop at least five (5) minutes prior to scheduled pick-up times and standing at the stop upon bus arrival. Bus drivers shall not be required to wait at bus stops.

For safety considerations, students shall pass in front of the buses to cross roadways, shall be expected to enter the bus in an orderly manner, shall be seated immediately and shall remain seated while the bus is in motion.

Students shall be expected to express any ideas and opinions in a respectful manner without offending or slandering others and without using profane or unacceptable language to their fellow students, the bus driver, and/or chaperones.

Students shall be expected to exercise proper care and safety procedures, which include not extending arms or other parts of the body outside of bus windows, not throwing objects on or off the bus, and not pushing, shoving or fighting on the bus or at the bus stops.

Consumption of food and beverages on school buses shall be prohibited. Exceptions may be made on field trips or for athletic events, when deemed necessary by the advisor. Under no circumstances shall eating or drinking occur while the bus is in motion.

Students may be required to walk up to 1 1/2 miles to a bus stop or to school. Stops on any route shall be set at a minimum of ¼ mile, unless precluded by safety considerations.[3]

Students who attempt to board or leave a bus at a location other than his/her assigned bus stop without a written note signed by a parent/guardian and a school official shall be referred to the appropriate building-level administrator for possible disciplinary action.

Students shall be permitted to transport only those items/objects which are essential to their educational programs and permissible by state regulations.

Students shall not transport live animals, weapons, or any object considered to be dangerous in nature. Objects too large to be held on a student's lap while in transit shall not be permitted.

Students shall be assigned to bus stops within reasonable proximity to their official residence. Request to reassign students to established stops at other locations shall be approved by a school administrator and/or the Director of Transportation. Approval of requests for reassignment of unassigned seats on the bus servicing a stop based upon day-care consideration cannot be guaranteed from year to year.

Day-care providers shall register with the district if requested to do so by the Director of Transportation.

Only one stop will be assigned for the AM and one for the PM. These two stops may be different (i.e., the student can be picked up in the morning from his home and then dropped off in the afternoon at a sitter); however, students are no longer allowed to change from one bus to another (i.e., Monday, Wednesday, Friday at one stop and Tuesday, Thursday at another). The only time such situations will be granted is if a custody order states that the child will be with one parent on certain days and the other parent on other days. A copy of the custody order must be provided to the Transportation Department before any changes can be made. Emergency situations shall be the only exception to this requirement.

Emergency situations shall be handled on a case-by-case basis. An **emergency** is defined as: a serious situation or occurrence that happens unexpectedly and demands immediate action. The following shall not be accepted as emergencies: birthday parties, personal appointments, visiting friends, student jobs, athletic practices, or other matters of convenience. Accommodations shall only be provided when there shall be available space on an assigned bus.

Bus drivers are not employees of the district; therefore, complaints regarding the performance of individuals involved in the delivery of transportation services shall be submitted in writing to the Director of Transportation. Forms that are designed for that purpose shall be made available at each school building.

Ridership on buses shall be considered a privilege. Violation of district rules and regulations, as defined in the Student Code of Conduct section of each of the district's handbooks, may lead to disciplinary action, including but not limited to, detention, in-school suspension and/or out-of-school suspension, and/or removal from the bus. Repeated infractions of district rules regarding bus ridership shall result in permanent removal from the bus.[35]

Additionally, students may be denied riding privileges in conjunction with other disciplinary action assigned by the administration.

Suspensions of bus privileges of any length of time may be assigned by the administration for incidents in which the student's behavior was seen as presenting a danger to self or to others.

Ridership on late bus runs shall be considered a privilege. Suspension of late bus privileges for any length of time shall be the prerogative of the administration.

Students shall not be permitted to ride school buses during the term of any bus-related in-school or out-of-school suspension.

During the course of a run, a driver may deny ridership to students only in situations where student behavior presents a clear and immediate danger to self or to others.

Students shall be assigned seats by the bus drivers and these seating charts shall be made available to administrators. Seating charts shall be updated no less than every nine (9) weeks.

Employee Bus Use

District employees shall be denied the right to use the school buses as a means of transportation to work. The use of school buses shall be for the transportation of district students. District employees shall not be permitted to use the school buses as a means of transporting their children from one school to another to facilitate day care arrangements.

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][26][27][28][34]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[29][30]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[31][32][33]

2. 24 P.S. 1361
3. 24 P.S. 1362
4. 24 P.S. 1726-A
5. 22 PA Code 23.1
6. 22 PA Code 23.2
7. 22 PA Code 23.4
8. Pol. 610
9. Pol. 611
10. Pol. 818
11. 67 PA Code 447.1 et seq
12. 22 PA Code 23.3
13. 24 P.S. 1374
14. Pol. 103
15. Pol. 103.1
16. Pol. 113
17. Pol. 140
18. 20 U.S.C. 6312
19. Pol. 255
20. 42 U.S.C. 11432
21. Pol. 251
22. 35 P.S. 4601 et seq
23. 35 P.S. 4608
24. 67 PA Code 212.101
25. Pol. 121
26. Pol. 209.1
27. Pol. 210
28. Pol. 210.1
29. Pol. 113.4
30. Pol. 216
31. 24 P.S. 1517
32. 75 Pa. C.S.A. 4552
33. Pol. 805
34. Pol. 210.2
35. Pol. 218
- 24 P.S. 1331
- 24 P.S. 1365
- 24 P.S. 1366
- 24 P.S. 2541
- 24 P.S. 2542
- 22 PA Code 15.1 et seq
- 22 PA Code 23.6

75 Pa. C.S.A. 4551-4553

20 U.S.C. 6301 et seq

42 U.S.C. 11431 et seq

49 CFR Part 37

49 CFR Part 38