

TRANSPORTATION OF STUDENTS (R)

Students who live within the boundaries of the Edmond Public Schools may be eligible for District transportation services. A contract for Code of Conduct must be signed by the parent and the student as one condition of eligibility.

1. Distance Boundaries. Pupils in Grades K-8 residing one mile or more from their schools by commonly traveled roads are eligible for District transportation services. Students in Grades 9-12, residing one and one-half miles or more from their schools by commonly traveled roads, are eligible for District transportation services.
2. Bus Stops. Bus routes are designed to be neighborhood oriented. Generally, bus stops will be made within two (2) to six (6) blocks of a student's home, depending on the age of the student transported. Maximum distance that a student should walk to a bus stop is set at one half (1/2) mile.
3. Destinations. Students are to be transported from their homes to school and back to their homes only. Students are not to ride any buses other than the ones to which they are assigned. Exceptions to this policy are extended in emergencies on a temporary basis and must be approved by the Transportation Department.
4. Length of routes. Every effort will be made to see that bus routes are kept to a minimum length, requiring children to ride the least amount of time possible.
5. Kindergarten Students. Kindergarten students will be transported ONLY one way.
6. Special Education/Disabled Students. The local School District is responsible for the special education/disabled student from the time she/he is loaded at the "home curb." The parents or their designee are responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the designated loading and unloading point. If a parent is not at home to accept a child from the bus, a secondary drop-off point within 1/4 mile of the student's home should be obtained from the principal or teacher of the student. If the bus driver cannot find an alternate drop-off point, she/he will bring the student to the Transportation Department after other students have been taken home. Drivers are to radio in the failure to deliver the student, and the dispatcher will call the home school to notify them of the situation. The principal and/or the dispatcher will notify the parent as soon as possible that the child may be picked up at the Transportation Office (125 North State Street). The bus aide or bus driver will stay with the child until a parent arrives. (Time for this should be turned in to the dispatcher for approval of pay.) If this happens more than once, the parent should be informed by the principal that a third occurrence will necessitate an IEP or 504 meeting to determine other transportation arrangements.

7. Transfer Students. The District will not transport students who have received transfers from one school in the District to another within the District.
8. Non-Public School Students. Students who do not attend public schools of the District are not permitted to ride District transportation.
9. Adult Riders. Adults are not permitted to ride District buses except as sponsors approved by the Transportation Department.
10. Vehicle Load Limits. The State Department of Transportation provides the following suggested bus load limitations:

Grades K-3.....four to a seat
Grades 4-8.....three to a seat
Grades 9-12.....two to a seat
11. Student Discipline. The school bus is considered an extension of the classroom. The building principal has the ultimate authority and responsibility for the discipline of children riding buses. A bus driver is required to maintain order on his/her bus. The student and his/her parent will be required to sign a Code of Behavior Contract before being extended the privilege of school transportation services. If an incident occurs on the bus, a Discipline Report is submitted to the Transportation Office and forwarded to the school of the child in question. Depending on the severity of the offense, a warning will occur with the first report, and lengthened suspensions from riding the bus and/or from school may occur in the event of further reports.

Coordination of Transportation Services

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to the principals of all schools. Schedules and changes shall be approved by the Transportation Director. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. Unusual delays at a school should be reported to the Transportation Office by the principal. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

Accidents and Accident Reporting

The following steps should be taken for all accidents:

1. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.

2. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
3. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
4. The driver should exchange complete information with the other driver involved.

YMCA Bus Use

Through a reciprocating agreement for use of YMCA facilities, the Board of Education has approved the use of school buses for YMCA programs. The YMCA is to reimburse the District for driver salaries.

Out-of-State Travel

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Edmond Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

Bus Drivers

All drivers for the school system must be at least 18 years of age, have a current chauffeur or commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Edmond Public Schools.

Commercial Driver's License Reimbursement

The Edmond School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement would occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been

reimbursed for the cost of the CDL by the District will have that amount charged against his/her last pay check with the District, if he/she leaves the District before the end of the school year.