

1101 PREAMBLE

Bus transportation for students enrolled in the school district is one of the requirements set forth by the State Department of Education. In complying with this requirement, the board is authorized to establish policies and regulations that will ensure safe transportation for all students.

Although the law requires the district to provide transportation, it does not relieve parents of the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day. Nor does the law relieve students of the responsibility to behave in an orderly and safe manner on the bus and at bus stops. School bus transportation is a privilege that can be taken away any time a student's conduct is considered to jeopardize the safety of the other passengers.

Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to discipline with the guidelines of the district's policies and regulations. Continued violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

1102 GENERAL

The Contract for bus transportation of students is between the bus owner and the Woodbridge School District. The Superintendent, the administrative officer of the local board, shall be responsible to the board for the execution of the bus policy.

The bus drivers of each individual bus have the responsibility for keeping the proper decorum on the buses at all times; and must adhere to the rules and regulations of the district as written or stated. Bus drivers shall only load or unload students at assigned bus stops designated by the Office of Administrative Services. Furthermore, only students assigned to a bus shall be permitted to ride, unless that student presents a bus pass. Bus drivers will not transport elementary students on secondary school routes, and vice versa. All bus operators and drivers are charged with the responsibility of knowing the rules and regulations as set forth by the Transportation Division of the State Department of Education and for abiding by same. The driver will report all breeches of discipline to the child's principal in writing.

The principal will decide on what punishment should be meted out for all breeches of conduct using the code of conduct as guidance for discipline. If the disposition of a case is not mutually acceptable between the principal and the driver, the matter may be referred to the Superintendent or his/her designee for settlement.

In no instance is a child to be put off a bus in route to and from school or refused permission to ride on a bus by any driver for disciplinary reasons. The respective principals must handle all disciplinary cases and only after consultation among principals, students and bus drivers may a child be denied the privilege of riding a bus. Notification must be given to parents and the bus contractor of such action by the school.

Bus drivers have the authority to not allow students on their bus if those students are being so disciplined.

All complaints concerning busing from parents must be in writing. These complaints will be filed with the school against the bus contractors. Complaints by bus contractors will be filed in writing with the school only against riders on their buses.

It is recognized that the Office of Administrative Services (in the Woodbridge School District) is involved directly or indirectly in all aspects of school transportation. His/her degree of participation shall be determined by the particular situation that arises. There are only two places that a child may be put off a bus for disciplinary reasons: (1) at his/her school, or (2) his/her regularly designated bus stop.

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1103 IN CASE OF AN ACCIDENT

WOODBIDGE SCHOOL DISTRICT
BUS ACCIDENT – EMERGENCY RESPONSE

All accidents must be reported immediately. This includes non-collision type accidents that result in any damage to the bus, and/or injury to bus passengers or drivers.

If a bus accident occurs, the bus driver will initiate the following procedures:

- A. Communicate over the bus cell phone to 911 and the Office of Administrative Services or designee that a bus accident has occurred. The bus driver should be prepared to inform the Transportation Supervisor or designee of the accident's location and whether an ambulance is needed.

- Activity bus drivers or bus drivers transporting students during extra runs (field trips, sports runs) will use their cell phone to immediately call 911. The driver will then call school during school hours or their contractor during after-school hours. The contractor will then attempt to contact the Transportation Supervisor. If the Office of Administrative Services cannot be reached, the contractor will attempt to contact another school administrator.

- B. Delaware School Bus Emergency Evacuation Procedures.
- C. Remain with their students and take all precautions for their safety. Make sure students stay at the scene of the accident.
- D. Bring all 3 copies of their bus roster and their seating chart off of the bus with them and account for all students who were riding the bus at the time of the accident.

After receiving information that a bus accident has occurred, the transportation unit will implement the following procedures:

The Office of Administrative Services or designee will ask the bus driver the location of the accident and if an ambulance is required.

The Office of Administrative Services or designee will immediately notify 911 – requesting an ambulance if necessary.

The Office of Administrative Services or designee will then notify the building Principal and the contractor of the bus. If the building Principal cannot be contacted, then other administrators will try to be contacted.

- If the accident is called into the school, school personnel should immediately notify 911 – requesting an ambulance if necessary, the Office of Administrative Services, and building Principal. If the Office of Administrative Services or building Principal cannot be reached, the school personnel member should attempt to contact another school administrator.

The Office of Administrative Services or designee and building Principal proceed to the scene. If these people cannot be reached, other school administrators will have to report to the scene when contacted. At least two school administrators must report to the scene.

