

Business and Non-Instructional Operations

Transportation

General

It is the goal of the Board of Education to establish for the public schools an appropriate transportation system one which will enable all qualified children of school age to attend school by school bus wherever transportation is required within guidelines set forth in this policy. The Superintendent of Schools is responsible to the Board of Education for the school transportation system. School bus transportation is for students only.

The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor Vehicles regarding the operation of school, buses and motor vehicles.

Definitions

School Transportation The procedure by which a student is conveyed to or from his/her residence to or from the school in which he/she is enrolled by the Board of Education at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over paved public roads approved and maintained by the municipality/state or paved private roads approved pursuant to Connecticut General Statutes Section 10220C.

Walking Distance The distance along a prescribed or authorized pedestrian route between the student's residence and his/her school, from a point on a paved public road or highway nearest the student's residence to a point at the entrance of the school; or to a safe entrance to the school grounds; or to the student's assigned bus stop.

Walking Route The assigned or authorized route a student walks to arrive at school or at the designated bus stop.

Riding Time The time which a student spends on a school bus, or in a motor vehicle, from his/her bus stop to school or from the school to his/her bus stop.

Walking Time The time in which a student should be expected to traverse, under normal conditions, the walking distance along his/her walking route (waiting time is excluded from walking time computation.)

Business and Non-Instructional Operations

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Definitions (continued)

Normal Transportation Time The combination of walking time and riding time under good weather conditions.

Student Any individual of school age enrolled in a public school within the school district, or a special education student who is the responsibility of the school district, regardless of whether he/she is educated within or out of the school district. Student shall also mean an individual who attends the schools of Regional School District No. 8 (RHAM Middle and High Schools.)

Grade K Kindergarten, or a school program appropriate to a beginning student under age six.

Undue Hazard An unsafe condition presenting difficulties or problems the solution of which is beyond the ordinary capability of a student of a given age or attainment.

Guidelines

The Superintendent, or his/her designee, shall, in arranging student transportation, adhere to the following guidelines:

1. Maximum walking distances for students are (effective with the 2000-01 school year):
 - a. Students below 10 years of age or enrolled in the equivalent of grades K-3 - one-half mile;
 - b. Students between 10-12 years of age or enrolled in the equivalent of grades 4-6 - one mile;
 - c. Students whose ages are 13 and over or enrolled in the equivalent of grades 7-12 - two miles.
2. Normal transportation time shall not exceed one hour and fifteen minutes.

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Guidelines (continued)

3. Students shall not be required to walk to/from school or to/from a designated bus stop when a condition exists along the assigned route to school or to the bus stop which would present an undue hazard to the student. Undue hazards along walking routes shall include the following:
 - a. For elementary school students, streets, roads, or highways having speed limits over 30 mph and without a safe walkway parallel to the paved roadway;
 - b. Crossing streets, roads, or highways with speed limits in excess of 30 mph by elementary students to arrive/depart at school or a bus stop, unless the student can cross accompanied by an adult charged with the supervision of that child. Written parent/guardian permission to this effect must also be on file with the Superintendent;
 - c. Where visibility along the line of site would not permit adequate braking distances, accordance with proper or recognized standards, for a motor vehicle to avoid students walking to school or to a bus stop along routes without safe walkways parallel to the paved area of the roadway;
 - d. The usual or frequent presence of construction or water-filled ditches within 25 feet of the walking area;
 - e. Loading zones where delivery trucks block walking routes;
 - f. Commercial entrances or exits, not guarded, where vehicles cross at more than five miles per hour;
 - g. A drop of three or more feet per four feet of travel length on either side of the roadway, walkway, or bridge unless there is a suitable fence or other barrier;
 - h. An area with a history of acts of molestation during hours when students walk to school or to a bus stop.
4. Kindergarten and Grade 1 students will not be dropped off at the bus stop unless the driver can see:
 - A parent/guardian;
 - A prior approved other individual;
 - A prior approved 4th, 5th or 6th grade sibling riding the same bus. Prior approval must be in writing and on file in the school office.If none of the above are present, then the child will be brought back to the school.

It is also expected that Kindergarten and Grade 1 students will also have one of the above present when being picked up for school in the morning.

