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**PRESTON COUNTY BOARD OF EDUCATION**

**FILE: 12 - TRANSPORTATION SERVICES**

**File: 12-1 Student Transportation**

**Last Reviewed: 8-9-10**

**Next Review: 7-1-12**

Pursuant to the authority granted to the Preston County Board of Education in WVC §18-5-13, the Board shall provide, at public expense, means of transportation for all children enrolled in programs of the Preston County Schools who live more than two miles by the nearest available road to their assigned attendance center. Enrolled students, employees or persons approved by the Board of education are the only passengers to be transported by the county school transportation system.

In addition, the board, within the available revenues, may provide adequate means of transportation for children living less than two miles from school under the following circumstances:

- ❖ They live along a regularly established bus route;
- ❖ The bus is not loaded to capacity when it reaches the pupils' stop;
- ❖ Bus safety is not a factor;
- ❖ Those under the limit, furthest distance from attendance area will be given preference;
- ❖ The transportation of such pupils shall not in any way interfere with the regularly scheduled run of said buses; and
- ❖ Children who must walk along extremely hazardous roads may be transported regardless of the distance from home to school.

In all cases, the Board will approve bus routes to be established only on roads that are approved and maintained by the State Department of Highways to the satisfaction of the Board of Education.

Preston County buses may also cross county lines to transport students transferring from one district to another by mutual agreement of both county boards of education. The agreement shall be recorded in the meeting minutes of each participating board.

The Board may also transport school children participating in Board-approved curricular and extracurricular activities. In all cases, the bus or other transportation vehicles owned by the Board of Education shall be driven or operated only by drivers regularly employed by the Board of Education.

The only other transportation specifically authorized by statute is the transportation of participants in projects operated, financed, sponsored, or approved by the Commission on Aging. If these participants are provided transportation services, all costs and expenses incident in any way to the transportation shall be borne by the Commission on Aging or the local or county chapter thereof. (WVC §17C-14-12, §18-2-5, §18-5-13, §18-5-16, §18-9A-7, SBP 4334 and 4336)

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### **R 12-1-1 School Personnel Responsibilities**

The Board of Education expects its bus operators and all others associated with school transportation to be fully acquainted with and to respect the policies, rules and regulations governing the transportation of pupils as approved by the Preston County Board of Education, State Department of Public Safety (State Police) and the State Motor Vehicle Commission along with all regulations described in the Commercial Drivers License Manual. All bus operators shall be provided with the most recent copy of the West Virginia State Department of Education Transportation Regulations.

Operators shall keep accurate accounting of the residences of all students they transport. In the event of any student no longer riding an assigned bus, any new student riding a bus, or any student changing the school they are attending the driver is to immediately report the information to the school principals and provide a written note attached to their monthly reports.

Bus drivers shall deliver completed reports to the Coordinator of Transportation two days after the end of the school month. Failure to report promptly shall be considered neglect of duty. All school buses shall be parked, stationed, or stored at a place designated by the Coordinator of Transportation.

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### **R 12-1-2 Student Commutes – Home to School**

Students generally arrive at school via one of these means: walking, riding in a private vehicle, or riding a county-operated school bus. The following guidelines are provided for the child's safety and the efficiency of the total school operation.

- ❖ Those students who walk should always walk on the left side of the road facing traffic and cross the highway only after carefully checking both ways for on-coming traffic.
- ❖ Following the dismissal bell, those students who walk, will assemble at a safe place away from school bus loading and wait for directions from teachers who will help them safely exit the area. All students present during the dismissal procedures are expected to comply with the authority and directions of the teachers in charge.
- ❖ Parents who deliver their children to school are asked to let them out of the car along a sidewalk, where applicable or in an area designated by the principal. Automobile drivers are to be careful not to block the route of arriving, departing or unloading school buses.
- ❖ Drivers who overtake buses with loading lights activated will be reported to the school administration by any employee who witnesses such action and a letter of warning will be sent to the offending driver. A report may also be sent to local law officials.
- ❖ Students who ride the school bus shall obey the posted rules and regulations governing school bus passengers. They should become familiar with those rules as soon as possible. In addition to those posted guidelines, the following shall be observed:
  - A bus driver has the same authority as a teacher or parent while students are on the bus and all passengers should be respectful to the bus drivers and obey their instructions;
  - Students are expected to remain in assigned seats unless the bus driver gives permission to do otherwise;

- Upon arrival at school, students are expected to directly enter the school and report to their homerooms;
- ❖ Any student who plans to ride another bus or go home in any manner other than usual shall present a written excuse to the principal prior to leaving the school grounds. The student will not be permitted to ride another bus that is already loaded to rated capacity.
- ❖ All students should make it a point to be consistently safe whatever manner of transportation they use.

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### **R 12-1-3 School Bus Scheduling and Routing**

The generation of school bus schedules and routes along with periodic review and at least annual modification is the responsibility of the Coordinator of Transportation. S/he shall have the responsibility of scheduling bus routes in such a fashion that riding time and duplication of service shall be minimal.

Route assignments to drivers are for a specific area of the county and may be extended or shortened within the assigned area as the student residents in that area change. The Coordinator of Transportation should include principals in the planning of bus schedules where their schools are involved or where specific problems occur.

Any driver who knowingly fails to pick up children assigned to his/her route at the beginning or during the school term, shall be considered in neglect of duty and shall be subject to disciplinary action. Drivers are also required to follow the route and schedule as established and to be at each stop at the appointed time as nearly as can be safely accomplished. In the generation of schedules and routes the following guidelines shall be followed:

- ❖ A school bus route shall generally not be established for children who live less than two miles from school.
- ❖ Regular established school bus stops shall be at least two-tenths of a mile apart. The Coordinator of Transportation shall have the authority to make necessary adjustment in unusual circumstances.
- ❖ In case of emergency road conditions, the driver may have the authority to change bus stops for safety reasons.

#### **Standards for the duration of school bus transportation times for students to and from school:**

The high quality standards for transportation adopted by the state board pursuant to §18-2E-5D shall include standards for the recommended duration of the one-way school bus transportation time for students to and from school under normal weather and operating conditions as follows:

- ❖ For elementary school students, 30 minutes;
- ❖ For middle school, intermediate school and junior high school students, 45 minutes; and
- ❖ For high school students, 60 minutes.

The Board may not create a new bus route for the transportation of students in any of the grade levels pre-kindergarten through grade five to and from any school included in a school closure, consolidation or new construction project approved after the first day of July, 2008, which exceeds by more than 15 minutes the recommended duration of the one-way school bus transportation time for elementary students adopted by the state board in accordance with subsection (a) of §18-2E-5D unless:

- ❖ The county board adopts a separate motion to approve creation of the route and request written permission of the state board to create the route; and
- ❖ Receives the written permission of the state board to create the route.

The Board may not create, nor may the state board permit, the creation of a new bus route for the transportation of students in any of the grade levels prekindergarten through grade five to and from any school included in a school closure, consolidation or new construction project approved after the first day of July, 2008, which exceeds by more than 30 minutes the recommended duration of the one-way school bus transportation time for elementary students adopted by the state board in accordance with subsection (a) of §18-2E-5D.

The state board shall provide technical assistance to county boards with the objective of achieving school bus transportation routes for students which are within the recommended time durations established by the state board.

All bus schedule changes, made by the Coordinator of Transportation, shall be communicated to the parents and students as quickly as possible.

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#### **R 12-1-4 Payment In Lieu of Bus Transportation**

Circumstances and conditions may sometimes exist that justify the payment of an in lieu of transportation fee to the parents/guardians of certain students. In such cases the parent/guardian shall receive the same county reimbursement rate per loaded mile that employees and other persons receive for performing services for the school system (**loaded mile means transporting students to and from school**)

The Superintendent shall make a recommendation to the Board after s/ he, in collaboration with the Coordinator of Transportation, has investigated the existing conditions. The appropriate school officials shall fully explain the circumstances to the parents/guardians of the student and secure their approval of the plan. The plan must be in writing, signed by the Superintendent and the parents/guardians and shall be executed annually if the need for such an arrangement extends beyond the current school term.

