



PSAB Supplement 19

Transportation



**MANUAL OF PROCEDURES
PSAB SUPPLEMENT 19
TRANSPORTATION**

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MANUAL OF PROCEDURES PSAB SUPPLEMENT 19 TRANSPORTATION

INTRODUCTION

As with any school bus program the transportation mission should include the following elements, 1) safely transport students to and from school and extra-curricular activities; 2) operate efficiently and within budget allocations; 3) support the instructional mission by delivering students to school ready to learn; and, 4) provide responsible customer service. The simple goal of every transportation operation is to deliver the maximum number of students to the maximum number of locations using the fewest possible resources and to do so safely and in compliance with applicable laws and regulations.

Administration must be constantly aware of the legal, financial and operational aspects the transportation program. Transporting students becomes complex when administrators must continually consider where the students live, where the school or programs are located that they need to attend, and when the students must arrive – it becomes a challenge to address the realities of demographics and logistics. Regardless of the methods chosen to provide the best service to students, Boards of Education, administration, and the community at large must be aware of the statutory and procedural requirements that support a successful transportation program *as daily management is a local school district responsibility.*

REGULATIONS AND POLICY

6.20.2.24 (B) NMAC. Transportation: Student transportation is provided for in Section 22-16-1 et seq. NMSA 1978. Monies allocated by the transportation unit of the Public Education Department shall be utilized for transportation expenditures only and accounted for in accordance with the Public Education Department regulations and GAAP.

2.2.2.12.C.4.(g) NMAC. Functions of the general fund: The school district audit reports must include individual fund financial statements and budgetary comparisons for the following functions of the general fund: operational, *transportation*, instructional material, and teacherage (if applicable).

Section 22-8-26 NMSA 1978. Transportation distribution

Money in the transportation distribution of the public school fund shall be used only for the purpose of making payments to each school district for the “to and from” school

transportation costs of students in grades kindergarten through twelve attending public school within the school district. The transportation of three and four year olds meeting established criteria and the transportation of students to vocational education programs is also eligible.

PAYMENT TO DISTRICTS

Installment payments to local education agencies (LEA) are made monthly beginning July and continue through June of the following year. Payments are based on 1/11th of the approved operational budget; to include Budget Adjustment Request approved through the appropriate month's distribution and reduced by the cash balance carried forward from the prior fiscal year. *The last installment payment will be disbursed no later than the May distribution. This will allow districts a better opportunity to plan for spending the end of the year balance prior to June 30th.*

TRANSPORTATION FORMULA CALCULATION:

The annual calculation includes the following components:

Annual variable - the coefficients calculated by regressing the total operational expenditures from two years prior to the current school year for each school district using the number of students transported and the numerical value of site characteristics.

Base Amount - the fixed amount that is the same for all school districts within their respective group equals (**Product A**).

Total Operational Expenditures – excluding expenditures incurred in accordance with the provisions of Section 22-8-27 NMSA 1978.

Variable amount - the sum of the product of the annual variables multiplied by each school district's numerical value of the school district's site characteristics multiplied by the number of days of operation for each school district equals (**Product B**). *The predicted additional expenditures for each school district based on the regression analysis.*

Total Operational Transportation Distribution – the total legislative appropriation for the transportation distribution minus amounts included for capital outlay expenses.

The allocation to each school district shall be equal to Product A plus Product B.

Calculate the unadjusted transportation allocation for each school district, previously designated as **Product A plus Product B**.

The sum total of Product A plus Product B in all school district added together equals **Product C**.

Subtract product C from the total operational transportation distribution for the current year and divide the result by product C and then add 1 in the following manner;

$[(\text{Total Operational Transportation Distribution} - C) \div C] + 1$.

The result is the transportation distribution adjustment factor. See example below.

The Transportation Calculation

Description	Code	Information	Variables *	Formula	Calculation 1	Calculation 2
Enrollment		6,356				
Transported Students		1,832				
Regular Students Tranported	A	1,532	1.63	A * Variable	2,497.16	
SPED Students Transported	B	300	2.87		861.00	
Number of Buses	C	28	-		-	
Number of Lifts	D	8	65.11		520.88	
Area	E	3,698				
Density	F	0.41428		A/E		
Bus Miles Traveled		342,194.0				
Per Capita Bus Miles		79,094.8				
Total Miles Traveled	G	421,288.8		Bus Miles + Per Capita		
Days	H	172				
<i>Sum of Variables</i>				Sum	3,879.04	
Annual Student Bus Variable				Sum * H		\$ 667,194.88
Annual Milage Variable			0.75	G * Variable		\$ 315,966.60
Annual Density Adjustment			\$(19,033.00)	F * Variable		\$ (7,884.95)
Product B (Annual Variable)				Sum		\$ 975,276.53
				Product A + Product B		
Product A (Base Amount)			\$146,556.00			\$ 146,556.00
FINAL ALLOCATION						\$ 1,121,832.53
* Variables are different for districts over or under 1000 students						

6.43.3 NMAC. Public School Transportation Operational Funding Reporting Requirements

- Transportation distribution may be used for other transportation services such as travel by students to receive ancillary services, school to work programs, educational activities, before and after school programs, and school sponsored athletic programs.
- Additional transportation costs for services before and/or after regular school scheduled times are not eligible for regular to and from funding, unless remaining balances are used in accordance with this rule.

6.43.3.9 NMAC. Requirements of School Districts.

- Each school district shall report to the department their budget and expenditures on forms prescribes by the department.
- School districts shall use their remaining balance as follows:
 - At least 25% of their total remaining balance shall be used for to and from transportation related services excluding salaries and benefits.
 - Up to 25% of the total remaining balance may be used for other transportation related services excluding salaries and benefits.
 - The school district may use 50% of the total remaining balance for to and from related services excluding salaries and benefits.

Fifty percent of the total remaining balance can be utilized at the local level and 50% of the total remaining balance must be forwarded to the Public Education Department. After the annual audit by a district's Independent Public Accountant, this excess amount, if applicable, is due to the Department by November 15. See the Transportation Administrative Requirements for detailed instructions.

TRANSPORTATION EMERGENCY FUND

A local school board may request an emergency allocation for transportation – *Contingent Upon Funding Availability* – if the State Transportation Director and the Secretary of Education determine that in order to continue to provide safe and necessary transportation services an emergency does exist. The “Transportation Emergency Fund” is created in the state treasury. Money in the fund shall not revert to the general fund at the end of any fiscal year. Money is appropriated to the Department for the purpose of funding transportation emergencies. Distributions are made to ensure safety to students participating in to and from transportation.

LOCAL ADMINISTRATION OF TRANSPORTATION

Board Policies

The local school districts and charter schools are responsible for the *daily management* of the school transportation program and therefore shall have established local policies that address a multitude of areas. Board of Education or Governing Council policies shall cover but not be limited to the following:

- Contracts between bus owners and/or operators,
- Local bus routes and descriptions,
- Bus stops,
- Loading and unloading zones,
- Boundary agreements,
- Hazardous walking conditions,
- Concurrent Enrollment Agreement (if applicable) that has an approved course or program of course defined between cooperating public school district(s) and postsecondary institution(s),
- Policies that require and set forth procedures for required substance abuse (drug and alcohol) testing. See “*Controlled Substance Testing*” section in this supplement,
- Required training for school transportation personnel,
- Salary schedules for transportation personnel.