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Special Education Students

Transportation shall be provided, as a related special education service, as required to implement the individualized education program for each student requiring special education and related services. The following additional guidelines apply to special education students:

1. Normal transportation time shall not exceed one hour each way to and from a special education facility. Decisions relating to travel time shall consider the nature and severity of the student's exceptionality and the student's age. If an appropriate placement cannot be made within the one hour travel time limit, written parental consent to longer travel time shall be obtained prior to implementing the transportation service.
2. Operators of vehicle shall be given in-service training, as necessary, concerning the specific needs of students being transported.
3. Transportation aides shall be provided by the Board of Education for a student whose individualized education program specifies the need for such an aide.
4. If a parent transports his/her child to and from school, the parent shall be reimbursed for the cost of such transportation at a mileage rate approved by the Superintendent. No parent shall be required by the school district to provide transportation.

Exceptions to Transportation Policy

The Superintendent may grant an exception to this policy if required by factors or combinations of factors which are not covered by this policy. Any exceptions made shall be reported to the Board of Education and appropriate policy changes recommended as needed.

Appeals

Any parent, guardian, emancipated minor, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner:

- a. Discuss the matter with the Coordinator of Transportation or designee.
- b. If no resolution is reached under (1) above, discuss the matter with the Principal or designee of the school to which the student is assigned.
- c. If no resolution is reached under (2) above, discuss the matter with the Superintendent or designee.

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Appeals (continued)

Any parent, guardian, emancipated minor, student at majority, or officer whose duty it is to compel the observance of the laws concerning attendance at school, who believes that the Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or these regulations may, in writing, request a hearing before the Board. The Board shall hold a hearing within ten (10) days following receipts of such request.

The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 and Section 4-176e to 4-180a and Section 4-181a inclusive of the Connecticut General Statutes.

A stenographic record or tape recording shall be made of such hearing.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Regulation approved: May 25, 2000
Regulation revised: April 28, 2016

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

PETITION TO THE BOARD OF EDUCATION

Return to:

Your petitioner represents

That the Board of Education of the Town of Marlborough has illegally and/or unreasonably deprived the following-named children of the petitioner of school accommodations required by Section 10-186 of the General Statutes of Connecticut.

Further, the following-named children of the petitioner are between five and twenty-one years of age, reside in the Town of Marlborough, and are enrolled between grades kindergarten through twelve.

List Children Involved (please print or type)

Full Name of Child	Date of Birth	School Attending	Grade

Summary of facts:

- A. Walking distance:
- B. Hazards:
- C. Other:

(If more space is needed, add pages. Testimony on facts presented at the hearing will be given under oath.)

Dated at _____, Connecticut, this ____ day of _____, 20____.

Please type or print

Name of Parent/Guardian _____

Residential Address of Parent/Guardian _____

Telephone Number _____

Signature Parent/Guardian _____

Notification To Parents of Board Of Education Transportation Hearing

Dear _____,

In accordance with Section 10-186 of the Connecticut General Statutes, a hearing on the appeal of the following person(s) from the action of the Board of Education, regarding school transportation is scheduled as follows:

Appellant:

Board of Education:

Date:

Time:

Place:

The following is alleged:

Very truly yours,

Hearing Agent for the
Board of Education

Transportation Opening Statement

The hearing will please come to order. My name is _____, Chairperson of the Marlborough Board of Education. We are here today to hear, the request/complaint of _____ Complainant(s), from the actions of this Board of Education regarding the provision of school accommodations, by transportation or otherwise, in accordance with Section 10186 of the Connecticut General Statutes. Pursuant to Section 10186, any town or regional Board of Education shall give a parent or guardian a hearing within ten days after receipt of the written request, shall make a stenographic record or tape recording of such hearing and shall make a finding within ten days after such hearing. This hearing shall be held in accordance with the provisions of Sections 4177 to 4180, inclusive, of the Connecticut General Statutes.

The purpose of this hearing is to obtain as many facts as possible and to give all officially interested persons an opportunity to speak. We shall hear first from the Complainant and later from the representatives of the Board of Education. All persons giving testimony will be asked to do so under oath or affirmation. If necessary, the Board of Education shall go over the route(s) involved, and visit the sites and at that time invite a representative of both parties to accompany us. I will now ask everyone here who expects to speak to stand, and take the oath or affirmation, so that we can save time during the proceedings.