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Amended/Revised: August 9, 2010

**PRESTON COUNTY BOARD OF EDUCATION**

**FILE: 12 - TRANSPORTATION SERVICES**

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

**Last Reviewed: 8-9-10**

**Next Review: 7-1-12**

**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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**PRESTON COUNTY BOARD OF EDUCATION**

**FILE: 12 - TRANSPORTATION SERVICES**

**File: 12-3 Student Conduct on Buses**

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The board considers the transportation of students a privilege to be enjoyed by eligible students and believes the safety of the students to be of paramount importance. To that end, regulations have been established to govern student conduct while on school buses and to define the responsibility of school employees to provide safe and efficient transportation for all school activities.  
(WVC §18-5-13, 18A-5-1, 18A-5-1a, SBP 2320 and 4373)

**R 12-3-1 Requirement to Post SBP 4373 in Each School Bus**

The bus operator shall stand in the place of the parent while students are being transported on his/her bus and shall maintain proper order and control. S/he shall follow the *SBP 4373 - Student Code of Conduct* to provide discipline on school buses. The school bus operator shall display the following major concepts of SBP 4373 in his/her school bus:

- ❖ All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development;
- ❖ Students shall help create an atmosphere free from bullying, intimidation, harassment or any other inappropriate behavior;
- ❖ Students shall demonstrate honesty and trustworthiness;
- ❖ Students shall treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others;
- ❖ Students shall demonstrate responsibility, use self-control and be self-disciplined;
- ❖ Students shall demonstrate fairness, play by the rules, and will not take advantage of others;
- ❖ Students shall demonstrate compassion and caring;
- ❖ Students shall demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others; and
- ❖ Students shall have proper approval to exit the school bus other than their regularly assigned bus stop.

Appropriate Central Office Personnel will provide training on Policy 4373 to bus operators (regular and substitute operators) as they begin their employment with the school system and periodically thereafter as necessary.  
(SBP 4336)

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## **R 12-3-2 Preston County Rules/Regulations for Student Conduct on Buses**

The following rules and regulations apply to all students riding school buses. These rules and regulations were established to assist the bus operators in assuring that students are afforded the safest ride to and from school and to and from school related activities. The bus operator is responsible for the enforcement of the rules and regulations. A copy of these rules/regulations shall be posted in each bus.

Each year, all students shall be provided instruction as to proper conduct, rules and regulations, emergencies, and school closings due to inclement weather.

### **General Regulations**

- ❖ All students are required to become familiar with and obey all reasonable rules posted in the bus or distributed by the operator.
- ❖ All students are required to abide by any additional reasonable rules that may be established by the principal or transportation director.
- ❖ All students are expected to follow all regulations established by the State Department of Education. (*SBP 4373*)
- ❖ The bus operator shall stand in the place of the parent while students are being transported on his/her bus and shall maintain proper order and control.
- ❖ Consistent or flagrant violations of regulations pertaining to student conduct on buses may result in temporary exclusion or permanent suspension of bus privileges.
- ❖ No student shall be put off a bus except at his/her regular stop and all exclusions are to be reported promptly to the Coordinator of Transportation and the school principal. Any follow-up disciplinary action will be determined cooperatively by the Coordinator of Transportation and the principal. Only the Board can revoke bus privileges permanently.
- ❖ Parents (and students 18 years of age or older) may appeal any suspension of bus privileges to the Coordinator of Transportation, the Superintendent, and the Board in that order.
- ❖ Students must have permission from the principal and their parents to leave the bus other than at their regular stop.
- ❖ Students may not transport animals on the bus.

### **Expected Behaviors inside the Bus**

Once students have boarded the bus, they shall be expected to:

- ❖ go immediately to their seat and courteously share seats with others boarding the bus;
- ❖ sit in assigned seats;
- ❖ be held responsible for only vandalism that occurs to the seat in which they ride. (If damage is found, report it promptly to the bus operator.);
- ❖ change seats only with bus operator's permission, and when bus is not in motion;
- ❖ get on and off bus only when it is completely stopped;
- ❖ cooperate with any aide or monitor on the bus;

- ❖ cooperate with the bus operator to keep the bus clean. Eating and drinking on the bus are prohibited, except when medically necessary;
- ❖ observe classroom conduct, except for ordinary conversation, to enable the bus operator to give attention to safe driving;
- ❖ avoid unnecessary conversation with bus operator;
- ❖ keep head and hands inside bus windows at all times;
- ❖ report any open exit or released latch to the bus operator immediately; and
- ❖ provide enrollment information to the bus operator as requested.

### **Behaviors That are Forbidden inside the Bus**

Once students have boarded the bus, they shall not: (including but not limited to)

- ❖ threaten, abuse, or otherwise intimidate or attempt to intimidate a school employee or student;
- ❖ willfully disobey a school employee;
- ❖ use profane or abusive language directed at a school employee or student;
- ❖ possess or use of tobacco;
- ❖ possess a dangerous weapon;
- ❖ possess, use, distribute, or sell a controlled substance or alcohol;
- ❖ commit assault and/or battery of a school employee;
- ❖ create a fire hazard;
- ❖ interfere with the safe operation of the bus;
- ❖ vandalize the bus;
- ❖ assault (fight) with another student;
- ❖ ride in step well or forward of front row of seats;
- ❖ stand while bus is in motion, at any time a seat is available;
- ❖ throw or pass any object of any nature on, into, or from the bus;
- ❖ open emergency exits, except during emergencies, unless directed by the bus operator; or
- ❖ commit any other violations of school rules and regulations as described in *File: 11-13 Student Code of Conduct*.

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### **R 12-3-3 Disciplinary Actions**

As stated earlier, student transportation is a privilege and failure on the part of a student to conduct himself/herself properly as a passenger will result in disciplinary action. Disciplinary actions may include, but are not limited to the following:

#### **Level I Disciplinary Action**

If a student violates a bus rule/regulation, but the misconduct is minor (examples: talking too loudly, sitting in wrong seat, throwing trash on floor, etc.), the bus operator shall:

- ❖ Speak informally with the student and try to reach an agreement regarding how the student shall behave.
- ❖ If misconduct continues, contact the student's parent(s) or guardian(s) by phone or in person to explain the misconduct and to request assistance. The parent(s) or guardian(s) is/are expected to assume major responsibility to counsel the student as to acceptable behavior while riding the bus.
- ❖ If the misconduct continues after contacting the parents/guardians, the bus operator will complete a disciplinary referral form and submit it to the principal for assistance.

#### **Level II Disciplinary Action**

The bus operator may exclude the student from the bus in accordance with *R 11-14-4 In-school Suspension and Exclusions* if the misconduct continues, or for any of the following misconduct:

- ❖ If the student is guilty of disorderly conduct (example: several incidents of minor misconduct);
- ❖ If the student in any manner interferes with an orderly process (example: standing up and/or changing seats while the bus is in motion);
- ❖ If the student threatens, abuses, or otherwise intimidates or attempts to intimidate a school employee or student;
- ❖ If the student willfully disobeys a school employee;
- ❖ If the student uses abusive or profane language directed at a school employee or student; or
- ❖ Other violations of *SBP 4373*.

When excluding a student, the bus operator shall complete a disciplinary referral form and submit a copy to the principal of the school where the student attends and the Coordinator of Transportation. Exclusion at this level shall be of a short duration and shall be used only as a means to correct student misbehaviors through a conference with the parent/guardian.