At the scene

- a. Injured students are taken to the hospital accompanied by school employees.
- b. If there are injuries from the accident, then all students (except those taken to hospital) will be transported back to school before being released. Students are not permitted to leave the school until they have been accounted for and received permission from the Paramedic and/or school administrator in charge at the scene. Students can only be picked up by their parent/guardian, or other persons listed on their school emergency card.
- c. School administrators will complete the School Bus Accident Disposition Form (attached). The name of each student taken to the hospital will be circled. This form will be later given to the School Nurse.
- d. The Contractor will send the bus driver to an alcohol/drug testing lab.
- e. If there are injuries, the remainder of bus passengers will be transported to the school. If there are no injuries, the transportation supervisor may clear the students to be taken home.

At the school

- a. Principals and the School Nurse will make preparations to meet the incoming bus students involved in the accident.
- b. Students should be taken to the School Nurse who will check the students for injuries. The School Nurse will then decide if any students need to be taken to the emergency room. If injuries have occurred, then paramedics will set up a triage at the school and take control of evaluating the students.
- c. **PARENTS, OR OTHERS LISTED ON EMERGENCY CARD(S) MUST BE CONTACTED IMMEDIATELY.**
- d. If an accident has occurred in the afternoon, the parents will be informed by a school administrator where their child is and that they will be given bus transportation home as soon as possible; or that the parents are permitted to come to school and pick up their child. If injuries have occurred, then all students will be taken to the school for evaluation by the paramedics.
- e. School administrators will notify parents of the accident and the condition of their child, or that their child is not injured. Parents should be instructed to take their child to their family doctor or to the emergency room of the hospital for examination if it becomes necessary.
- f. The bus driver will complete the accident form (provided by the District), which will be submitted to the Office of Administrative Services.
- g. The Office of Administrative Services will complete a report summarizing the accident and submit this report to the School Superintendent within 24 hours. The Office of Administrative Services will also notify the State Supervisor of School Bus Transportation.

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1104 RESIDENCE AND DISTANCES TO SCHOOLS

Transportation benefits will be provided for pupils from their legal residence or assigned bus stops nearest their legal residence to the public school to which they would normally be assigned by the district administration, and return.

- Elementary bus stops shall be located within ½ mile of the students' residence, secondary bus stops shall be located within 1 mile of the students' residence. Buses shall not be routed to accommodate a stop closer than ½ mile to a students' residence.

For the purpose of these regulations, the "legal residence" of the pupil is deemed to be legal residence of the parent(s) or legal guardian(s).

Pupils in grades K-6 whose legal residences are one (1) mile or more from school and pupils in grades 7-12 whose residences are two (2) miles or more from school are eligible.

To determine pupil eligibility for transportation benefits, measurement shall be by the most direct route provided by a public walkway from the nearest point where a private road or walkway connects the legal residence of the pupil with the nearest public entrance of the school building to which the pupil is normally assigned by the school's administration.

1105 TRANSPORTATION TO LOCATIONS
OTHER THAN THE STUDENT'S HOME

Students may be transported at the end of the school day to a location other than home under the following circumstances:

- A written request for such transportation signed by a parent or legal guardian, must state the specific location other than the home to which the student is to be transported (for example a day care provider instead of residence).
- The request for such transportation may be made any time during the school year and be changed thereafter only to restore transportation to the student's legal home.
- Transportation location change requests must be submitted in writing and on the district approved form, to the school which the student attends
- Transportation change requests made simply for visitation purposes will not be honored.
- Students shall be assigned one bus to school and one bus home from school. In no case shall a student be assigned multiple seats on multiple bus routes.
- **For the safety of our students, end of the school day transportation change requests are issued for emergency purposes only and not on a daily basis. For extenuating circumstances, a short term bus assignment may be made with approval from the Office of Administrative Services.**

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1106 STUDENT TRANSPORTATION PRIVATE VEHICLES

Only the Superintendent or designee will authorize the use of private vehicles for the transportation of school children. The Board does not encourage the use of private vehicles unless determined to be necessary or essential. In most cases school buses or other approved transportation will be utilized.

Students with valid driver's license may drive to school.

1107 SCHOOL OWNED VEHICLES

Vehicles owned by the School District will be used in accordance with the provision of the State Statutes and administrative directives of the Superintendent of the Schools. Drivers of such vehicles will be properly licensed and will receive appropriate training as determined by the administration.