Please raise your right hand.

DO YOU SOLEMNLY SWEAR AND SINCERELY AFFIRM AND DECLARE, THAT THE EVIDENCE YOU ARE TO PRESENT CONCERNING THE CASE IN QUESTION SHALL BE THE TRUTH, THE WHOLE TRUTH, AND NOTHING BUT THE TRUTH, UPON THE PAINS AND PENALTIES OF PERJURY OR FALSE STATEMENT?

Please say I do. Please be seated.

I will ask that you identify yourself by name and speak clearly in order that your statements may be recorded. In order to maintain an orderly proceeding, I request that all parties present refrain from speaking out of turn **unless** the party is objecting to evidence offered into the record or the party has been given permission to speak from this chair. Anyone speaking out of turn **may be ruled out of order.**

As I stated previously, we shall hear first from the Complainant. I understand that _____ will be spokesperson(s) for _____. You may proceed.

Before closing, I would like to state that should the complainants be aggrieved by the findings of this Board of Education, which shall be made in writing within ten (10) days, an appeal may be made to the State Board of Education. The hearing is now closed.

Approved:

_____ Transportation Hearing

_____ Date

PLEASE PRINT

NAME

POSITION

Approved:

Transportation Worksheet Notes

Transportation hearing in the Town of Marlborough

Date _____ Petitioner _____

1. Approximate number of children walking route _____
2. Ages of children _____
3. Grades of children _____
4. Number going to school simultaneously _____
5. Time of day _____ Amount of traffic per time period _____
6. Topography (Describe in express terms) _____

7. Dead ends _____ hidden drives _____ blind entrances _____
visibility restrictions _____
other _____
8. Description of walkways and/or path (widths) _____
9. Description of sidewalks _____
10. Width of traveled highway _____ width of shoulders _____
11. Description of walkways/sidewalks in snow/rain _____

12. Measure of distance (how measured) _____
13. Alternate routes or short cuts _____
14. Speed of traffic _____
15. Regulatory signs (number and placement) _____
traffic lights _____
16. Crossing guards _____ business along route _____
industry _____ trucking _____
17. Walking instructions to children by school designated walking routes _____

18. Current school board policy _____

19. Appraisals by other town or state agencies _____

Transportation - Exhibit List

EXHIBIT LIST

Hearing: _____

Date: _____

Location: _____

Complainant

Exhibits

- A. (Complainant's complaint/request for a hearing)
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.

Respondent - Board of Education

Exhibits

- 1. (Transportation Policy and Guidelines)
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Approved:

Transportation - Findings of Fact

Findings of Fact

M _____ and _____ Board of Education.

On _____ the _____ Board of Education conducted a hearing pursuant to Connecticut General Statutes (hereinafter CGS) Section 10186 and in accordance with CGS Sections 4177 through 4180, inclusive, upon the written request of Mr. and Mrs. _____, _____, Connecticut.

The Complainants alleged the following:

- 1.
- 2.
- 3.
- 4.
- 5.

The Complainants contended and testified that the route in question is hazardous for the following reasons:

- 1.
- 2.
- 3.
- 4.

The Office of the Superintendent contended and testified that the route in question is not hazardous for the following reasons:

- 1.
- 2.
- 3.
- 4.

After reviewing all of the exhibits and hearing the testimony, the Board of Education finds the following:

1. The student(s) in question are _____ and are enrolled in the _____ school.
2. The walking route in question concerns student(s) walking along _____
3. The relevant portions of the Transportation Policy (Guidelines) state the following:

Business and Non-Instructional Operations

School Bus Riders

School buses are provided for the purpose of transporting students between home and school and for authorized use by the school department for field trips and other school-sponsored activities.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Policy adopted: April 27, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Business and Non-Instructional Operations

Bus Drivers

The Superintendent, or designee, shall approve all bus drivers and drivers of school transportation vehicles (STVs) that carry ten or fewer students annually and/or upon initial employment following certification by the bus contractor that each driver is in all respects qualified to drive a school bus. Drivers shall also be subject to an alcohol and drug testing program.

