

**PRESTON COUNTY BOARD OF EDUCATION**

**FILE: 12 - TRANSPORTATION SERVICES**

**File: 12-2 Student Transportation Management**

**Last Reviewed: 6-28-10**

**Next Review: 7-01-12**

**R 12-2-1 Coordinator of Transportation**

The Coordinator of Transportation shall have the overall authority and responsibility, subject only to review by the Superintendent and the Board, for planning and supervising the safe, economical, efficient, and effective busing of the children transported by the Preston County School System, which includes the establishing and adjusting of bus schedules as needed. S/he shall also be responsible to see that vehicles are maintained in a safe, clean condition and necessary repairs are made as needed.

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**R 12-2-2 Regular and/or Substitute Bus Operators**

In all cases, the buses or other transportation vehicles owned by the board shall be driven or operated by drivers regularly employed by the board of education. The Board shall carry such insurance on said vehicle and drivers as may be required by law, State Board Regulations, or County Board regulations.

Each school bus operator shall be responsible for performing all duties as outlined in the West Virginia School Bus Regulations, and any other duties or restrictions applicable to him/her that are assigned by the Preston County Board of Education, the Superintendent, or the Coordinator of Transportation.

Responsibilities that must be met by school bus operators include, but not necessarily limited to the following:

- ❖ Prior to employment, regular and/or substitute bus operators shall:
  - Pass a physical examination covering those tests as established by the West Virginia State Department of Education.
  - Complete the West Virginia School Bus Operator Instructional Program.
  - The candidate shall have first aid and CPR certification from a program approved by the State Director.
  - Hold a valid West Virginia Commercial Driver's Chauffeurs License with passengers' endorsement.
  - Pass a written and behind-the-wheel test administered by the West Virginia Department of Education.
  - All candidates for initial school bus operator certification shall be fingerprinted by the West Virginia State Police or its designee. The fingerprints shall be analyzed by the state police for a state criminal history record check through the central abuse registry record and then forwarded to the Federal Bureau of Investigation for a national criminal history record check.

- The candidate shall be subject to pre-employment drug testing for the use of certain controlled substances and alcohol as per all regulations of the U. S. Department of Transportation, the Omnibus Transportation Employment Testing Act (hereinafter, “OTETA”).
- ❖ Bus operators shall complete and submit, promptly, all reports required by the transportation office.
- ❖ Bus operators shall endeavor to run regularly and promptly on the established schedule when conditions permit. Operators shall not permit students to exit the bus, except at their regularly scheduled stop, unless said student(s) has an approved pass from the principal's office. Principal/designee shall contact the Coordinator of Transportation for approval if a potential overload situation exists.
- ❖ The bus operator shall stand in the place of the parent during the time that s/he is transporting students, and shall exercise such controls as are necessary to insure their safe trip.
- ❖ Any disciplinary action taken against students shall be in accordance with *File: 12-3 Student Conduct on Buses*
- ❖ To insure that his/her bus is in good mechanical condition at all times, the bus operator shall complete a pre-trip in accordance with the West Virginia Transportation Regulations. The bus operator shall complete the county pre-trip form.
- ❖ Bus operators shall advise principal and/or Coordinator of Transportation of road conditions during inclement weather. S/he shall not transport students to school when weather conditions make it definitely dangerous to life and limb.
- ❖ The school bus operator shall conduct and supervise emergency exit drills at least twice a year (three times for Pre-K students) (Federal Highway Safety Standard No. 17). Copies of these standards are available through the Office of the State Director. The procedures are as follows:
  - Drills are to be conducted in a safe place.
  - School officials shall assist in the drills as the need arises.
  - The drills shall include exiting through the front and rear door, the use of exit windows, roof hatches and other instruments used to assist with emergencies.
  - Upon completion, the date of the drills shall be reported to the County Coordinator of Transportation.
- ❖ Bus operators shall report any and all accidents immediately to the Coordinator of Transportation and submit the appropriately completed form.  
**(WVC §18A-5-1; §18A-5-1a; SBP 4336 West Virginia School Transportation Regulations)**

**R 12-2-3      Parental Responsibility**

*SBP 4336 – West Virginia School Bus Transportation Policy and Procedures Manual* states that the parents of children who receive transportation services from the Preston County Board of Education shall:

- ❖ Provide written guidance regarding any special care a student may need while riding the bus; and
- ❖ Provide supervision at all bus stops until the bus arrives for both pickup and delivery.

The Board strongly suggests that parents/guardians of young children be at the bus stop for pickup and delivery of their child.

Parents are also expected to assist in resolving disciplinary issues that arise concerning their children.

Parents/guardians shall be required to provide transportation for their children in the event they are excluded or suspended from riding the bus for a period of time or if their busing privileges are permanently revoked.

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Adopted:                      August 28, 1995  
Amended/Revised:        June 28, 2010