Students who are to be excluded from the bus shall be notified by the school bus operator. The parents or guardians of the student shall be notified by the school principal or his/her designee or the Coordinator of Transportation prior to the effective date of the exclusion. All students shall be transported until the parent/guardian has been properly notified about the exclusion.

An excluded student shall be readmitted to the bus only after the principal or his/her designee or the Coordinator of Transportation notifies the school bus operator that the student may be readmitted. The parents or guardians will also be notified by the school principal or his/her designee or the Coordinator of Transportation when their son/daughter may resume riding the bus.

### **Level III Disciplinary Action**

The bus operator shall exclude a student and contact the Coordinator of Transportation and request that a student be suspended from the bus for any of the following reasons:

- ❖ If the student possesses a dangerous weapon as described in *File: 11-13 Student Code of Conduct*;
- ❖ If the student possesses or uses tobacco;
- ❖ If the student assaults another student (fighting);
- ❖ If the student creates a fire hazard;
- ❖ If the student possesses, uses, distributes, or sells a controlled substance as detailed in Board *File: 11-18 Substance Abuse and Tobacco Control*;
- ❖ If the student throws or passes any object of any nature into or from the bus;
- ❖ If the student interferes with the safe operation of the bus;
- ❖ If the student vandalizes the bus;
- ❖ If the student committed assault and/or battery of a school employee as defined in *File: 11-13 Student Code of Conduct*; or
- ❖ Other violations of *SBP 4373*.

After contacting the Coordinator of Transportation the bus operator shall immediately complete a disciplinary referral form and submit copies to the Coordinator of Transportation and principal.

The Coordinator of Transportation shall suspend the student if, after being granted due process, s/he is found to be guilty of any of the incidents listed above in accordance with *File: 11-14 Student Discipline*.

The Coordinator of Transportation shall also recommend to the Superintendent that the student be expelled in accordance with *File: 11-14 Student Discipline*.

- ❖ If the student possessed a dangerous weapon;
- ❖ If the student sold a controlled substance;
- ❖ If the student committed assault and/or battery of a school employee.

#### **R 12-3-4 Supervision of Students during Curricular and Extracurricular Trips**

Sponsors of any activity involving trips away from the school shall be responsible for the conduct and safety of the members of their group. Teachers sponsoring such groups shall accompany the groups and remain with the students engaged in the activity until they are dismissed. A list of all participants of such group must be presented to the bus driver prior to the beginning of the trip.

During a curricular or extracurricular activity, attendance will be checked to determine the location of all participants for added security. Prior to departure, attendance must be checked to assure all scheduled to be transported are present. Those who are present upon commencement of the trip should be noted for future reference. Those who are not present when the group is scheduled to depart on the return trip should be dealt with as follows:

- ❖ An immediate search should be conducted by responsible chaperones and/or the sponsor;
- ❖ If the student is not located, the proper authorities should be notified;
- ❖ If the search involving the police or proper authority is unsuccessful, the parent or legal guardian must be notified . . . emergency numbers should be available to ensure contact;
- ❖ The administrator of the school should be informed;
- ❖ As appropriate, a chaperone or responsible adult should be left at the point of departure to provide assistance and direction once the child appears;
- ❖ Arrangements must be made to transport the chaperone or responsible adult and child home;
- ❖ Under no circumstances will the student be left without any possible assistance and without informing the proper authorities and parents;
- ❖ Students are required to return with the transported group unless the parent/guardian has requested in writing and received in writing permission to bring his/her child home. Only parental requests will be honored.

#### **R 12-3-5 Monitoring Student Bus Conduct Electronically**

School buses may be equipped with special monitoring devices such as video cameras to assist with student discipline and driver control. Such devices are not intended to violate anyone's personal freedoms and school authorities will discreetly use such equipment and film.

The monitoring device shall be mounted securely in such a manner that it does not interfere with the safe operation of the bus or the safety of the driver and students. A notice should be placed near the unit stating that the individuals on this bus are subject to being monitored by video cameras.

The actual camera will be placed in the unit and activated by the driver and/or Director of Transportation when they feel a need exists. The Coordinator, the bus driver, the school principal, students directly involved and other individuals directly involved may view film developed from the camera usage. At no time should this film be made available to the general public.

**R 12-3-6      Distribution of Policy**

At the commencement of each school year, all students and their parents shall be provided a copy of the policy by the bus operator. Students who begin riding a bus during the course of a school year and their parents shall also be provided a copy. School administrators shall use school/community communication vehicles to ensure proper and public announcement and notification of the contents of this policy, including newsletters, assemblies, and student information packets.

**(WVC §18A-5-1; §18A-5-1a; West Virginia School Transportation Regulations)**

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**PRESTON COUNTY BOARD OF EDUCATION**

**FILE: 12 - TRANSPORTATION SERVICES**

**File: 12-4 Regulations for Transporting Students with Disabilities Requiring Special Transportation**

**Last Reviewed: 8-9-10**

**Next Review: 7-1-12**

To assist with the efficient and safe transportation of special needs students in the Preston County school system the following guidelines shall be implemented:

- ❖ Students with disabilities' Individualized Education Program (hereinafter IEP) shall specify the bus modifications and support required for transporting the student when appropriate.
- ❖ When transportation of a student with disabilities necessitates a transfer while en route, appropriate supervision at the point of transfer remains the responsibility of the county school system.
- ❖ Vehicle requirements for use in transporting students with disabilities shall be guided by *SBP 4334 - Minimum Requirements for Design and Equipment of School Buses for West Virginia*.
- ❖ The county school system may terminate bus transportation service if the parent persistently fails to meet the bus at a designated stop. For these situations, due process procedures shall be made available to the parents and students.
- ❖ The school bus operator and/or the bus aide, when appropriate, shall:
  - Assist and supervise students with disabilities.
  - Complete first aid training. School bus operators and school bus aides transporting students with disabilities shall be trained on Section 1 of the "West Virginia School Bus Operators Training Manual."
- ❖ The special education director or designee shall provide the following information to the transportation director or designee:
  - Student's name and address.
  - Parent's name, address, home and work telephone numbers.
  - Emergency health care information and/or health care plan.
- ❖ When the IEP requires that medicine is to be provided to a student with disabilities while being transported, the procedures shall be in accordance with the Administration of Medication Policy.
  - Aides shall receive training by the school nurse in medication administration or in the delivery of other basic or specialized health care procedures as specified in *SBP 2422.7- Standards for Basic and Specialized Health Care Procedures*.
- ❖ Parents/guardians of students with disabilities shall assist in the transportation of their child by:
  - Providing documentation on the special care needed.
  - Bringing the student to the bus stop and providing the necessary supervision.

- Picking up the student at the designated time at the designated bus stop.
- Contacting the school bus operator if the child is to be absent.
- ❖ The transportation system shall implement SBP 4373 in conjunction with SBP 2419 - *Regulations for the Education of Exceptional Students*.

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Adopted: August 9, 2010  
Amended/Revised:

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 12 - TRANSPORTATION SERVICES</b>  <b>File: 12-5 Curricular and Extra-Curricular Trips</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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Successful curricular and extra-curricular trips are well planned, well chaperoned and provide the safest means of transportation for the students and their chaperones. It is the principal's responsibility to monitor all trips to determine that these criteria are being met. Local principals will review details of each bus request prior to submitting it to the county office for approval. Forms are first submitted to the county administrator who supervises the program (ex: Title I, Special Ed. GEAR-UP, etc.), then to the Assistant Superintendent who will forward approved requests to the Coordinator of Transportation.

Curricular and extra-curricular school trips within a 100 mile radius of Preston County's borders do not require Board approval but will be included under the information section of the next meeting agenda.