If necessary, the Superintendent or designee may remove a driver from his/her assignment through notification of the bus contractor that a particular driver or particular drivers may no longer drive in the district and shall report the action to the Board of Education.

A motor vehicle operator's license endorsement is not required to be held by a parent or other volunteer who transports one or more students in connection with a school-sponsored event or activity. **Incidental, unplanned, and/or emergency** operation of a motor vehicle by a paid teacher, coach, or other school employee or agent to transport students does not require the operator to hold an operator's license endorsement. (*The vehicle does not meet the statutory definition of an "activity vehicle."*) An operator's license bearing one or more appropriate endorsements must be held by any person who does not fall under the definition of "carrier" but who transports students in a service bus.

Any school bus driver or STV driver who tests positive for drugs shall be prohibited for a two year period from employment as a driver after the first positive test and shall be permanently barred after a second such test.

All drivers, prior to employment, shall be subject to state and national criminal history checks. The school district and/or the school district's contractor shall review at least twice monthly information provided by the DMV Commissioner regarding the withdrawal, suspension or revocation of the licenses of drivers.

The Superintendent or designee shall require each regular driver to participate annually in a locally implemented first aid seminar of at least three hours duration. Whenever practical, substitute drivers shall also be required to participate in such training.

If necessary, the Superintendent, or designee, may remove a driver from their assignment by notification to the Student Transportation Services Contractor that a particular driver's eligibility has been revoked pursuant to this policy.

Student Transportation Vehicle: Any motor vehicle, other than a registered school bus, used by a carrier for the transportation of students to or from school, school programs or school sponsored events.

Business and Non-Instructional Operations

Bus Drivers

Carrier: Any local or regional school district, any educational institution providing elementary or secondary education, or any person, firm, or corporation under contract to such district or institution engaged in the business of transporting students; any person, firm, or corporation engaged in the business of transporting primarily persons under the age of twenty-one for compensation.

(cf. 3541.23 – Bus Contractor Compliance)

(cf. 4212.42 – Drug and Alcohol Testing for School Bus Drivers)

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education
14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators.
14-276 Licensing of school bus operators. Names of suspended or revoked licenses furnished upon request.
14-276a Regulations re school bus operators and operators of student transportation vehicles; qualification; training
14-277 Operator’s duties on stopping bus
14-279 Vehicles to stop for school bus. Penalties. Written warning or summons.
PA 07-224 An Act Concerning Operator’s Licenses Bearing a School Bus Endorsement.
14-1(i) Motor vehicles: definitions.
14-212 (8) Definitions - “Student transportation vehicle.” (as amended by PA 10-110)
Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

Policy adopted: April 27, 2000
Policy revised: December 20, 2007
Policy revised: November 20, 2008
Policy revised: January 27, 2011
Policy revised: June 20, 2013

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Business and Non-Instructional Operations

Drug and Alcohol Testing For School Bus Drivers

The Marlborough School District is committed to the establishment of a drug and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 and applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers. The District shall require the bus transportation contractor to adhere to federal and state law and regulations requiring a school bus drivers drug and alcohol testing program.

The Superintendent or his/her designee shall ensure that the contractor establishes and enforces this program.

Legal Reference: United States Code, Title 49
 2717 Alcohol and controlled substances testing (Omnibus Transportation
 Employee Testing Act of 1991)
 Code of Federal Regulations, Title 49
 40 Procedures for Transportation Workplace Drug and Alcohol Testing
 Programs
 382 Controlled Substance and Alcohol Use and Testing
 395 Hours of Service Drivers
 Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540.
 International Brotherhood of Teamsters v. Department of Transportation
 932 F. 2d 1292 (1991)
 American Trucking Association, Inc. v. Federal Highway Administration,
 (1995) WL 136022 (4th circuit)
 Connecticut General Statutes
 14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics
 and forklift operators
 14-276a Regulations re school bus operators and operators of student
 transportation vehicles; qualifications; training. Pre-employment drug test
 required for operators

Policy adopted: April 27, 2000
Policy revised: December 20, 2007

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Business and NonInstructional Operations

Day Care Transportation

Requests for transportation of students to and from day care providers and the public schools may be granted under the following circumstances:

1. The request is for a period of three months or more.
2. The location of the requested day care provider is on an existing bus route.
3. There is space available on the bus to which the student would be assigned if the day care request is honored.
4. The location of the a.m. pickup is the same Monday through Friday and the location of the p.m. drop off is the same Monday through Friday.
5. In the judgment of the administration, the bus schedule will not be disrupted in terms of travel time or distance.
6. Any student whose day care request is honored will relinquish his/her seat on the bus on his/her home bus route.
7. K6 students will not be allowed to ride a bus other than their assigned bus.