A sample governing board *Policies and Procedures for the Transportation Program* is included in this supplement.

National Safety Council

The district may budget a per driver enrollment amount for the National Safety Council’s School Bus Safety Service. One driver per route may be enrolled. The subscription amount may be budgeted in object code 53711 in order to enroll each school district as an administration unit. This is not a mandatory membership for New Mexico school districts; however, if funds are available, the program is beneficial as bus drivers can be recognized with safety awards.

CONTROLLED SUBSTANCE TESTING

The analysis shall be performed at laboratories certified and monitored by the Department of Health and Human Service. Tests are unannounced and the dates for administering random test are performed throughout the year. Sufficient budget must be available to cover the cost of such tests and this must be a condition in every approved contract service agreement.

- School bus drivers, substitute drivers, activity bus drivers and activity *vehicle* drivers fall within the federal definition of safety sensitive employees. Employers

must procure services through a properly licensed examiner to meet the following controlled substance and alcohol testing requirements. Effective January 1, 1996 employers (school districts and fleet contractors who employ individuals for safety sensitive positions must implement testing pursuant to the Code of Federal Regulations Title 49 parts 382 and Part 40. These local policies and procedures shall include:

- Pre-employment testing for substances,
- Random testing procedures as prescribed,
- Post-Accident testing,
- Testing for reasonable suspicion,
- Return to duty and follow-up activities,
- System of checks/procedures to make inquiries from previous employers.

TRAINING COSTS

Sufficient funds must be budgeted within the Transportation Budget (fund 13000) to cover the costs of drivers and assistants to complete a total of 8 hours of in-service training per semester during the school year or 4 hours per quarter. In service for new drivers should be pro-rated for the number of quarters employed during their first year.

ELIGIBLE SPARE BUSES

Eligible Spare Buses are considered to be non-activity buses (beyond twelve years of age) which are insured for the sole purpose of remaining ready and available for use as spare units during the time school bus routes are being operated.

ELIGIBLE STUDENTS

Eligible students, as an annual variable, are an important component that is used to calculate the annual allocation to a district for transportation services. Funds are distributed based on a statutory formula and the legislative appropriation statewide for school transportation. Students who are eligible to be counted for transportation funding must meet the following criteria:

- Student must reside within the established school district boundary or within an approved transportation boundary;
- Students must reside outside for the statutory walking distance to their assigned school unless an Individualized Educational Plan (IEP) for special education determines that the transportation is necessary and is described on the student IEP or an approval for hazardous walking conditions survey is on file with the School Transportation Bureau;
- Student must be considered as a qualified student as specified in Section 22-8-2. (M) NMSA 1978, and;
- Student must meet the membership requirements of Section 22-8-2. (B) NMSA 1978;

- Exceptional cases may be considered pursuant to Section 22-16-4 NMSA 1978;
- Students that receive services from an approved vocational educational Program. An approved written agreement exists per the Concurrent Enrollment Program. *Students who ride a regular school bus and are transported to an approved vocational program may be counted twice for the purpose of the first reporting period. (40th Day Report).*

STUDENT ROSTERS

School districts are required to maintain a roster (updated quarterly) of students for to and from transportation and should include the following:

1) Names and physical addresses of those students eligible for funding who ride the bus on a regular basis and who are entitled to ride on the first Reporting Period (40th Day Report), second Wednesday of October of the school year;

*Regular basis means that students are transported on a regular cycle (such as most Mondays or most mornings or most afternoons, etc.);

2) Names of those students who are not eligible for funding but who ride the bus; (Those rosters are to be maintained and on file in the district);

3) Names of those students eligible for funding who are transported directly from home to school and/or from school to home on an approved per capita feeder route, and;

4) Names of students eligible for funding whom are transported from school to and from their regular attendance centers and the place where vocational educational programs are being offered.

REPORTING

The first Reporting Period (40th Day Report) is required by Section 22-8-29. NMSA 1978. Transportation distribution; reports; payments.

Prior to November 15 of each year, each local school board of a local school district shall collect the information listed below for the first Reporting Period (40th Day Report, second Wednesday in October) and report to the State Transportation Director five business days after the first Reporting Period (40th Day Report) The following should be reported:

- Number and designation of school bus routes in operation in the school district;
- The number of miles traveled by each school bus on each school bus route, showing the route mileage in accordance with the type of road surface traveled;
- The number students transported on the first Reporting Period, (40th Day Report) and adjusted for special education students on December 1;
- The projected number of students to be transported in the next school year;

- The seating capacity, age and mileage of each bus used in the district for student transportation;
- The number of total miles traveled for each school district per capita feeder route;
- The number of total miles traveled for each school districts per capital feeder route;
- Other reporting requirements as established by the Director.

SEMI-ANNUAL AND ANNUAL BUDGET/EXPENDITURE REPORTS

On report formats designated by the Department school districts and charter schools will utilize their financial management systems (FMS) in order to generate actual revenue and expenditure reports for the services provided to students in fund 13000. The account code elements to use for transportation will be those reflected in PSAB Supplement 3, Uniform Chart of Accounts.

BUDGET ADJUSTMENT REQUESTS

Adjustments to the transportation budget that is initially established are made by utilizing the Operating Budget Management System (OBMS) as designated by the Public Education Department. The local Board of Education shall approve adjustments as required. The following adjustments may be requested during the course of the fiscal year for the transportation budget:

- *Increases or decreases in budget authority:* changes the projected transportation formula to the *final* transportation distribution formula and will result in changes to the transportation distribution,
- *Changes in capital outlay* for school buses using object code 57312,
- *Budget increases* must have complete justification and support documentation.

Procedures that account for budget adjustments are discussed in PSAB Supplement 1, Budget Planning, Preparation and Maintenance.

LIABILITY INSURANCE

Liability insurance coverage as provided by the New Mexico Public Insurance Authority (NMPSIA) shall be in accordance with requirements of statutes which include the following types: general liability, civil rights/personal injury, malpractice, property liability, auto liability, and surety bonds. The costs for this coverage are posted to object code 55200 as defined in the NM Uniform Chart of Accounts. NMPSIA will establish a cost per bus based on established criteria including a claims/loss ratio of the district and/ or any historical information that is pertinent to the determination of insurance rates.