The use of school buses outside the state border shall be limited to trips within 100 miles of the state line. These trips will require Board approval. The Superintendent or his/her designee shall establish guidelines to be followed by those persons involved in such trips.

Counties providing curricular and extracurricular transportation shall file through the WVEIS, at the end of each month, a report on curricular and extracurricular trips.

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**R 12-5-1 General Guidelines for Curricular and Extra-Curricular Trips**

County owned or leased vehicles used to transport students to school-sponsored activities must meet state school bus or public transit ratings. All school buses used for such trips shall be covered by insurance as provided in WVC §18-5-13.

Only regularly employed and substitute certified bus operators shall be eligible to drive county owned vehicles for the purposes of transporting students to various school activities.

A teacher shall accompany any group of school students on curricular or extracurricular trips. Each additional bus shall be supervised by a professional employee. The school shall provide a list of persons being transported on the bus to the bus driver.

West Virginia Board of Education Policy 4336 provides in part: Enrolling or enrolled students, employees or persons approved previously by a county board of education are the only passengers to be transported by the county school transportation system.

When the Board approves volunteers or chaperones it may simultaneously approve all or selected chaperones or volunteers to be "approved bus passengers." If a volunteer has been approved as an "approved bus passenger" he or she may carry a credential indicating that he or she is an "approved bus passenger."

Volunteers or chaperones that have been approved as school bus passengers by the Board shall be issued a credential that must be presented to a bus operator when seeking school bus transportation. Approved volunteers and chaperones may only be transported by school bus when serving in their capacities as volunteers or chaperones, on a space available basis. Approved passenger credentials may be revoked at any time by the Superintendent. Approved passengers shall be under the supervision of the bus operator when being transported on a school bus.

The use of public school buses for extra-curricular trips is limited to Board approved activities. Buses may be used by approved school organizations provided a teacher (sponsor) has submitted written application through the principal to the Assistant Superintendent.

Buses are generally not provided for spectators. An exception to this rule is made in the event that a school has a team playing in regional or state playoffs. Spectator in this instance is defined as students and their chaperones.

For those situations in which county owned or leased vehicles are being provided, those students participating in athletics and/or other school-sponsored activities must travel to and from the event in the provided transportation. The following exceptions may be permitted:

- ❖ Parents or guardians may submit a written request to the principal of the school prior to the event to secure permission for the student to be transported home by private vehicle. The school principal must verify the authenticity of the request and at his/her discretion, may grant the request. This request must be kept on file in the school office.
- ❖ Only the student's parent with legal custody, the student's guardian, or those persons receiving approval through the school principal may pick up a student. The student must be picked up in the presence of the responsible principal, teacher, coach, or band director. Provided, however, they shall retain authority to require the student to return on the school bus.
- ❖ The Board will not assume liability for any transportation provided by vehicles other than those made available by Preston County Schools.

The school requesting curricular or extra-curricular trips shall be required to pay the current rate for mileage and the bus operator's wages. In the event of a break down, the driver cost during "down time" will be paid by the county. These costs will be billed to the appropriate group following the completion of the trip. They will be charged mileage from the point of origin (the school) to the destination and return. Any questions about variation of mileage turned in by two or more bus drivers on the same trip will be settled by the Coordinator of Transportation. Drivers shall return completed trip forms to the Coordinator of Transportation's office within five (5) working days of the conclusion of the trip.

The bus operator shall be allowed to begin one-half hour prior to the scheduled loading time for preparation of the bus and s/he will be allowed to claim an additional one-half hour for cleaning the bus. It should be noted that schools will be billed for any additional time required to clean a bus as a result of excessive littering by students.

The bus operator has final authority over the occupants of the bus when it is in motion. S/he is not a chaperone and is not required to supervise students when the bus is stopped for activities.

No banners, streamers or other advertising shall be placed on the bus. The consumption of food or drink at any time on a school bus is prohibited.

Items to be transported must not block aisles and/or exits, nor be capable of becoming flying projectiles in the event of emergency maneuvers. When necessary to transport the aforementioned items, (band instruments, etc.), they should not be transported in the same bus as students, unless secured outside the aisle.

The Board of Education **will not** sponsor senior trips **or any other type of pleasure trip**.

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## **R 12-5-2 Field Trips and Excursions**

The use of public school buses for curricular trips is limited to those activities directly related to classroom work that are authorized upon written applications submitted by the teacher through the principal and approved by the Assistant Superintendent. Whenever possible, field trip requests should be submitted at the beginning of each semester.

Curricular field trip plans should be made early in the school year, must be aligned with Content Standards and shall include pre and post trip instructional activities. Schools are expected to schedule trips to maximize bus seating capacity. On such trips, county transportation vehicles are expected to be used. Arrangements for other transportation and overnight trips must receive prior approval from the Assistant Superintendent. The following additional requirements must be fulfilled:

- ❖ The teacher shall plan each proposed curricular trip carefully in cooperation with the principal and shall submit the request to the assistant superintendent at least two weeks prior to the date of the proposed activity.
- ❖ The activity should not conflict with the regularly organized transportation schedule.
- ❖ Each request shall be accompanied by a brief narrative of how the proposed trip will be coordinated with classroom activities.
- ❖ A list of approved parent volunteers must be submitted at this time if they are to act as chaperones.
- ❖ It is the principals' responsibility to see that all trips are well chaperoned:
  - Teachers, other school employees and parent volunteers approved by the Board may act as chaperones. Successful trips are well planned and well chaperoned, and it is the principal's responsibility to see that all trips meet these two criteria before requesting the trips. To be more specific, the person or persons who will be in charge of the trip must inform the students that they cannot change seats while the bus is moving, normal conversation is permissible, shouting and other loud noises are not permissible, all litter must be cleaned up, hands and arms must be kept inside the bus, and all rules and regulations established by the State Board of Education must be obeyed.
  - The number of chaperones required for each bus will be determined by the number and age of the students. However, at no time shall there be less than one chaperone per bus.

- The principal shall designate one teacher to act as the lead chaperone. That person shall ride the lead bus and give the signal to depart when s/he is satisfied that all students are accounted for and everything is in order. All buses are to travel together, and at no time should other buses pass the lead bus unless an emergency requires such a move.
- Each bus must have a teacher or chaperone designated to check the roll and notify the lead teacher when all persons are present and accounted for.

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### **R 12-5-3      Limitations on the use of County Autos and Vans to Transport Students to School Activities**

Designated county owned automobiles and vans may be used to transport a small number of students to and from school activities on those occasions when it is not practical to utilize a full-sized bus. *SBP 4336* and *WVC §18-5-13* permit the use of county-owned vehicles which have a valid inspection sticker, which are properly insured and are operated by a professional employee when the following conditions are met:

- ❖ The driver must be a professional employee;
- ❖ The driver of these vehicles must have gone through a driver training program;
- ❖ Only a van with seating for 10 persons (including the driver) or less may be utilized;
- ❖ No more than one van may be used for an activity;
- ❖ Seats may not be removed from a larger capacity van to make it a 10 passenger vehicle. (*WVC §18-5-13 and SBP 4336*)

These employees may use the vehicles to transport students for school-sponsored activities, but may not use the vehicles to transport students between school and home.

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### **R 12-5-4      Guidelines for Curricular and Extra-Curricular Trips Where County and/or Leased Vehicles are not Utilized**

From time to time students may travel individually to an event. This usually occurs when the distance is short or when the number of participants to be transported is so small the cost of using a bus is prohibitive. In such instances, the school employee in charge shall inform the principal of his/her intent to utilize this mode of transportation one week in advance of the event.

The student must present to the school employee in charge, **IN WRITING PRIOR TO THE TRIP**, a completed *R 12-5-6 Parental Waiver of Liability Form*. Only one form per school year will be required for students who participate in more than one activity or who participate in an activity that is comprised of multiple trips such as athletics, band, etc.

