

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Pupil Transportation Procedures

Series: E01

Reference: West Virginia Code §18-5-13

Issued: August 14, 1975

Revised: July 20, 1978; June 17, 1982

Revision Number: 2

The Division of Business is directed to establish and maintain a systematic transportation system for the transportation of school age pupils to and from their place of residence and their assigned schools. The transportation system shall adhere to the West Virginia Code (18-5-13), the West Virginia School Transportation Regulations as revised, and Board of Education guidelines as follows:

1. All new Kanawha County school buses purchased will be inspected immediately following delivery from the manufacturer. Such inspection shall insure that all applicable state standards, federal standards and any item set forth in the purchase contract have been met.
2. The school bus operator shall post a copy of "Regulations for Pupils Transported in School Buses" in a prominent place in the operator's compartment of the bus and shall replace same as needed. He shall further cooperate and assist in instructing the pupils and any other passengers in such rules and regulations. At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills. It shall be the duty of the principal and teachers to aid in instructing the pupils in said rules and regulations governing transported pupils. The principal and teachers shall acquaint all students with transportation regulations. Special emphasis should be given to pupil discipline on extracurricular and curricular trips.
3. The number of passengers to be transported on a school bus at any one time shall not exceed the number that can be safely seated, which number is to be determined by the county superintendent or transportation director. In a case of extreme emergency where the best interest of students involved can be protected, standees may be permitted on a temporary basis.
4. Kanawha County Schools has established a school bus maintenance program that will assure, insofar as is possible, the safe operating conditions of all buses in the transportation of school pupils. The Kanawha County Schools Maintenance Program as approved by the Board of Education shall be followed in each terminal to provide uniform consistency between terminals. Maintenance and service records of each vehicle in the school bus fleet shall be maintained at each school bus terminal.

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5. Prior to the morning and afternoon trips and also prior to any other assigned extra trips, the school bus operator shall make an inspection of the bus. The inspection procedure to be followed is spelled out in the Transportation Office Administrative Regulations and Personnel Manual. Appropriate pretrip inspection forms are completed, signed and dated by each bus operator daily.

6. All school buses are required to be inspected a minimum of two times each year by qualified persons employed by the West Virginia Board of Education, by State Police officers or other qualified personnel approved by State Board. Such inspections are not to take the place of the daily inspection of school buses by the school bus operators, the periodic inspections by the county school bus maintenance personnel, or the annual inspection of all motor vehicles required by the Commissioner of Motor Vehicles. All school buses being operated to transport students shall be inspected and bear a valid certificate of inspection. All other school buses, which include new buses purchased and buses on which repair and/or reconditioning has been completed, shall be inspected before they are put in service.

7. School bus routes shall not be established for children who live two miles or less from school except transportation may be provided where children are reassigned due to the closing of a school, opening of a new school or relief of crowded conditions.

8. Regular established school bus stops shall be at least two-tenths miles apart. The Director of Transportation shall have authority to make necessary adjustments to accommodate unusual circumstances.

9. Children living less than one-half mile from their designated school shall not be served by public school transportation unless safety factors dictate.

10. Public school pupils who live on a regular or school bus route two miles or less from their designated school may be transported by a school bus, provided the enrollment on the regularly-scheduled bus does not exceed the rated seating capacity of the bus.

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11. Payment in lieu of transportation shall not be allowed to pupils who live, two miles or less from their assigned school by the nearest available road nor to pupils whose attendance record is less than one hundred percent (100%) for the designated pay period unless excused for any of the legal exemptions (illness, death, et. cetera).

12. Drivers shall have the authority to exclude children from the bus when it is necessary for the safety of other students. Other disciplinary actions may be taken in accordance with administrative regulation.

13. Employees of the Board of Education and volunteer aides are permitted to ride buses to and from their places of employment as long as the capacity of the bus is not exceeded and the bus does not depart from its established route in providing this service.

14. The use of school buses for special trips shall be limited by the following conditions, unless prior approval is given by the Board of Education:

- a. No special trip shall be allowed if it interferes with the regular performance of the established schedule.
- b. All special trips shall be operated by regularly employed drivers, certified substitute drivers or division supervisors.
- c. Request for special trips shall be made to the terminal supervisor by the principal or vice principal through the Kanawha County Schools Travel Request System ten days in advance of each trip.
- d. Trips outside of Kanawha County must receive prior approval of the Department of Elementary Schools or the Department of Secondary Schools. Trips outside of West Virginia shall not be made without prior Board of Education approval.
- e. A representative of the faculty of the school using pupil transportation facilities services shall accompany each bus carrying passengers. The faculty representative will be responsible for discipline on buses used for special trips. A principal may appoint a patron of the school as a volunteer aide or chaperon on

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either curricular or extracurricular trips provided at least one professional employee of the Board rides a bus making the trip and names of volunteers are filed in the principal's office before the trip is made and no more than four volunteers ride any one bus.

f. A school organization or organizations using a school bus or buses shall pay to the Board of Education, upon receipt of a statement the established mileage and driver rates making the special trip.

g. The use of a bus shall not be granted unless a reasonable bus utilization load is assured.

h. On special trips, schools shall be responsible for damage and/or cleaning to the school buses which results from rowdyism or carelessness on the part of the group using the bus.