CONTRACT GUIDELINES

- The school bus contract must be negotiated, approved, and filed with the School Transportation Bureau with the submission of the school budget each year. All contracts shall have the approval of the local Board of Education pursuant to 6.43.2 NMAC. The State Transportation Director does not approve contracts between the school district and the school bus contractors; however appendices A and B are submitted to the Bureau.
- The contract term shall be from July 1 through June 30th of each fiscal year in order to be eligible for rental payments and uninterrupted insurance coverage. Insurance payments for coverage are due by July 31, at the beginning of the fiscal year and prior to services being provided.
- Individual school bus owner/operator is an employee of the district. Salaries will be based on the district's bus driver salary schedules. The employee contract for salary shall be that used for other local education agency (LEA) support personnel. Board policies governing school employees shall apply to the individual school bus owner/operator.
- Individual owners must demonstrate to the school district, *sole ownership* of the vehicle used to transport students under the contract agreement.
- Employee/Contractor Relationship: A school district may not enter into any school bus fleet service contract with any person who is simultaneously employed by that school district as an individual school bus owner operator or employed by the district.

The determination of the contract amount should be made on the basis of *necessary services*. The equipment portion of the contract is funded separately from the operating fund for transportation.

The sale/resale of contractor owned equipment shall be done in accordance with Section 22-8-27 NMSA 1978 and Section 22-16-3 NMSA 1978. School bus service contracts. If a contract with a school bus operator is terminated:

- The buses owned by the operator that are used pursuant to the bus service contract shall be appraised by three qualified appraisers appointed by the local school board and approved by the State Transportation Director,
- The new operator shall purchase, with the approval of the former operator all of the buses owned at their appraised value,
- Appraisals must be conducted on site and the sale price shall be made at the least appraisal amount,
- If the former owner does not accept the appraisal amount, the LEA shall notify the former operator that there is no further obligation on the succeeding contractor to purchase the equipment,
- New equipment may be requested in writing of the Bureau.

Section 22-8-27 NMSA 1978. Transportation equipment and Section 22-16-3. NMSA 1978. School bus service contracts.

School districts are required to notify the Public Education Department for required actions should contracts be terminated.

CAPITAL OUTLAY - RENTAL FEES

Public school districts which own and operate their own school buses may receive an equipment allowance to purchase or replace eligible school buses which are utilized for the purpose of transporting eligible children to and from school on approved school bus routes. In order for the district to receive funds no school bus may be purchased without prior written approval from the State Transportation Director. The approval to purchase or replace a school bus specifically identifies the owner involved in this transaction. This transaction shall not be transferred without prior written approval from the Director. School buses must meet NM construction and design standards for school buses and buses shall be purchased at the lowest bid price.

BUS REPLACEMENT - CATEGORIES

- *Scheduled Replacement* – age of the bus mileage are considered.
- *Emergency Replacement* – conditions to warrant replacement may include accidents, emergency replacements, excessive mileage, and repair costs – conditions that indicate the bus is unsafe.
- *New Equipment for Growth* – LEA must demonstrate that all current equipment is being used efficiently and additional equipment is necessary. LEA must verify that additional equipment is necessary is needed for eligible students. Approvals will be based on available funding and priority of need.

Procedures for Bus Replacements and Bus Purchases are detailed in the Administrative Requirements for School Transportation Program Management published annually by the Public Education Department, Transportation Bureau. This publication shall be inserted into the PSAB Supplement 19, Transportation.

BUDGETING

School districts must follow the financial accounting standards for implementing and maintaining the school transportation budget. Personnel shall be trained to manage and account for the activities that are included in the school transportation program. The district financial management system (FMS) shall accumulate the data to produce reports timely as required. Schools may elect to employ a Transportation Director to

direct *various financial and programmatic* aspects related to budgeting that include but are not limited to the following:

- *Administrative Costs* including salaries and benefits, pay schedules, rates of pay, benefits,
- *Testing Requirements* for those employees in “safety sensitive positions”, are met and documented and that appropriate actions are taken to comply with the local, state and federal requirements,
- *Training* is conducted for drivers and assistants as required,
- *Insurance coverage* is in place as required,
- *Bus inspections* are conducted as required and that all necessary repairs are made if applicable,
- *Rental fees* are monitored-capital outlay is updated as needed based on list provided by the Bureau,
- *Operation and Maintenance* costs are budgeted,
- *Adequate bus and equipment storage* facilities are sufficient and secure,
- *Per Capita Feeder route agreements and approvals.*

Documents or information required to address budget preparation at a minimum include the following:

- ✓ Administrative Requirements for Program Management,
- ✓ Transportation Formula that reflects the distributions that will be made to school districts,
- ✓ Rental Fee table,
- ✓ Per Capita Feeder route contracts,
- ✓ Insurance information, health, vision, and dental coverage (district expense) provided by NMPSIA, liability and Worker’s Compensation premium, as applicable,
- ✓ Negotiated school bus contracts,
- ✓ Salary schedules and benefit cost changes,
- ✓ Estimated costs (provider contract) for bus inspections,
- ✓ Substance control testing costs,
- ✓ Uniform Chart of Accounts (PSAB Supplement 3),
- ✓ Estimated Operation and Maintenance costs,
- ✓ Historical data-previous fiscal year revenues and expenditures reports, reflecting other program costs such as utilities, communication, office supplies, software or rentals, if applicable,
- ✓ Cash Report that reflects prior year cash balance, if applicable

Transactions for activities concerned with conveying students to and from school as provided by state and federal law, including trips between home and school and trips to school activities, shall be accounted for utilizing the district’s financial management system (FMS). The general ledger shall accumulate data using the following account code structure.

Revenue Codes for sub fund 13000 include:

- 45303 - Sale or Real Property (>\$25,000 or Equipment (>\$5,000)
- 45304 - Sale or Personal Property (<\$25,000 or Equipment (<\$5,000)
- 41953 - Insurance Recoveries
- 41980 - Refund of Prior Year's Expenditures
- 41500 - Investment Income
- 43102 - Public Education Department State Flow Through Grants
- 43104 - Emergency Supplemental
- 43206 - Transportation Distribution
- 43210 - Special Capital Outlay -State

Expenditure Codes for sub fund 13000 include: (only the roll up account objects are represented, see charts in this section or PSAB Supplement 3 for account detail.

- 51000 - Personnel Services – Compensation
- 52000 - Personnel Services – Employee Benefits
- 53000 - Purchased Professional and Technical Services
- 54000 - Purchased Property Services
- 55000 - Other Purchased services
- 56000 - Supplies
- 57000 – Property

The Function Element is 2700 for transportation program activities.

See the following Uniform Chart of Accounts for Transportation Related Activities.