In these instances, the school employee in charge of the activity and the Preston County Board of Education's liability is limited to the period of time extending from the student participant's arrival at the event site until s/he is dismissed from the event by the person in charge. The person in charge shall release the students to their parents or the designated driver/chaperone. All other liability for the participant's safety lies with the parents or their designated driver/chaperone. Parents are STRONGLY advised against allowing students to drive to events unaccompanied by his/her parents or other responsible adult.

These regulations shall be observed for trips that include, but are not limited to:

- ❖ Athletic trips;
- ❖ County sponsored events such as math/science field days, programs involving all schools;
- ❖ Band and vocational trips approved by the Superintendent;

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#### R 12-5-5 Charter Buses

Students may be transported to a school-sponsored activity in a privately owned vehicle (i.e. chartered bus) that has a seating capacity of 16 or more passengers only when the owner verifies in writing the following:

- ❖ Appropriate insurance coverage – A Certificate of Insurance must be issued as follows:
  - The Certificate Holder will be the Preston County School System.
  - The Certificate of Insurance must evidence a minimum of \$5,000,000 per occurrence of Auto Liability.
  - The certificate should provide for thirty day (30) notice of cancellation. Any Certificate of Insurance limited to a specific event or date is **not** acceptable.
  - Acceptance will be for all locations and operations of the school system.
  - In order for the charter bus company to remain eligible to provide service a **new** Certificate of Insurance **must** be supplied to the county school system whenever the insurance is **renewed**, which normally occurs on an annual basis. The school system will **not** contact the bus company before suspending the company from providing charter service due to an expired certificate.
  - Any notice from the insurance company that a bus company's insurance has been cancelled for any reason will result in the bus company's suspension from providing charter service to the school system.
- ❖ Vehicle safety specifications;
- ❖ Public transit rating of vehicle;
- ❖ Appropriate driver training; and
- ❖ Driver certification and criminal history record check.

The vehicle owner shall provide to the county board proof that the vehicle and driver satisfy the requirements of the WVBE rule.

Principals and sponsors of school activities may contact independent bus companies to explore charter services for extended trips outside Preston County. Schools anticipating the use of this type of service should investigate potential carriers carefully focusing on factors such as liability insurance coverage for passengers, regulations regarding driver rest time, safety features of the bus including safety inspections, references, and knowledge of the area to be visited.

Following the selection of a suitable charter service and after obtaining a proposed agreement from the company, the principal shall present the proposal to the Assistant Superintendent who will review the proposal and make a recommendation to the Superintendent. The Superintendent will then make a recommendation to the Board. In the event the time frame for meeting the travel needs of the school are such that the Board may not have time to review the proposal before the event (i.e. state athletic tournaments and playoffs), the Superintendent may approve the proposal and confirm his/her actions at the next board meeting.

**(WVC §18-5-13; SBP 4336)**

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Adopted: November 28, 1983  
Amended/Revised: August 9, 2010

**PRESTON COUNTY SCHOOLS**

**PARENTAL WAIVER of LIABILITY FORM**

\_\_\_\_\_ School Term

I understand and agree that from time to time students may travel individually to school sponsored events and in those instances student participants and their parents are responsible for providing transportation to and from the event site. I also agree that in the event I provide transportation in my personal vehicle that I accept full responsibility for my child/children and hereby release the Board from any responsibility during the time of transportation.

I further acknowledge that in the event I do not provide transportation to these events for my child/children it is my responsibility to arrange alternative transportation with another responsible adult.

The Preston County Board of Education and its agents' liability are limited to the period from the student participant's arrival at the event site until s/he is dismissed from the event by the person in charge. All other liability for the participant's safety lies with the parent or his/her designated driver/chaperone.

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

Date: \_\_\_\_\_

**(THIS FORM IS TO BE RETURNED TO THE SPONSOR OF THE ACTIVITY)**

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 12 - TRANSPORTATION SERVICES</b>  <b>File: 12-6 Regulations for Bus Operator Extra-Duty Assignments</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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Extra-duty assignments are defined as irregular jobs that occur periodically or occasionally such as, but not limited to, field trips, athletic events, proms, banquets and band festival trips. The minimum hourly rate of pay for extra duty assignments shall be no less than one seventh of the employee’s daily total salary for each hour the employee is involved in performing the assignment and such payment shall be from local funds.

Service personnel extra duty assignments shall be made on the basis of seniority in a particular category of employment. The employee with the greatest seniority will be given priority in accepting extra duty assignments followed by fellow employees on a rotating basis, according to their seniority, until all employees have had an opportunity to perform similar assignments. If all regular drivers on the list have been contacted and NONE are available for the assignment, a substitute driver will be assigned from the "countywide" seniority list of substitutes. The assignment process for these trips will operate as follows:

- ❖ Regular drivers will be listed according to seniority, beginning with the driver having the most years of experience.
- ❖ Assignments shall rotate through TOTAL LIST before the first regular driver on the list will be contacted for an additional assignment.
- ❖ Any driver who is unable to fulfill an assignment shall immediately return the assignment to the Transportation office for reassignment to the next eligible driver on the list -- EXCEPTION -- in an emergency situation where time does not permit re-assignment.
- ❖ No substitute shall be given an additional assignment until the "countywide" seniority list of substitutes has been rotated completely.

Alternative procedures approved by the Board and two thirds of the employees in the affected classification may be utilized to make extracurricular assignments.  
(WVC §18A-4-8a and §18A-4-8b)

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**R 12-6-1 Time Accounting for Extra-Curricular Trips (Extra-Duty Assignment)**

Time accounting for bus drivers and other similarly situated service personnel accepting extracurricular trips shall be in compliance with the Fair Labors Standard Act as follows:

**Off Duty Time**

A bus operator who accepts a curricular or an extra-curricular driving assignment (extra duty) and is told in advance that upon arrival at his/her destination, s/he will be completely relieved from all duties until a specific time when s/he again goes on duty for the return trip, the idle time is not work time. The employee is “waiting to be engaged.”

On the other hand, if the bus operator who transports students on a school sponsored activity is not told in advance of a specific time when the activity will end, and therefore must wait until the activity ends to transport the students on the return trip, is working during the entire activity. In this case, the employee cannot use the time effectively for his or her own purposes and is therefore “engaged to wait.”  
**(Fair Labor Standards Act)**

### **Overnight Trips**

Where an employee is required to be on duty 24 hours or more, such as a bus operator or an aide who may be accompanying students on an overnight trip, the Board and the employee may agree (in writing) to exclude bona fide meal periods and a bona fide regularly scheduled sleeping period of not more than eight hours from hours worked, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. If the sleeping period is of more than eight hours, only eight hours will be credited. Where no written agreement to the contrary is present, the eight hours of sleeping time and meal periods constitute hours worked.

If the sleeping period is interrupted by a call to duty, the interruption must be counted as hours worked. If the period is interrupted to such an extent that the employee cannot get a reasonable night's sleep, the entire period must be counted. For enforcement purposes, the Department of Labor has adopted the rule that if the employee cannot get at least five hours' sleep during the scheduled period, the entire time is working time.

On single day trips of less than 24 hours duration, the entire day is counted as work time. Even if an employee is permitted to sleep during a portion of the trip, the entire trip is compensable working time. Allowing employees to sleep when they are not busy does not render the time “sleep time”; nor does the furnishing of facilities to sleep, as long as the employee is still on duty.

As discussed in the preceding section, however, if the employee is notified in advance that s/he will be relieved from all duties during a portion of the overnight trip, regardless of the length of the trip, those hours are not hours worked.  
**(Fair Labor Standards Act)**

### **FMCSA Regulations (Federal Motor Carrier Safety Administration)**

No Preston County bus driver shall be permitted to drive a passenger-carrying vehicle:

- ❖ More than 10 hours following 8 consecutive hours off duty; or
- ❖ For any period after having been on duty 15 hours following 8 consecutive hours off duty; or
- ❖ If s/he has been on duty 60 hours in any 7 consecutive days.