- Vehicles owned by the School District are not to be used for private purposes.
- Vehicles are not to be taken home during off-hour duty assignments except by administrative directive from the Superintendent of Schools or designee.
- All district-owned vehicles are to be so marked.
- Employees who drive vehicles owned by the District will have a valid Delaware driver's license and may be required to take training courses from time to time as deemed appropriate by the Superintendent.
- Employees will report to the designated administrator all incidents and/or citations received while driving a district owned vehicle.
- A designated district administrator will develop and maintain logs, service records, etc. for all district vehicles.
- Any traffic violations (example – speeding tickets, parking fines, toll violations etc.) shall be the responsibility of the vehicle operator. Toll or parking violations assessed to the school district may be paid by the district and charged to the employee responsible for said violations.
- The transportation of more than 10 student passengers or a total occupancy of 11 persons to include all drivers, chaperones and student passengers, shall be in a school bus that complies with the State of Delaware school bus specifications.
- Under no circumstances shall students operate District owned licensed vehicles.

1108 AWARDING OF SCHOOL BUS CONTRACTS

TRANSPORTATION SERVICES MANAGEMENT POLICY FOR AWARDING SCHOOL BUS CONTRACTS

Unless otherwise terminated by the Woodbridge Board of Education or the contractor by mutual agreement between the Board and the contractor, school bus contracts shall continue from year to year through the useful life of the contracted bus. When a new bus is acquired to replace a bus being removed from service, renewal of said contract shall first be offered to the contractor who is party to the expiring contract. If the contract expires or is cancelled for any other reason, said contract may be transferred to any other party, however, the award of all school bus contracts shall be contingent upon both Woodbridge and State Board of Education approval.

VACANCIES

When it is determined by the Supervisor of Administrative Services that an opening for a school bus contract shall exist, whether for a newly created route or a vacancy created as a result of a contract expiration, cancellation, or for any other reason, the opportunity to fill said contract vacancy shall be offered to all interested, qualified applicants; provided that no prior transfer of the contract from contractor to another party at fair market value has been approved by the Woodbridge and State Board of Education.

APPLICATIONS

Notification that a position as a school bus contractor exists shall be published in at least two Delaware newspapers of general circulation. Applicants for the position of school bus contractor shall be evaluated according to criteria and qualifications established and listed in "Regulations for Selecting School Bus Contractors". As contained in Section 1210 part (2).

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1109 TRANSFER OF TRANSPORTATION CONTRACTS

- (1) A school transportation contract may be transferred from a contractor to another party. Contracts are contingent upon approval of the local board of education. In the event that the current contractor proposes a transfer, the advertising requirement shall not apply.
- (2) A local board of education may disapprove the transfer of a transportation contract to another party only for just cause. Just cause shall be limited to the following criteria: Financial stability, insurability, record of service in that or another Delaware school district, and personal and/or business resume including references.
- (3) If the school board decides to reject a prospective contractor, it shall notify that contractor of its decision and provide reasons why that contractor is not acceptable to the district. This discussion may be held in a closed session and the results and reasons shall be disclosed only with the approval of the proposed contractor. In the event that the district rejects the proposed contractor, the current contractor shall have the following options:
 - (I) Continue to operate the bus; or
 - (II) Give up the contract at the end of the year or sooner if allowed by the district; or
 - (III) Find a new contractor, which will meet the criteria.
- (4) In the event the contractor cannot reach agreement with another party which meets the criteria and is acceptable to the school district; this district may use the process identified in subsection (a) of this section to find a new contractor. In the event that the bus associated with the transportation contract is less than seven years old and still on the depreciation schedule in the transportation formula, the district shall require that the new contractor make an offer to purchase the bus of the current contractor at least at fair market value as described in a national publication. It shall not be mandatory for the current contractor to accept this offer.
- (5) No contract shall be deemed effectively transferred until the local board of education and the State Board of Education approve said transfer.

1110 AWARDING OF NEW TRANSPORTATION CONTRACTS

The regulations adopted relating to the award of school transportation contracts shall provide as follows:

- (1) A school transportation contract may be awarded to a party contingent upon approval of the local board and the State Board of Education. Such award may be made only after notice is provided to all interested persons by means of a notice published in at least two (2) Delaware newspapers of general circulation.
- (2) A local board of education must approve the awarding of a transportation contract to a party based on the following criteria; financial stability, insurability, record of service in that or another school district, if applicable, and personal and/or business resume including references. A local board may use a lottery system to select from among the qualified applicants.
- (3) No contract shall be deemed effectively awarded until the local board of education and the State Board of Education approve said award.

1111 NON-WOODBRIDGE BUS CONTRACTORS

A designated district administrator will develop a list of non-Woodbridge contractors who wish to provide bus services for extra curricular events. These non-Woodbridge contractors will meet all Federal, State and local criteria.

1112 FIELD TRIPS AND ACTIVITY BUS TRIPS

Field trip and activity transportation services are to be provided by bus contractors identified on the approved Field Trip and Activity Run bus contractor listing published by the Office of Administrative Services annually. The cost for field trip and activity transportation services shall be borne by the activity, sport, club or school for which the services were rendered.

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