FUND 13000-Transportation						
13000 REVENUE						
Function-0000 - Revenue						
Cash Assets						
13000	0000	11111	Unrestricted Cash	0000	xxx-xxx	0000
13000	0000	11112	Restricted Cash	0000	xxx-xxx	0000
Revenue From Local Sources						
13000	0000	41500	Investment Income	0000	xxx-xxx	0000
13000	0000	41953	Insurance Recoveries	0000	xxx-xxx	0000
13000	0000	41980	Refund of Prior Years Expenditures	0000	xxx-xxx	0000
Revenue From State Sources						
13000	0000	43104	Emergency - Supplemental	0000	xxx-xxx	0000
13000	0000	43206	Transportation Distribution	0000	xxx-xxx	0000
13000	0000	43210	Special Capital Outlay - State	0000	xxx-xxx	0000
13000	0000	43215	Inter-Governmental Contract Revenue	0000	xxx-xxx	0000
Revenue From Other Sources						
13000	0000	45303	Sale of Real Property (>=\$25,000) or Equipment (>=\$5,000)	0000	xxx-xxx	0000
13000	0000	45304	Sale of Personal Property (<\$25,000) or Equipment (<\$5,000)	0000	xxx-xxx	0000
13000 EXPENDITURES						
Function-2700 - Student Transportation						
Personnel Services - Compensation						
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1113
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1114
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1217
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1319
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1610
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1611
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1612
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1613
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1614
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1615
13000	2700	51100	Salaries Expense	0000	xxx-xxx	1622
13000	2700	51200	Overtime Expense	0000	xxx-xxx	1114
13000	2700	51200	Overtime Expense	0000	xxx-xxx	1217
13000	2700	51200	Overtime Expense	0000	xxx-xxx	1319
13000	2700	51200	Overtime Expense	0000	xxx-xxx	1614
13000	2700	51200	Overtime Expense	0000	xxx-xxx	1615
13000	2700	51200	Overtime Expense	0000	xxx-xxx	1622
13000	2700	51300	Additional Compensation	0000	xxx-xxx	1113
13000	2700	51300	Additional Compensation	0000	xxx-xxx	1114
13000	2700	51300	Additional Compensation	0000	xxx-xxx	1217
13000	2700	51300	Additional Compensation	0000	xxx-xxx	1319
13000	2700	51300	Additional Compensation	0000	xxx-xxx	1614
13000	2700	51300	Additional Compensation	0000	xxx-xxx	1615
13000	2700	51300	Additional Compensation	0000	xxx-xxx	1622
Personnel Services - Employee Benefits						
13000	2700	52111	Educational Retirement	0000	xxx-xxx	0000
13000	2700	52112	ERA - Retiree Health	0000	xxx-xxx	0000
13000	2700	52210	FICA Payments	0000	xxx-xxx	0000
13000	2700	52220	Medicare Payments	0000	xxx-xxx	0000
13000	2700	52311	Health and Medical Premiums	0000	xxx-xxx	0000
13000	2700	52312	Life	0000	xxx-xxx	0000
13000	2700	52313	Dental	0000	xxx-xxx	0000
13000	2700	52314	Vision	0000	xxx-xxx	0000
13000	2700	52315	Disability	0000	xxx-xxx	0000
13000	2700	52316	Other Insurance	0000	xxx-xxx	0000
13000	2700	52500	Unemployment Compensation	0000	xxx-xxx	0000
13000	2700	52710	Workers Compensation Premium	0000	xxx-xxx	0000
13000	2700	52720	Workers Compensation Employer's Fee	0000	xxx-xxx	0000
13000	2700	52730	Workers Compensation (Self Insured)	0000	xxx-xxx	0000

13000	2700	52911	Cafeteria Plan Fees	0000	xxx-xxx	0000
13000	2700	52912	Employee Assistance Programs	0000	xxx-xxx	0000
13000	2700	52913	Workers Compensation Employee Fees	0000	xxx-xxx	0000
13000	2700	52914	Deferred Sick Leave Reserve	0000	xxx-xxx	0000
Purchased Professional and Technical Services						
13000	2700	53330	Professional Development	0000	xxx-xxx	0000
13000	2700	53711	Other Charges	0000	xxx-xxx	0000
Purchased Property Services						
13000	2700	54311	Maintenance & Repair - Furniture/Fixtures/Equipment	0000	xxx-xxx	0000
13000	2700	54312	Maintenance & Repair - Buildings and Grounds	0000	xxx-xxx	0000
13000	2700	54313	Maintenance & Repair - Vehicles	0000	xxx-xxx	0000
13000	2700	54314	Maintenance & Repair - Buses	0000	xxx-xxx	0000
13000	2700	54411	Electricity	0000	xxx-xxx	0000
13000	2700	54412	Natural Gas (Buildings)	0000	xxx-xxx	0000
13000	2700	54413	Propane/Butane (Buildings)	0000	xxx-xxx	0000
13000	2700	54414	Other Energy (Buildings)	0000	xxx-xxx	0000
13000	2700	54415	Water/Sewage	0000	xxx-xxx	0000
13000	2700	54416	Communication Services	0000	xxx-xxx	0000
13000	2700	54610	Rental - Land and Buildings	0000	xxx-xxx	0000
13000	2700	54620	Rental - Equipment and Vehicles	0000	xxx-xxx	0000
13000	2700	54630	Rental - Computers and Related Equipment	0000	xxx-xxx	0000
Other Purchased Services						
13000	2700	55111	Transportation Per-Capita Feeders	0000	xxx-xxx	0000
13000	2700	55112	Transportation Contractors	0000	xxx-xxx	0000
13000	2700	55200	Property/Liability Insurance	0000	xxx-xxx	0000
13000	2700	55813	Employee Travel - Non-Teachers	0000	xxx-xxx	0000
13000	2700	55815	Bus Driver Institute Training	0000	xxx-xxx	0000
13000	2700	55816	Bus Driver In-Service Training	0000	xxx-xxx	0000
13000	2700	55913	Contracts - Interagency/REC	0000	xxx-xxx	0000
13000	2700	55914	Contracts - Interagency	0000	xxx-xxx	0000
13000	2700	55915	Other Contract Services	0000	xxx-xxx	0000
13000	2700	55916	Bus Inspections	0000	xxx-xxx	0000
Supplies						
13000	2700	56113	Software	0000	xxx-xxx	0000
13000	2700	56118	General Supplies and Materials	0000	xxx-xxx	0000
13000	2700	56210	Natural Gas (Vehicles)	0000	xxx-xxx	0000
13000	2700	56211	Gasoline	0000	xxx-xxx	0000
13000	2700	56212	Diesel Fuel	0000	xxx-xxx	0000
13000	2700	56213	Propane (Vehicles)	0000	xxx-xxx	0000
13000	2700	56214	Lubricants/Anti-Freeze	0000	xxx-xxx	0000
13000	2700	56215	Tires/Tubes	0000	xxx-xxx	0000
13000	2700	56216	Maintenance Supplies/Parts	0000	xxx-xxx	0000
Property						
13000	2700	57311	Vehicles General	0000	xxx-xxx	0000
13000	2700	57312	Buses	0000	xxx-xxx	0000
13000	2700	57313	Heavy Equipment	0000	xxx-xxx	0000
13000	2700	57331	Fixed Assets (more than \$5,000)	0000	xxx-xxx	0000
13000	2700	57332	Supply Assets (\$5,000 or less)	0000	xxx-xxx	0000

TRANSPORTATION FOR CHARTER SCHOOLS

Charter schools are established in accordance with Section 22-8b-1 to 22-8b-15, NMSA 1978. A charter school shall negotiate with a local school district to provide transportation to eligible students in accordance with the provisions of the Public School Code; Applicable Motor Vehicle Code; Federal Requirements; State Education regulations; and the Program Support and Pupil Transportation Division Policies and Procedures. The local school district, in conjunction with the charter school may establish a limit for student transportation to and from the charter school site not to

extend beyond the school district boundary unless an approved boundary agreement is in place.

Charter school shall negotiate to establish transportation for eligible students by means of a *school bus and/or a per capita feeder agreement only*. The charter school may elect not to provide transportation services.

The cost to the charter school shall not exceed the amount generated by the eligible student allocation. Additional cost for to and from services beyond that level shall be paid by the charter school as negotiated with the school district unless there is no additional cost to the district or the school district chooses to pay the additional cost.

The school district shall determine the routes and stops in accordance with Section 22-16-4 NMSA 1978. Request for new equipment shall be made to the Director.

Reference School Transportation Administrative Requirements – a publication by the Public Education Department School Transportation Bureau for information and guidelines that can be accessed on the PED web site.



Local School District/Charter School Responsibilities
Existing Charter Schools Providing School Bus Services,
Parent Guardian Reimbursement; and,
Reporting Procedures and Requirements.

ABC Public Schools

SAMPLE ADMINISTRATIVE HANDBOOK TRANSPORTATION

STUDENT TRANSPORTATION SERVICES

Promoting the safe passage of all students to and from our care!

Vision Statement:

The ABC Public Schools Student Transportation services will provide transportation services that will encourage and support the total staff in the education of each student to become a successful citizen in the 21st century.

Mission Statement:

The ABC Public Schools Student Transportation Services is dedicated to providing students and staff with the best transportation services possible.

Goals:

- (1) Maintain a sincere and dedicated commitment to safety of students, employees, community and property.
- (2) Provide students and staff of ABC Public Schools with the best transportation services available.

TRANSPORTING STUDENTS TO AND FROM SCHOOL

Student Services

Student transportation is a privilege to students who are eligible for transportation pursuant to Sections 22-16-2 and 22-16-4, NMSA 1978. Students who do not obey the State and Local Regulations governing student transportation may have their transportation privileges revoked by the school district. Eligible Students State statute provides that students are eligible for transportation services if school bus routes are:

- One mile one-way for students in grades kindergarten through 5;
- One and one-half miles one way for students in grades 6 - 8, and;
- Two miles one way for students in grades 9-12.

- Exceptions to the minimum walking distance may be made if hazardous walking conditions exist as determined by the Board and confirmed by the State Transportation Bureau.

Exceptional children whose disabilities require transportation may be transported a lesser distance than that provided in the minimum walking distance above, in accordance to their I.E.P. (Individualized Education Program). Transportation is not provided for out-of-zone or out-of district students.

Bus Routes

Definition: A designated course regularly traveled by a school bus to pick up eligible students and take them to school, or to deliver students from school to their homes or designated bus stops that are approved by the local school district.

Students are not permitted to leave the bus on the way to or from school except at their regularly assigned stop or school unless prior approval has been obtained by the Director of Transportation or his designee.

Regular to and from routes shall not be modified in regard to location of stop, time schedule or route without the approval of the Superintendent or the Director of Operations and Transportation. Requests for changes or additions to stops must be made by the parent in writing to be considered. Circumstances considered to be emergencies may have this restriction waived.

Vocational Education school bus routes for the purpose of transporting students to and from school sites and the place where Vocational Education programs are being offered are to be approved by the Superintendent or Director of Operations and Transportation.

School Bus Ridership Form

- Forms are available at each school location for distribution to parents of eligible students. (See Policy supplements).
- The forms provide information on the standards for student conduct while riding the school bus as well as the parent's responsibility for ensuring a safe ride.
- The parent completes the bottom portion of the form which is delivered to the bus driver by the student the first time they board the bus.
-

Arrival and Dismissal

Every effort is made to keep buses from arriving at schools prior to 30 minutes before the start of school.

Buses should be available for boarding no later than 30 minutes after the dismissal bell has rung. Buses are required to wait a minimum of five minutes prior to leaving the school building. Once the bus has left the building, it will not be required to return for students. Other arrangements will have to be made by the principal or his designee for the student to be transported home.

Special Needs Students

- The principal or designee shall be on site at the morning unloading area. Neither the bus driver nor the aide will be allowed to leave a student who rides a special needs bus unattended.
- The principal or designee shall have the students ready at dismissal time. The driver will not be required to wait more than five minutes. Neither the driver nor the assistant will be allowed to leave the bus unattended to search for unaccounted for students. Once the bus has left the building, it will not be required to return for students. Other arrangements will have to be made by the principal or his designee for the student to be transported home.
- The Department of Special Educational Services shall designate person(s) to be available until all special needs buses have complete their trips and all students have been properly delivered. All drivers are to be informed of the person(s) who have been designated to take custody of unattended students.

Per Capita Feeder Program

Private vehicles will be utilized on per-capita feeder routes to connect with existing school bus routes or to provide service where regular school bus transportation is impractical because of distance, road conditions, or scarcity of population.

All per-capita feeder agreements must have final approval of the Board of Education. The mileage rate of reimbursement to a parent or guardian for a per-capita feeder route is set by the Board on an annual basis prior to the start of the school year. This rate will be the current "mileage rate" authorized by the District. Each additional student family member transported to school or to a transportation service bus stop shall be reimbursed at a rate of 50 cents per day.

Schools having students whose parents receive per-capita feeder reimbursement are required to provide 20-day attendance verification reports to the Transportation Office.

Temporary Bus Permission Request

The District recognizes that there may be occasions when students, eligible or not, may require transportation to or from residences other than their own.

The parent of the student may request permission from the Director of Transportation or his designee for transportation services. The determination will depend on the circumstances for the request bus routes and stops and the availability of seating on the bus. If the temporary stop is a campus other than the student's regular attendance zone school, permission must be obtained from the principals of the student's school as well as the receiving one.

If approved, the Temporary School Bus Change Request will be completed by the Director of Transportation or his designee and faxed to the appropriate bus company. The driver of the bus will receive a copy of the form to inform them of the temporary change. (See Policy supplements).

For elementary students having temporary requests approved, a copy of the form may also be faxed to the school to the attention of the student's teacher. The request may be terminated immediately for any disciplinary referral.

School Bus Discipline Policy

The rules of conduct and discipline plan are outlined on the *School Bus Ridership Form*.

School Bus Disciplinary Referral forms are completed by the bus driver when necessary and forwarded to the school principal (see Supplement). The principal will follow the procedures, which are within the Board Policy. Judgments made in discipline cases should be consistent with that policy, and the conclusion of student discipline is to be in the best interest of the child involved as well as other students.

The degree of the offense will always determine the action taken by the principal.

INSTRUCTION AND/OR ACTIVITY TRAVEL

The Superintendent will be responsible for developing and maintaining administrative rules and regulations necessary for the safety and welfare of students while being transported to and from school-sponsored activities.

School Activity Trips

The Board encourages the use of field trips to complement the instructional program and to acquaint students with their environment and the "world of work". Such trips will be closely coordinated with other school system activities and will be supervised by school personnel.

School activity trips shall only include transportation of school groups when the activity is school sponsored.

All school-owned vehicles and contracted school buses will have insurance coverage

as required by the State.

Services for instructional and/or activity transportation will be governed by New Mexico Statutes. Payment for such services will be computed on a trip basis or on actual mileage. Yearly agreements may be negotiated with the school bus contractor(s) in establishing trip costs.

School funds may not be used to provide transportation for athletic coaches, players or other school personnel to summer athletic camps or summer recreational programs.

Any vehicle owned or under contract to the ABC Public School District transporting students will not exceed the posted speed limit or 60 miles per hour, whichever is less. This includes commercial coaches.

Out-of-state trips must comply with Motor Carrier Safety Regulations of the United States Department of Transportation.

Secondary students may transport themselves to and from school activities within the school day in private vehicles with the written permission of the parent or legal guardian and proof of insurance on file in the Principal's Office.

The District does not allow students with private vehicles to transport other students to and from school activities within the school day. Students violating this policy will be subject to disciplinary sanctions as set forth in the Student/Parent Handbook.

The District will provide transportation to and from curricular activities within the school day. Parents are responsible for picking up the student from activities that extend beyond the school day.

Students who participate in school sponsored activities outside the district and/or overnight trips are authorized to travel to and from the activity with the coach/sponsor in transportation provided by the District or the parent/legal guardian.

A student may be released to the parent/legal guardian of the student at the conclusion of the activity. The coach/sponsor will not release a student to any other person unless prior to the trip the parent/guardian has presented proper documentation authorizing the release of the student to another parent.

Transportation Requests

A Transportation Request Form, Route of Travel Form (when trip is over 50 miles or more than one destination), Adult and Student roster with Emergency Contacts,

and Entity or File copy of Purchase Order with signature will be completed and submitted for approval prior to any scheduled activity trip. This includes travel when school owned, contractor owned, rented, leased, chartered, or loaned vehicles are used for student travel.

Any vehicle owned, rented or under contract to the ABC Public Schools transporting students will not exceed the posted speed limit or 60 miles per hour, whichever is less. This includes commercial coaches.

All school-owned vehicles and contracted school buses will have insurance coverage as required by the State.

Bus Reservations

An activity school bus must be used any time the school sponsored activity involves more than 18 passengers or would require more than two school-owned vehicles to transport students during the same time frame to the same destination. At least one school employee is required to be on each bus acting as sponsor, coach, and/or chaperone.

For bus reservations the completed forms should be forwarded to Student Transportation Services for approval when it involves use of the district's special needs activity bus. Please forward requests for use of the District's activity bus to the Athletic Department for consideration. Reservations will be secured depending on availability of buses. A school bus assigned to a regular bus route during route times shall not be diverted to provide transportation for activity purposes.

Activity transportation shall be scheduled at times which shall not conflict with school buses fulfilling the primary obligation of providing transportation to and from school.

Overcrowding of regular school buses shall not be permitted in order to free certain vehicles for activity trips.

A copy of the *Transportation Request Form* will be returned to the school as confirmation that the trip has been approved and scheduled.

A copy of the approved *Transportation Request* must be in the vehicle during the trip. The driver shall, upon request, show this to any State Police Officer, Department of Transportation Officer, or staff member of the Public Education Department Transportation Bureau.

Activity Vehicle Driver Requirements

A maximum of two school-owned vehicles may transport no more than 18 passengers including students during the same time frame to the same destination. If a school

district chooses to use school owned vehicles, the activity vehicle drivers are required to meet the following minimum requirements to qualify to transport students as passengers in fleet owned vehicles per 6.41.4 NMAC.

- Must be a school employee
- Completion of an application form that meets or exceeds State and Federal requirements. (see supplement)
- Must have an annual check of their driving record through the New Mexico Department of Motor Vehicles annually. Must not have a moving violation or DWI within the last 24 months.
- Must have a physical examination conducted by a licensed physician under criteria developed by the Department of Transportation and certified on a form specified by the State Transportation Director and renewed every 24 months from the date of the last examination or before.
- Must have a criminal background check.
- Must have the pre-employment controlled substance test, paid by the employee or if approved by the site administrator, from the school site.
- Must be enrolled in a substance and alcohol testing program in accordance with 49 CFR Part 382 through the District's third party alcohol and drug testing provider. The cost of the random pool testing may be paid by the employee or school site, if approved by the site administrator
- Must have successfully completed a minimum of 12 hours of training to include:

Pre-service training:

- 6 hours of classroom training, conducted by a School Bus Driver Instructor certified by the State Transportation Director, including a review of the *Standards for Providing Transportation Services to Eligible Students*, district and/or employer safety policy and regulations, general motor vehicle operating procedures, and passenger management.
- At least one of the six hours shall be a familiarization with the vehicle and equipment.
- Two of the six hours shall be instruction of the School Bus Driver Security Training Program.
- Completion of the training within the first calendar year of driving a school-owned vehicle, unless documentation is provided for previous completion:
- Current nationally recognized or state approved First Aid Course including CPR.
- Nationally recognized or state approved Defensive Driving Course.

Any person initially applying or currently approved to operate a school bus or school owned activity vehicle used to transport students shall not be eligible to operate such a vehicle if he/she has:

- a. Been convicted for driving a vehicle while under the influence of intoxicating liquor or drugs (DWI) within three (3) years of the date of the application.
- b. Been convicted for DWI beyond three (3) years from the date of the application unless he provides a written verification from a licensed counselor or physician that he/she has successfully completed an alcohol or drug abuse program.
- c. Been convicted two (2) or more times for DWI.
- d. Had driver's license suspended or revoked within the previous five years for any serious traffic offense.
- e. Been convicted of more than three serious traffic offenses within three (3) years since the date of the application.
- f. Been convicted of any felony within ten (10) years since the date of his application.
- g. Had a conviction for any violation of the Controlled Substances Act [30-31-1 to 30-31-25, 30-31-26 to 30-31-28, 30-31-30 to 30-31-40, NMSA 1978].
- h. Been convicted of child abuse pursuant to Section 30-6-4. NMSA 1978.
- i. Been convicted of any other criminal offense in which a child was a victim as required by the offense.

Any person initially employed or applying for full or part time employment with a private entity to operate a school bus to transport public school students, or a school owned activity vehicle used to transport public school students, shall not be eligible to operate such a vehicle for the same reasons listed above.

Because they are deemed to have unsupervised access to students at a public school, effective January 14, 2005, any person initially employed or applying for full or part time employment with a private entity to operate a school bus to transport public school students, or a school owned activity vehicle used to transport public school students, shall at his own expense submit to a fingerprint- based background check in accordance with Section 22-10A-5, NMSA 1987, provided that:

- a. Such background check shall be conducted at the time of that individual's initial employment whether for full or part time to operate a school bus to transport public school students or a school owned

activity vehicle used to transport public school students,

- b. After an initial background check, another background check shall be conducted at the sooner of his driver's license renewal or at 4 (four) year intervals, whichever comes first,
- c. A school district, charter school or transportation provider shall maintain an agreement, authorization, waiver and release form, in addition to a criminal history affidavit on file for any employee employed for full or part time to operate a school bus or a school owned activity vehicle.

Continuing Standards for Drivers of School Busses or School Activity Vehicles

Any individual who currently operates a school bus or a school owned activity vehicle used to transport students, shall no longer be eligible to operate a school bus or a school owned activity vehicle if after January 14, 2005, he/she receives any of the following:

- A conviction for driving a vehicle while under the influence of intoxicating liquor or drugs,
- A suspension or revocation of his driver's license for any serious traffic offense,
- Convictions for more than three serious traffic offense as defined in this rule,
- A conviction for any felony,
- A conviction for any violation of the Controlled Substances Act. Sections [30-31-1 to 30-31-25, 30-31-26 to 30-31-28, 30-31-30 to 30-31-40, NMSA 1978],
- A conviction for child abuse pursuant to Section 30-6. NMSA 1978,
- A conviction for any other criminal offense in which a child was a victim as required by the offense.

The background check requirements shall not be imposed on anyone who on January 14, 2005, is already engaged in full or part time employment to operate a school bus to transport public school students, or a school owned activity vehicle used to transport public school students.

ABC Public Schools Fleet Owned Reservations

- a. The use of school-owned vehicles with a rated seating capacity of nine or fewer which are used to transport students on school-sponsored activity trips do not meet federal or state standards for school buses. However, their use is permitted under federal law provided they meet Federal Motor Vehicle Safety Standards for their category. Acceptable vehicles include suburban with seating capacity for 6 to 9 passengers. Unacceptable vehicles are vans and/or mini vans.
- b. When a trip involves 9 or less passengers (including *driver*), the *Transportation Request Form* should be forwarded to the secretary for Central Receiving. If an ABC Schools fleet owned vehicle is available, reservations will be confirmed and a copy returned to the school. No more than two school-owned or private vehicles may transport students to the same destination during the same time period.
- c. Reservations will be secured depending on availability of vehicles.
- d. Copy of the approved *Transportation Request* must be in the vehicle during the trip. The driver shall, upon request, show this to any State Police Officer, Department of Transportation Officer, or staff member of the Public Education Department Transportation Bureau.
- e. All occupants must have seat belts available and are required to wear them while the vehicle is in motion.
- f. School vehicles used to transport students may not be more than 20 years old and may not have in excess of 200,000 actual road miles.

Leased, chartered, or loaned vehicles

- *Transportation Request Forms* for any of the above listed non-school or contractor owned vehicles must be forwarded to the Transportation Bureau for consideration of approval.
- A vehicle may be leased or chartered from another school district or commercial common carrier when the number of students to be transported and/or time and distance is a factor provided the vehicles meet all applicable requirements of Federal Motor Vehicle Safety standards for its category.
- If approved, a copy of the *Transportation Request* must be in the

vehicle during the trip. The driver shall, upon request, show this to any State Police Officer, Department of Transportation Officer, or staff member of the Public Education Department Transportation Bureau.

- Supplemental insurance is not required as vehicles will automatically be sheltered under the district's coverage through the New Mexico Public School Insurance Authority.

Student / Adult Emergency Lists

- A student roster, generated through the Student Management System, to include the student's names, parent's names, and home and work telephone numbers *must be attached to the Transportation Request Form*. The names of all adult passengers must be on an Adult Emergency List. Additional copies should be in the possession of the school principal and with the sponsor of the activity during the trip.
- If two or more vehicles or buses are used, a separate roster for each vehicle or bus must be provided.

Route of Travel Forms

A *Route of Travel Form* must be completed and attached to the *Transportation Request Form* when traveling outside a 50-mile radius with students, or more than one destination

Responsibilities of Sponsors

Activity sponsors shall be responsible for students on and off the vehicle and for the following:

1. Preparation and submission of trip requests in accordance with the rules and regulations outlined above.
2. Notification to the Director of Transportation or designee of any schedule changes.
3. Assurance that student(s) are at the departure point(s) at the appointed time.
4. Supervision of the loading and unloading of the vehicle.
5. Assurance of the orderly conduct and discipline of students during the trip.
6. In an evacuation of the vehicle, supervision of students and maintain control of student passengers.

7. All arrangements on overnight trips for meals and lodging, including the driver.
8. Provision for adequate rest stops (include on Route of Travel Form).
9. Maintenance of the student emergency list (roster) and taking roll each time students disembark and return to the vehicle.
10. The person responsible for the group or activity shall not have the additional responsibility of driving the school activity bus.
11. Provisions will be made governing personal liability release, medical information, and notification of parents and school officials should an emergency arise.
12. Provisions will be made for notification of school officials, insurance carrier, and parents, should an accident occur.

Drivers Responsibilities

- 1) The person responsible for the group or activity shall not have the additional responsibility of driving the school activity bus.
- 2) Activity drivers will not have had a moving violation or a DWI citation issued to them in the previous 24 months.
- 3) An activity bus driver must meet all state and local criteria including school bus driver qualifications and licensing requirements.
- 4) A driver shall not have more than 10 hours total driving time, or more than 8 hours continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24-hour period.
- 5) In order to comply, both in spirit and intent, with Public Education Department regulations, a relief driver will be assigned where extended driver duty time is required.
- 6) The following conditions shall be met in order for a driver to be considered "off duty:"
 - 7) The driver is relieved of duty and all responsibility for the care and custody of the vehicle, its accessories, or any cargo or passengers.
 - a) The duration of the driver's relief from duty is a specified, adequate period of time to allow the driver.

- b) To rest and to pursue activities of his/her choosing off the premises where the vehicle is situated.
- 8) All activity drivers will complete a pre-and post-trip inspection of the activity vehicle. As part of this inspection, drivers will ensure that no student remains in the vehicle at the conclusion of the trip.

Use of Cellular Telephones While Driving policy:

No driver of a school bus contracted to the district to provide to-from bus service or activity trips, driver of a school-owned activity school bus, driver of a school-owned activity vehicle, or driver of a commercial common carrier motor coach contracted to the District, will operate a cellular telephone; to include those with hands-free devices, or any other portable electronic device while operating the school bus, school activity vehicle, or motor coach with students on-board. In the event of an emergency requiring the driver to use a cellular telephone, the driver will pull the vehicle off the traveled portion of the roadway at the nearest safe available area, put the vehicle in park, and activate emergency flashers before using the cellular telephone or any other portable electronic device.

This policy is adopted by the Board of Education in the interest of protecting the safety of the district's children by detection and deterrence of the use of alcohol or controlled substances by school bus drivers all of whom occupy safety sensitive positions in conformity with the requirements of federal law, including U.S. Department of Transportation (DOT) regulations, 49 C.F.R. Part 40.

School bus drivers, whether serving as ABC Public School employees, independent contractors, employees of school bus transportation service providers and other employees whose job duties include transportation of students for the district (e.g., substitute drivers, activity bus drivers and/or any other employee who maintains a commercial driver's license (CDL) and who operates school buses), shall be subject to alcohol and drug testing as outlined in Board policy 4.37.7.