A driver who encounters adverse driving conditions, such as snow, sleet, fog, etc., and cannot, because of those conditions, safely complete the run within the maximum driving time permitted by FMCSA Regulations may be permitted or required to drive his/her vehicle for not more than two additional hours in order to complete that run or to reach a place offering safety for the occupants of the vehicle.

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Adopted: November 28, 1983  
Amended/Revised: August 9, 2010

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 12 - TRANSPORTATION SERVICES</b> <b>File: 12-7 Transportation Insurance Program</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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Pursuant to the authority granted to the Preston County Board of Education in WVC §18-5-13 and §29-12-5a, the Board shall purchase liability insurance coverage for the vehicles owned and operated by the Preston County School System. Annually, the Board shall develop specifications and seek bids from area insurance agents to provide the desired insurance coverage. In the event that the Board shall contract with a private carrier for the transportation of school children to and from school, the private contractor shall carry insurance against negligence in such an amount as the Board specifies. No bus or other vehicle shall be used to transport students to any extracurricular or other function without proof that the vehicle is covered by adequate liability insurance.  
(WVC §13-5-18; §29—2-5a; SBP 4336)

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Adopted: November 28, 1983  
Amended/Revised:

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 12 - TRANSPORTATION SERVICES</b> <b>File: 12-8 Leasing of School Buses</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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The Preston County Board of Education may lease school buses to:

- ❖ Senior Citizens
- ❖ Public and private non-profit organizations and private corporations for the purpose of transporting school-age children to and from camps or educational activities in accordance with the rules and regulations established by the Preston County Board of Education.

Such leased school buses may be operated only by drivers regularly employed by the Preston County Board of Education.

All costs and expenses incurred by or incidental to the transportation of such children shall be borne by the lessee.

**Request for Trip**

Requests shall be made, in writing, through the superintendent's office at least four (4) weeks in advance of the trip.

**Short Term Lease**

A Short Term Lease Agreement shall be signed by a responsible person who represents the organization and/or group, wishing to lease said bus(s) prior to request being submitted for board approval.

**Conduct of Occupants on Bus**

All rules of conduct applying to extracurricular trips shall apply to persons who will be riding the bus during said period of lease.

**Payment for Services Rendered**

Payment to the board for services rendered in the Short Term Lease shall be made within thirty (30) days of receipt of billing for same.  
**(WVC §18-5-13)**

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Adopted: November 28, 1983  
Amended/Revised:

**PRESTON COUNTY BOARD OF EDUCATION**

**FILE: 12 - TRANSPORTATION SERVICES**

**File: 12-9 School Bus Maintenance and Safety**

**Last Reviewed: 8-9-10**

**Next Review: 7-1-12**

The Preston County Board of Education believes that the primary purpose of the transportation system is to safely transport students to and from school. The safety and welfare of the rider is of paramount importance. Consequently, safety rules and regulations shall be enforced even if it means dismissing drivers who do not follow regulations.

The regular maintenance and repair of the Preston County School's bus fleet shall be the joint responsibility of the individual bus drivers and school personnel assigned the specific responsibility for the routine maintenance and repair of all county vehicles. In addition, all buses shall be available for the regular state inspections. Any defects noted by either the regular local or state inspection shall be remedied immediately.

All drivers shall be instructed in first aid and shall hold at least a valid Standard First Aid Certificate. Such training shall be completed within the first three months of employment.

Transportation personnel shall provide instruction in school bus safety to all students at their respective schools.

(WVC §17C-14-12; §18-5-13; SBP 4336)

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**R 12-9-1 Driver Responsibility for School Bus Maintenance and Safety**

The driver shall perform the following preventative maintenance operations and care of the school bus to which s/he is assigned in accordance with instructions received from the Coordinator of Transportation.

- ❖ Bring his/her bus to the Board's garage for oil changes as directed by the Coordinator of Transportation.
- ❖ Bring his/her bus to the garage for any needed repairs or attention. S/he will make out a repair request and go over the problem with the shop foreman.
- ❖ Check the interior and exterior of the bus after each run to determine any damage.
- ❖ Warm up motor before starting on each run. (This must be done in all instances. Follow procedure to conserve gas.)
- ❖ The following items are assigned to each school bus, however, their condition and availability become the drivers responsibility and should be inspected periodically:
  - First Aid Kit;
  - Fire Extinguisher;
  - Flares and Reflectors; and
  - Chains.
- ❖ Check oil level, radiator, tires, emergency door, lug nuts, gasoline, mirror, foot brake, and parking brake before each run.

- ❖ Check all accessible screws and bolts, exterior and interior.
- ❖ Sweep and dust the inside of the bus after each morning run.
- ❖ Wash and clean the exterior of the bus whenever necessary; the lettering and lights must be plainly visible at all times.
- ❖ Wax the bus once each year.

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## **R 12-9-2 School Bus Safety Inspections**

SBP 4336 requires that all school buses transporting students to school and/or school related events shall be inspected two (2) times annually by a qualified inspector employed by the State Department. In addition, a member of the West Virginia State Police may stop and inspect a school bus at any time or qualified bus inspectors employed by the State Department may also inspect a school bus at any time.

Such inspections are not to take the place of the daily inspection of school buses by the school bus operators, the periodic inspection by the County school bus maintenance personnel or the annual inspection of all motor vehicles required by the Commissioner of Motor Vehicles. These inspections shall be scheduled at such times and places that shall best protect the safety and welfare of transported students.

Preventative maintenance shall be performed on all school buses every two months during the school year, and a maintenance schedule for each school bus shall be posted in the service center. Maintenance records for buses shall be current and made available at the center.

### **Pre-trip Inspection:**

In addition to the regular inspections, noted above, bus drivers shall conduct regular mandatory pre-trip, daily inspections of the bus. Prior to the morning and afternoon trips the bus operators shall inspect their buses utilizing the Pre-Trip Inspection Checklist that may be found in Appendix 12 of the Bus/Fleet Management Program section of the Safety Manual.

### **Weekly Inspection:**

- ❖ Check the windshield washer fluid;
- ❖ Check the condition of, and be sure that a clean and well organized glove compartment is being maintained;
- ❖ Check level of liquid in battery and condition of battery terminals.

**End of Trip Inspections:**

- ❖ Check for damage to seats, children sleeping;
- ❖ Check outside of bus for visual damage;
- ❖ Refuel buses when needed at end of morning run; and
- ❖ Close all windows and doors.

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**R 12-9-3 School Bus Radios**

A communication system is installed that permits school bus operators, maintenance and transportation personnel, and central office personnel to maintain contact while performing duty assignments. The system, which is regulated by the FCC, is for school use only and under guidelines developed by the Director of Transportation. Those individuals receiving units to use are expected to maintain the units in a safe manner.

**R 12-9-4 Cellular Telephones**

The use of cellular phones or other portable electronic devices – even those equipped with hands-free devices – while driving is prohibited. The use of cellular phones while supervising the loading and unloading of students is prohibited. If communication with the Transportation Department is necessary, the bus must be stopped.

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**R 12-9-5 Limits on the Idling of School Buses**

- ❖ In normal weather a school bus driver may not idle the bus while waiting for or loading students. Windows on the bus are to be closed until the bus leaves the school zone.
- ❖ Buses will be allowed to idle when the temperature is 40 degrees Fahrenheit or colder, when the driving windows need to be defrosted, when the safety comfort of the students is in question, or when emergency dictates.
- ❖ School bus operators are prohibited from idling the buses for more than 10 minutes unless defrosting of windows is needed. In this case idling shall be limited to thirty minutes. (SBP 4336)

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Adopted: November 28, 1983  
Amended/Revised: August 9, 2010

**PRESTON COUNTY BOARD OF EDUCATION**

**FILE: 12 - TRANSPORTATION SERVICES**

**File: 12-10 Emergency Evacuation Drills**

**Last Reviewed: 8-9-10**

**Next Review: 7-1-12**

**Generally**

Emergency Evacuation Drills shall be held at least three (3) times per year, one of which shall be conducted within the first five (5) days of school and all shall be documented and submitted to the Transportation Office on the appropriate form.

**Front Door Evacuation**

The following is a diagram of the Front Door Evacuation, plus instructions on conducting the drill:

SPECIAL EQUIPMENT NEEDED	None
PERSONNEL NEEDED	Three (3) - 1 - Leader 2 - Helpers
STUDENT PARTICIPATION	All Students

- ❖ Appoint two (2) helpers, one (1) for each side of the door. These helpers will count students and assist them in getting off the bus.
- ❖ Appoint one (1) student to lead the other students to a point 100 feet or 40 paces from the bus.
- ❖ In conducting this drill, the driver should do the following:
  - Stop the bus in a pre-selected location on the school grounds or other safe area.
  - Shut off the engine, and secure the parking brake.
  - Place the transmission in first or reverse gear.
  - Stand, open the front door, face the children, and get their attention.
  - Give the command: "FRONT DOOR EMERGENCY EVACUATION DRILL - REMAIN SEATED."
  - Direct the two (2) helpers to their places beside the front door.
  - Stand between the first occupied seats, facing the front of the bus.
  - Starting with the right-hand seat, ask the leader to lead all students 100 feet or 40 paces from the bus, and instruct the other occupants of the right seat to follow. WARN ALL STUDENTS: "WALK - DO NOT RUN - USE HAND RAILS."
  - Hold your hand before the occupants of the left-hand seat in a restraining gesture.
  - When the pupils in the right-hand seat have moved forward enough to clear the aisle, dismiss the occupants of the left-hand seat.

- Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
- When the last seat is empty, walk to the front of the bus, and check to ensure that everyone is out.

After the driver leaves the bus, he should take his two (2) helpers and join the other students. S/he should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done.

The purpose of this exercise is not to see how fast the drill can be done, but to train the students to leave the bus safely and in an orderly manner.

### **Rear Floor-Level Door Evacuation**

The following is a diagram of the Rear Floor-Level Door Evacuation, plus instructions on conducting this drill:

**SPECIAL EQUIPMENT NEEDED:** One (1) 4' X 6', or larger gym mat or other suitable material, placed on the ground at the rear door.

**PERSONNEL NEEDED:** Three (3) -  
One (1) Leader  
Two (2) Helpers

**STUDENT PARTICIPATION:** All Students

- ❖ Appoint two (2) helpers, one for each side (outside) of the emergency door. The helpers will stand on each side of the exit door with one hand held at shoulder height, palms up. Students leaving the bus will place their hands on those of the helpers for support in jumping to the ground. Helpers DO NOT grasp the jumper's hands.
  - Appoint one (1) student to be the first one out and to lead the students 100 feet or 40 paces from the bus.
  - These three (3) students should be seated in the rear of the bus.
- ❖ In conducting this drill, the driver should do the following:
  - Stop the bus in a pre-selected location on the school grounds or other suitable area, away from traffic. NOTE: Be sure that ample adult supervision is at this location before drills are held.
  - Shut off the engine, and secure the parking brake.
  - Place the transmission in first or reverse gear.
  - See that the gym mat is placed on the ground in the center of the rear emergency door.
  - Stand, face the children, and get their attention.
  - Give the command: "REAR DOOR EMERGENCY EVACUATION DRILL - REMAIN SEATED."

- Walk to the rear of the bus, and face the rear door.
- Use the left hand to restrain occupants of the right rear seat.
- Ask the first assistant to open the emergency door, jump out, and take his position.
- Have the second assistant jump out and take his position.
- Have the leader stand in the doorway to lead the rest of the students off the bus to a position 100 feet or 40 paces from the bus.
- Before the leader jumps, turn around, face the front of the bus, and explain in what rotation (starting with the right rear seat, then left, right, and and so on) the students are to leave their seats, reminding them to remain seated until it is their turn to move.
- Face the doorway and move between the left rear seats to clear the aisle. Command the leader to assume a semi-squat position, reach out and place his hand on the top of the helper's hands and hop out; then go to his position away from the bus.
- Tell the students seated in the right rear seat to leave the bus, and then call for the students in the next left seat to leave; then the next right seat, until the bus is empty.
- Keep control at the rear door to prevent any shoving or pushing. Make sure each student has plenty of room to assume a semi-squat position before jumping. Make sure that each student who has jumped has cleared the mat before allowing the next to jump.
- When the last student has jumped, walk to the front of the bus and check to ensure that everyone is out.
- Go out the front door and join the waiting students.

Every precaution must be taken during the drill to prevent injury. If a student does not want to jump because of illness or physical condition (e.g., overweight) or for any other valid reason, he should not be forced to jump. That student should leave the bus with the driver through the front door and join the other students when the drill is completed.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done.

**DO NOT USE REAR EMERGENCY WINDOWS FOR ANY DRILLS.**

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Adopted: November 28, 1983  
Amended/Revised:

**PRESTON COUNTY BOARD OF EDUCATION****FILE: 12 - TRANSPORTATION SERVICES****File: 12-11 School Bus Accidents and Emergencies****Last Reviewed: 8-9-10****Next Review: 7-1-12**

A school bus accident is to be reported when the bus bumps or touches another vehicle, person or object and causes damage.

A verbal report is to be given as soon as possible and a written report provided on the next business day to the County Coordinator of Transportation. Bodily injuries should be reported as per county procedure or policy.

All bus accidents involving bodily injury, a fatality, extensive property damage or structural damage to a school bus shall be reported immediately via phone to the State Director. A written report is to follow to the State Director within one week. All other accidents shall be reported monthly to the State Director. (See accident reporting procedures in Appendix 9 of the Bus/Fleet Management Program section of the Safety Manual)

**Bus Driver's Responsibility**

In the event of an accident involving a school bus while transporting children, the school bus operator's first responsibility is for the care of his passengers. This and other responsibilities require specific procedures in accordance with the nature of the accident. The sequence of procedures to be employed will necessarily vary as conditions surrounding the accident and/or seriousness of the emergency dictate. The tasks to be performed include, but are not limited to, the following:

- ❖ Stopping immediately.
- ❖ Turning off ignition.
- ❖ Applying parking brake firmly, if possible.
- ❖ Removing passengers from the bus to a safer place if conditions necessitate.
- ❖ Applying first aid to persons seriously bleeding or suffering from injuries demanding quick attention.
- ❖ Protecting passengers and oncoming motorists from a further accident by putting out flags and flares.
- ❖ Extinguishing any existing fire, if possible.
- ❖ Notifying the Coordinator of Transportation and/or the Superintendent of Schools immediately after the passengers have received necessary care. The central office personnel will assist with calling ambulances, notifying the police, etc. in order that the driver may attend the problems at the scene of the accident.
- ❖ Continuing first aid to those who were not seriously injured.
- ❖ Collecting information pertinent to the accident when other persons and/or vehicles are involved.

### **Responsibilities of the Coordinator of Transportation and Central Office Staff**

It is the responsibility of the Coordinator of Transportation and the Central Office Staff to do the following:

- ❖ Assist in the calling of ambulances and alert physicians and hospital personnel of the need for medical services.
- ❖ Notify the police.
- ❖ Notify parents of the accident and of their child's condition and whereabouts.
- ❖ Supply information to the news media. The news media should be requested to delay reporting the accident until the parents can be notified.
- ❖ Complete and file all accident reports and insurance claims.