Continuing Marlborough residents and new students registered before July 1:

If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate child care/babysitting needs, such a request must be submitted in writing by July 1 prior to the ensuing school year for children in grades 16 and within 30 days of notification of kindergarten session placement (a.m. or p.m.) for children in kindergarten.

New students registering after July 1 and late requests:

Requests may be granted if requirements 1-5 are met.

Business and NonInstructional Operations

Day Care Transportation (continued)

NOTE:

- a) If there is not available school bus space on existing routes to meet all requests, requests will be granted to the limits of available space in the order received.
- b) The building administration will notify all parents of this policy prior to the close of each school year. New parents will be informed at the time they register students.
- c) Temporary exceptions may be granted by the Superintendent or his designee in the event of family emergencies.

ELMER THIENES-MARY HALL ELEMENTARY SCHOOL

REQUEST FOR LONG TERM BUS SCHEDULE CHANGE

(Please complete one form per child)

Please note that per Board of Education policy, approval of this request is contingent upon available bus space. Preference is given to those students who reside on the bus route; therefore, a student who has been approved to ride a bus for day care purposes may have this permission revoked at any time if space is needed to accommodate any new students on that route.

This request applies to:

Date: _____

Student's Name

Address

_____/_____
Grade when arrangement applies / Teacher when arrangement applies

It is my intent that this will be a long-term schedule (for at least three months) which I would like to have begin on: _____.

Please be as specific as possible about pick-up/drop-off points that are different from the regularly scheduled bus stop for your child. Complete addresses are necessary.

Day Care Provider's Name	Address	Phone
_____	_____	_____

Specific Arrangements: _____

Description of Day Care Provider's house: _____

Signature of Parent/Guardian

Home Phone / Work Phone

Business and NonInstructional Operations

Transportation: Safety

The Superintendent will develop procedures for reporting of all complaints relative to school transportation safety in compliance with Public Act 89320, An Act Ensuring the Safe Transportation of School Children.

Policy adopted:

April 27, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

3541.351

Business and NonInstructional Operations

Transportation

Procedures for Emergencies During Field Trips

Students going on a school sponsored or otherwise school approved trip must not leave the group and must return with the group, with the following exceptions:

1. In an emergency, under the direction of the teacher sponsoring the trip.
2. A student may leave the group to return home with his/her parent or legal guardian. By prior written arrangement a designee of the parent may pick-up the student. (i.e., no student is to leave the group to meet a parent elsewhere).

Any bus must carry on it an adult, authorized by the Principal, to be responsible for supervision of student passengers.

Every automobile used for the transportation of students to a school-sponsored activity shall be loaded only to the extent that each person is equipped with and uses a safety belt. No child shall be seated in any location where there is a frontal impact air bag.

Bus Drills

Orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

1. The bus contractor shall be responsible for seeing that each bus driver instruct students regarding safe evacuation of the bus in an emergency. This shall include instruction on the use of both doors or windows if appropriate.
2. Bus contractors working with school principals shall establish a calendar for providing drills.
3. A drill shall be held during the first eight (8) days of the school year.
4. A second drill shall be conducted during the month of October.
5. A third drill shall be conducted between March 15 and April 15.

Policy adopted: April 27, 2000
Marlborough, Connecticut

MARLBOROUGH PUBLIC SCHOOLS

3541.351(a)

Business and NonInstructional Operations

Transportation

Bus Accident Emergency Procedure

Notification

1. The contractor's dispatcher will determine the type of assistance that is needed (police, fire, ambulance, etc.)
2. The dispatcher will then contact the following:
 - (a) "911" - request appropriate assistance,
 - (b) Superintendent
 - (c) Building Principal

Response

1. Emergency response handled by contractor through "911"
2. A representative from the contractor will proceed to the scene.
3. An administrator, when contacted, will proceed to the scene of any accident involving injury or significant property damage.