Note: Nothing in this policy is to be construed as a guarantee of employment for any period of time, including, but not limited to, the time any employee is participating in the School District's Drug and Alcohol Testing Program.

Applicants for Employment

1. All applicants to whom a job offer is made are to undergo examinations for prohibited levels of illegal drugs.
2. Applicants, whose confirmed test is positive for drugs and/or alcohol, and fail to demonstrate a valid medical reason for such result, will be denied employment. An applicant who declines to undergo drug and/or alcohol testing will be denied employment.

Current Employees

1. No driver may perform duties without first being enrolled in the District's drug and alcohol program.
2. Testing for drugs and alcohol is either random or based on circumstances where the School District has information about a bus driver's conduct that would cause a reasonable person to believe the bus driver is demonstrating signs of impairment due to alcohol or illegal drugs, or has used, or continues to use alcohol or illegal drugs on School District property, or while conducting School District business.
3. When a bus driver shows signs of impairment including, but not limited to, difficulty in maintaining balance, slurred speech, erratic or atypical behavior, or demonstrates deteriorating job performance or appears unable to perform his/her job in a safe manner, contact the Director of Operations and Transportation immediately.

Education

Bus drivers are to be advised in writing of the School District's Substance Abuse Policy. Information provided is to cover various aspects of the policy including the reasons for the policy, effects of alcohol and drugs on individuals and their families, use of inspections, alcohol tests and drug tests.

- 1) In order to meet the objective of this policy, the School District, its executives and management will provide to all bus drivers information about the effects of alcohol, drugs and controlled substances through educational efforts and the available information.
- 2) The School District will train and educate its management and supervisors to identify problems and symptoms of alcohol, drug and controlled substance abuse to meet the objective of this policy.
- 3) Every supervisor working for the School District is required to take responsibility to assure a safe and effective working environment and the wellbeing of each and every bus driver through awareness, education and appropriate training in recognition of alcohol, drug and controlled substance issues.

PROCEDURES FOR EVACUATION OF SCHOOL BUS

Plan of Action for Emergencies

Each school bus driver will have a plan of action in case of an emergency. This plan should include both breakdowns and accidents and should incorporate procedures for evacuating the bus, using the emergency door and other exits.

Safety of students is of the utmost importance and must be considered first.

Standards for School Bus Operations

The reasons for actual emergency evacuation as established by the School Board of Education are:

Fire or danger of fire - A bus will be stopped and evacuated immediately if the engine or any other portion of the bus is on fire. Passengers should move a distance of 100 feet or move away from the bus and remain there until the driver of the bus has determined that no danger remains. A bus that is located near an existing fire and unable to move, or is near the presence of gasoline or other combustible material should be considered in danger of fire and students should be evacuated immediately.

Unsafe position - If a bus is stopped due to an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for passengers to remain in the bus or to evacuate.

The driver must evacuate if:

- The bus stops in the path of any train or adjacent to any railroad tracks.
- The stopping position of the bus is subject to change and thus increases the danger to passengers. For example, if a bus should come to a rest near a body of water or precipice where it could still move and go into the water or over a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the students.
- There is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more in all directions. A position just over a hill or around a curve, where such visibility is limited should be considered reason for evacuation.

EMERGENCY EXIT DRILLS

Practice evacuation drills on school property will help to avoid panic in case an

emergency does arise. These drills must be conducted twice a year.

Due to the increased number of students being transported in present-day traffic and the ever-increasing number of accidents on the highways, there is a definite need to instruct students on how to vacate a school bus in case of an emergency. In an emergency, students may jam the emergency door by all trying to get out of the door at the same time. In order to avoid a situation of this type, the District Transportation Office will organize and have the bus contractors conduct emergency exit drills for all students who ride school buses; whether on to and from routes or only on activity field trips.

- All drills should be supervised by the local school principal or by persons authorized by the district administration to act in a supervisory capacity. The type of bus drills should be varied. Types of drills include:
 - Everyone exits through the rear emergency door.
 - Everyone exits through the front service door.
 - Front half exits through the front door and rear half exits through the rear door.
- There is a possible danger in drills involving exit through the rear emergency door in that when a child jumps from the rear emergency door, he/she may sprain an ankle or break a leg. Gym mats or resilient pads should be used if these exercises are practiced as well as having adult assistance at the emergency door.
- The driver should stay in the bus during emergency evacuation drills. They are to be sure that the emergency brake is set, ignition is off, and transmission is in gear.
- Students are not to take lunch boxes, books, etc. with them when they leave the bus. Getting students off the bus safely in the shortest time possible and in an orderly fashion is the objective of a school bus evacuation drill.
- The students should move a distance of at least 100 feet away from the bus in an emergency drill and remain there in a group until given further directions. The driver, aide or sponsor shall stay with the students.
- Students should be instructed in how and where to get help. Instructions and telephone numbers should be posted or carried in the school buses.
- The bus driver is responsible for the safety of the students. However, in an emergency, the driver might be incapacitated so that he/she would not be able to direct the student emergency evacuation.

School patrol members, appointed student, or adult monitors should be included in directing these drills and it is important to have regular substitutes available.

- For a student to qualify to be an emergency evacuation drill leader, he/she must be a more mature student and good citizen and must live near the end of the bus route. In addition, the student should know how to:
 - Turn off the ignition switch.
 - Set the emergency brake.
 - Summon help when and where needed.
 - Kick out the windows.
 - Set flags, flares and fuses.
 - Open and close doors.
 - Account for all students passing his/her station.
 - Help small students off the bus.
 - Perform other assignments.
- Written consent from parents should be obtained before assigning a student as an emergency evacuation drill leader.
- Districts may submit alternative instructional plans to the State Transportation Director for approval. Examples are use of simulated classroom or video instruction.
- Assembly, classroom activities, or video presentations should be used to accomplish additional instruction in the proper safety precautions while riding the bus and in the drill procedures. (Videos on this subject matter are available in the Professional Learning Center.)

SEARCH OF SCHOOL DISTRICT PREMISES

The School District reserves the right to conduct searches of District vehicles, work areas and equipment at any time. Absent extraordinary circumstances, all searches will be conducted in the bus driver's presence. If a bus driver refuses a School District request to search, he/she will be subject to termination.

- A. Individuals who are being searched or inspected may not be touched. If it is deemed necessary to ascertain what is on the individuals' person, the individual is to be directed to empty the contents of his/her clothing.
- B. Bus drivers who refuse to permit an inspection are not to be forcibly detained nor inspected. However, they are to be advised that

submission to such inspection is a condition of employment. Failure to permit such an inspection will result in immediate termination.

- C. School bus drivers/employees who refuse to permit an inspection are to be informed that this is a requirement of individuals allowed on School District premises or property. Continued failure to submit to an inspection will result in their expulsion from School District premises or property and possible involvement of law enforcement authorities. All such searches must be approved by School District management and must be conducted in the presence of the employee and two members of management.

Forms referenced in this sample policy are included in the Tips, Tools and Resources section of this manual.

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