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Adopted: November 28, 1983  
Amended/Revised: August 9, 2010

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 12 - TRANSPORTATION SERVICES</b>  <b>File: 12-12 Use of Board Owned Vehicles Other Than School Buses</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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The Board, at its discretion, may provide a fleet of vehicles necessary to meet the transportation needs of personnel as approved and designated by the Superintendent. The fleet may consist of maintenance vehicles, heavy duty trucks, and passenger cars or vans which are suitable for transporting employees to out-of-county and in-county activities and events related to their assigned responsibilities. The fleet may be owned or leased by the Board.

The size of the fleet for instructional personnel fulfilling in-county and out-of-county assignments will be limited; therefore, the Superintendent may establish a priority list for use of the vehicles available. Except in cases of unforeseen circumstances, personnel requests for out-of-county trips should be submitted to the Superintendent at least one week in advance of the date of the trip. A log-book shall be established for each vehicle in which the Superintendent’s secretary will record the name of the person requesting the vehicle and the date and time of its use. All personnel utilizing county vehicles must participate in the annual driver training program presented by the Safety Coordinator and they must submit a certificate of participation to the Superintendent.

The Board recognizes that the Superintendent and/or other personnel may be required to attend meetings at which his/her spouse is appropriately invited to attend certain social portions of the meeting and in such instances it is appropriate for the spouse to be a passenger in the county vehicle. Non-employees may not be permitted to drive a county vehicle except in extreme emergency situations (i.e. sudden illness of the driver).

The Board also recognizes that the duties and responsibilities of certain employees require the use of Board owned vehicles on a 24 hour basis. When this is required, authorization is given to travel between the home/work place and return. This authorization is based upon the fact that these employees are on call at all times and are subject to the necessity of working emergency schedules, performing certain tasks and occasionally attending meetings away from regular working locations.

Currently, this authorization provides for employees in the following positions:

- ❖ Coordinator of Transportation/ Maintenance – Buildings & Grounds and
- ❖ Certain School Bus Operators.

Other employees may, from time to time, be authorized to use Board owned vehicles on a 24 hour basis. Such use shall be authorized only by the Superintendent of Schools when benefits or improved efficiency in operation of the school system can be shown.  
**(WVC §18-5-13)**

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<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 12 - TRANSPORTATION SERVICES</b>  <b>File: 12-13 Workday for Bus Operators and Multi-Classified Bus Operators</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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The Preston County Board of Education shall establish a workday for all bus operators. The length of the workday shall be established according to the time required for the regular run and other duties.

The regular run shall include the trips which a bus operator makes on a daily basis along routes established for his/her employment in the A.M., mid-day, and P.M.

The A.M. trip(s) shall begin with the first on-loading of students at home and end with the final off-loading of students at school. The purpose of the A.M. trip(s) is to provide transportation for students from home to school.

A one-half hour bus inspection/preparation period shall occur immediately prior to the A.M. trip(s) and shall be included as part of the workday.

The mid-day trip(s) shall begin with the on-loading of students at one area of a school campus or other educational site and end after the final off-loading of students at another area of a school campus or at another educational site. The mid-day trip(s) shall be considered as part of either the A.M. or P.M. trip(s). The purpose of the mid-day trip(s) is to provide students transportation between the school campus and another educational site.

The P.M. trip(s) shall begin 15 minutes prior to the first on-loading of students at school and end after the final off-loading of students at home. The purpose of the P.M. trip(s) is to provide transportation for students from school to home.

A one-half hour bus cleanup period shall occur immediately following the P.M. trip(s) and shall be included as part of the workday.

The time required for bus operators to travel the bus from/to the designated parking area prior to and after the A.M. and P.M. trip(s) shall be included as part of the workday. The parking areas for buses shall be designated by the Coordinator of Transportation. The bus garage shall be the designated parking area for the mid-day trip(s).

A one-half hour lunch period shall be included as part of the workday for bus operators who have a workday which exceeds three and one-half hours.

A 15 minute period for fueling the bus and for performing other miscellaneous job related activities (reports, etc.) shall be included as part of the workday.

The time periods between the A.M. and P.M. trip(s), or between the A.M. and mid-day trip(s), or between the mid-day and P.M. trip(s) shall not be considered part of the workday. However, bus operators are expected to be on call during these time periods for emergency conditions, early dismissals, or unexpected situations.

Workdays at the beginning and end of the school year on which bus operators are not required to report for work shall be considered in-lieu for the time required during the school year when bus operators bring buses to the bus garage for inspection and maintenance, for unexpected breakdowns, and for other irregular occurrences.

Bus operators shall be on call during workdays on which school has been called off because of inclement weather or other unexpected situations.

Multi-classified bus operators shall have an eight-hour workday. The workday shall include the time required for the performance of bus operator duties, the time required for the performance of other work duties, and a one-half hour lunch period.

The workday, once established for the school year, shall not be changed without the mutual agreement of the bus operator or the multi-classified bus operator and the Coordinator of Transportation. However, reasonable extension or shortening of the regular run may be made by the Coordinator of Transportation, if required to provide transportation for one or more students, or if required to improve the efficiency of the time-in-transit for one or more students. In addition, the workday may be adjusted for emergency conditions, early dismissal, or unexpected situations.

Bus operators and multi-classified bus operators who work in excess of a 40 hour week shall be compensated in accordance with Sections 18A-4-8b and 21-5C-3 of the West Virginia Code and with Federal Wage and Hour Laws.

Extra-curricular and extra duty trips shall be compensated in accordance with WVC §18A-4-8a and §18A-4-16 Preston County Board of Education policy.

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<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 12 - TRANSPORTATION SERVICES</b> <b>File: 12-1 Endnotes</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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**ENDNOTES**

**File: 12 – Student Transportation, Safety, Food & Insurance**

**U. S. Constitution:**

Fourteenth Amendment – Guarantees equal protection of all citizens under the existing laws.

**West Virginia Codes:**

<b>Codes</b>	<b>Topic of the Code</b>
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|---|---|
| § 17C-14-12-----<br>§ 18-2-5-----<br>§ 18-4-10-----<br>§ 18-4-11-----<br>§ 18-5-13-----<br>§ 18-5-16-----<br>§ 18-9A-7-----<br>§ 18A-5-1-----<br>§ 18A-5-1a-----<br>§ 29-12-5a----- | School bus rules.<br>Powers and duties of the State Board.<br>Duties of the county superintendent.<br>Other powers and duties of the county superintendent.<br>Authority of county boards generally.<br>Transfer of pupils; tuition; transportation and maintenance.<br>Foundation allowance for transportation costs.<br>Authority of teachers and other school personnel.<br>Possessing deadly weapons on premises of educational facilities (Safe School Act).<br>Liability insurance for county boards of education, their employees and members the county superintendent. |
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**State Board Policies:**

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| SBP 4334-----<br>SBP 4336-----<br>SBP 4373----- | Requirements for Design of School Buses<br>WV School Transportation Regulations<br>Student Code of Conduct |
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**Federal References:**

- FMCSA Regulations (Federal Motor Carrier Safety Administration)  
(Fair Labor Standards Act)

### **Relevant Court Cases:**

**Porter v. Miller, 287 S.E. 2d 163 (1981)** – The BOE has a duty to seek alternative methods of transporting students if the normal means prove ineffective.

**Shrewsbury v BOE, 265 S.E. 2d 767 (1980)** – The BOE may not refuse to provide transportation services to students because the road they live on is not safe for a large school bus and the board would have to purchase a new vehicle to traverse the road. To do so would deny their equal protection of the law rights under the 14<sup>th</sup> Amendment.

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