Scene of Accident

1. At the scene of the incident the police have jurisdiction except in the case of a fire in which the ranking fire officer is in charge.
2. Contractor will gather information (e.g. names, extent of injury, etc.)
3. No student will be permitted to leave the scene unless given permission by the administrator who will clear it first with emergency service personnel and contractor. The only exception will be or students who require treatment deemed necessary by the emergency services personnel.

Business and NonInstructional Operations

Transportation

Bus Accident Emergency Procedure (continued)

Administrator

1. In the event it is necessary to transport students for medical reasons the Administrator or his/her designee will proceed to the hospital and assist with parent notification.
2. Students on incoming bus runs who have been cleared by emergency service personnel will be transported by the contractor to school. They will be checked by the school nurse and their parents will be notified of the incident.
3. Students on home bus runs who have been cleared by emergency service personnel will be transported home by the contractor. Their parents will be notified of the incident by the Building Principal, central office personnel, or the contractor.

Business and NonInstructional Operations

Transportation Equipment

All motor vehicles used in transporting school children shall comply with all then current regulations of the Commissioner of Motor Vehicles.

Legal Reference: Connecticut General Statutes

14257 Crowded seats; riders on outside of vehicle. Aisle seats.

14262 Width and length of vehicles.

14273 Operation of public service motor vehicles.

14274 Hours of operation of public service and commercial motor vehicles.

14275 Equipment and color of school buses.

14275a Use of standard school bus, required when.

Policy adopted: April 27, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Business and NonInstructional Operations

Transportation

Use of Private Automobiles on School Trips by School Employees

The Marlborough Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small number of students in private automobiles.

School employees may use their cars, when properly insured, to transport students for small field trips when no other form of transportation is available and the event could not occur if private transportation were not made available by the District employee.

Private automobiles may be used for school programs to transport students under the following circumstances:

1. Trip is approved by Principal in advance.
2. If a field trip, proper field trip form is submitted and approved by the Principal.
3. Use of private automobile is approved by Principal.
4. No more passengers, including the driver, may be transported in the private vehicle than the vehicle was designed to carry and the number of seat belts provided.
5. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.
6. The Principal will maintain a file of the above noted forms. (Include photocopy of the driver's license and insurance documentation)
7. Parent authorization forms must include notification that children will be transported in other than a school vehicle.
8. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the Principal and/or parents.
9. In an emergency, the Principal can authorize the transportation of student(s) without parental permission.

It is expressly forbidden for any person under 18 years of age to drive a vehicle on a school sponsored trip.

Business/NonInstructional Operations

Transportation

Use of Private Automobiles on School Trips by School Employees (continued)

(cf. 3541.22 – Drivers)

(cf. 4133.1/4233.1 – Use of Board of Education Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes

14-1(i) Motor vehicles: definitions.

14-212 (8) Definitions - “Student transportation vehicle.”

14-212 (2) Definitions - “Carrier.”

PA 07-224 An Act Concerning Operator’s Licenses Bearing a School Bus Endorsement.

Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

Policy adopted: April 27, 2000
November 20, 2008

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Authorization Form - Use of Private Vehicles

The Superintendent or his designee hereby authorizes _____ to use their privately owned vehicle in the performance of his/her professional responsibilities.

It is fully understood that you, _____ will carry a minimum automobile liability insurance policy providing at least limits of Bodily Injury \$300,000 per person; \$300,000 per accident, Property Damage \$100,000 per accident; or \$300,000 combined single limit. You shall indemnify, defend and hold harmless the Marlborough School District and its employees from any and all claims, expenses, costs or attorney fees arising from such claim. In the event of a claim, the insurance carried by the Board of Education is excess insurance over and above your limits. The Board of Education will not be responsible for any damage, however caused, to your vehicle.

These condition are understood, accepted, and approved by the signers.

Signature of Driver

Superintendent

Date: _____

Date: _____

Business and Non-Instructional Operations

Records and Reports

Transportation Complaints

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The Coordinator will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

The Superintendent will provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: April 27, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Business and Non-Instructional Operations

Transportation: Student Behavior

School transportation privileges are extended to school children conditional upon their satisfactory behavior on the bus.

Unsatisfactory student behavior on the bus shall be cause for temporary or permanent suspension of the school transportation privileges. Principals may suspend temporarily; permanent suspension shall only be by the Board of Education.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

10-221 Development of policy for reporting complaints re
school transportation safety

Policy adopted: April 27, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Business and Non-Instructional Operations

Rules For Passengers

Waiting for the School Bus and Boarding

1. Be at your bus stop *on time*. Children shall **NOT** run to catch the bus.
2. While at the bus stop, children shall stand or wait in a safe area. Children should not run into or play in the streets.
3. Children shall not push, shove, fight, or engage in any disorderly behavior.
4. As the school bus approaches, children shall form a line and wait until the bus comes to a complete stop before moving to board it.
5. Unless special seats are assigned by the driver or principal, students shall sit in the nearest seat available upon entering the bus and slide in toward the window so that three students can fit in a seat.

On the School Bus - Rules

1. Be courteous to the bus driver and follow his/her directions. Be courteous to fellow students as well.
2. Do not linger in the aisles upon boarding the bus.
3. Do not change seats.
4. Do not stand up unless the bus is at a complete stop.
5. Do not kneel or stand on the seats.
6. Do not interfere with the free flow of traffic down the bus aisles.
7. Do not fight, shout, throw objects, or engage in any other disorderly behavior.
8. Do not block or tamper with the emergency exit door.
9. Do not lean out of the windows or extend arms or hands outside the windows.
10. Animals are not allowed on the bus.

Business and Non-Instructional Operations

Rules For Passengers

On the School Bus - Rules (continued)

11. Eating or smoking is not allowed on the bus.
12. Do not damage or litter the bus.

Departing From the Bus

1. Once children get off the bus, they shall walk quickly to a safe area away from the bus and away from traffic.
2. If it is necessary to cross the street in front of the bus, students shall make sure the bus is at a complete stop with lights flashing before stepping in front of it. They shall look both ways and be far enough in front of the bus so the bus driver has a clear view of the students as they are crossing the street.

Reference: "Handbook for Students and Parents," Elmer Thienes-Mary Hall Elementary School

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

DISCIPLINARY ACTION REPORT

To: _____ Date: _____
_____ Offender(s): _____

From: _____

As of _____ and continuing for _____ consecutive
(date) (number)
school session days, offender(s) listed above will not be permitted to use the transportation services provided under normal conditions.

This action is necessary due to the reason checked hereinafter or written below:

- Disorderly conduct – Shouting, raucous singing, discourtesy, marking or defacing the bus or equipment, throwing objects, littering the bus.
- Smoking Striking or Fighting Uncooperative
- Constantly tardy at bus stops
- Creating hazard to self or others in entering or leaving bus or while bus in en route
- Profanity; obnoxious remarks; molesting others

Other reason or additional comments: _____

Bus _____
(Designation)

(Signature of one reporting)

Route _____

(Title)

**MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut**

BUS BEHAVIOR FORM

Dear Parent/Guardian:

This form is used to report behavior by your child while on a school bus which violated school district policy. A bus driver must be able to devote his full attention to driving the bus; distractions caused by student misbehavior constitute a hazard to all students on the bus. Continued misbehavior can result in temporary or permanent suspension of bus privileges.

Your child has been reported to the office for the following reason:

We ask your cooperation in making it clear to your child that proper behavior on the school bus is essential for his safety and that of all other students on the bus. Please sign this form and return it so we can be certain this matter has been brought to your attention.

Sincerely,

Date _____

Signature of Parent/Guardian _____

Business and Non-Instructional Operations

Transportation: Student Bus Assignments

All school buses have an approved seating and standing capacity which shall not be exceeded. Since these buses are scheduled to make best use of the stated capacity, it shall be the policy of the school district that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made only when necessary to implement the educational program of the student. These exceptions must be approved by the school principal who will ensure that the changed bus assignment will not be approved for such purposes as overnight visits, birthday parties, pajama parties, scout meetings, etc. Bus drivers are instructed to refuse transportation to any student who is not a regular passenger unless the student has received prior approval from the school Principal.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

Policy adopted: April 27, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut