

# LINE MOUNTAIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: July 7, 1986

REVISED: August 19, 1986  
August 22, 2000  
August 10, 2021

810. TRANSPORTATION	
<p>1. Purpose</p>	<p>Transportation for students shall be provided in accordance with law and <b>Board policy</b>.</p>
<p>2. Authority Title 22 Sec. 23.1, 23.2, 23.4, SC 1361, 1362  SC 1361 SC 1362</p>	<p>The Board shall contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for transportation of student on field trips and extracurricular activities.</p> <p>The Board shall transport eligible resident students enrolled in private and parochial schools within a ten (10) mile radius of the district.</p> <p>The Board will also provide transportation for students living within the limits of this policy when walking conditions to the school are hazardous.</p> <p>All children who are transported by bus shall have two (2) emergency evacuation drills each year. The first shall be conducted during the first week of the school term and the second during the month of March. Each such drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers on school buses.</p>
<p>3. Delegation of Responsibility Title 22 Sec. 23.1, 23.2</p>	<p>The Business Administrator, under the direction of the Superintendent, shall prepare a map of the district to indicate each bus stop and bus route; shall prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map; and shall maintain such records and make such reports regarding school transportation as are required by the Pennsylvania Department of Education.</p> <p>Maximum distance that a student may be required by law to walk is as follows:</p> <p style="padding-left: 40px;">Elementary Students: 1-1/2 miles to a school. Secondary Students: 2 miles to school. All Students: 1-1/2 miles to a bus stop.</p> <p>Bus routes will be established only on roads under federal, state, county or township jurisdiction that are determined by the Board to be safe for school buses to travel.</p>

School bus routes, bus stops and route time schedules are established by the Board and any permanent changes of same require approval by the Board. Additions or deletions, and changes to bus routes, bus stops and route time schedules may be made temporarily by the Business Administrator in emergency situations, but shall be presented to the Board for permanent change at their next regularly scheduled meeting.

School bus stops throughout the district are to be a minimum of one-quarter (1/4) mile apart. Odometer readings shall be used for this determination. Bus stops shall be located so as to provide a clear view of five hundred (500) feet in both directions. Whenever possible, bus stops shall be established at junctions of side highway routes. Off-roadway locations shall be utilized when practical.

The district will assign bus stops closest to the student's place of residence. Service to babysitters will be provided by existing bus route only. The school district will allow for different a.m. and p.m. bus stop assignments due to babysitting arrangements, but such arrangements shall remain the same every day of the week.

On days of school delays or early dismissals, students will be allowed to utilize a bus stop on their same route other than their assigned bus stop for babysitting arrangements.

Parental requests for permanent changes in school bus stops must be submitted on the form provided by the school district. Requests for temporary changes of assigned school bus stops for one day or a consecutive block of days in order for students to be transported to locations other than their assigned school bus stops must be submitted in writing by the parent or legal guardian to the building office prior to the time the change in transportation service is to take place. The change must be provided by using established school bus routes and bus stops.

The school bus must have available capacity for additional students. The request must state the reasons for the request and state name and address of the person who is taking responsibility for the student for the duration of the request. Requests for temporary changes of assigned school bus stops may be made at the discretion of the Business Administrator if the above conditions are met. Any change cannot be considered approved unless confirmed by telephone or written notice from the school district.

**Late System Guidelines**

These guidelines have been developed to govern transportation of students participating in approved after-school activities from the middle school and high school to within approximately five (5) miles of their regularly assigned bus stop. Students living within five (5) miles of these buildings may ride on a "space available" basis.

<p>Title 22 Sec. 23.4</p>	<p>Bus route will be established only on roads under federal, state, county or township jurisdiction that are determined by the Board to be safe for school buses to travel.</p> <p>School bus routes, bus stops and route time schedules are under continuous review and may be changed by the Board to assure that the cost of the late system is within the budgeted allocation.</p> <p>School bus stops throughout the district are to be a minimum of one-half (1/2) mile apart. Odometer readings shall be used for this determination. Bus stops shall be located so as to provide a clear view of five hundred (500) feet in both directions. Whenever possible, bus stops shall be established at junctions of side highway routes. Off roadway locations shall be utilized when practical.</p> <p>Parental requests for changes in routes or designated stops must be submitted on the form provided by the school district. The Business Administrator shall review all such requests, determine whether the requested change is in compliance with the safety standards set forth in these guidelines and shall present a recommendation in response to the request to the Board for their consideration at their next regularly scheduled meeting.</p> <p><b><u>Discipline Guidelines</u></b></p> <p>The school bus driver is responsible for maintaining control of students on or about the vehicle. Whenever problems arise which the driver is unable to resolve, the building principal shall give assistance. When this happens, the following procedure shall be followed: the driver shall report the matter, utilizing the following procedure, to the building principal for his/her assistance.</p> <p>The bus driver will prepare a four-five part Bus Conduct Report and give it to the building principal, no later than the day following the incident. Upon verification of the incident, the building principal will retain one (1) copy, return one (1) copy to the driver, forward one (1) copy to the business office, and mail one (1) copy to the parents of the student, and give one (1) copy to the student.</p> <p>The following minimum rules are arranged by class and set forth for providing appropriate punishment for infractions.</p> <p><u>Class A</u> – Including but not limited to:</p> <ol style="list-style-type: none"><li>1. Students may be assigned seats on each bus run. All students shall remain in their seat for the length of the bus run.</li></ol>
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2. No food or drink shall be consumed aboard the bus.
3. Students shall be reasonably quiet at all times.
4. Students shall maintain a distance of ten (10) feet from the bus until it has stopped at loading zones, wherever possible.
5. All students shall enter the bus in single file.
6. Students shall refrain from using profanity and vulgarity.
7. Students shall treat the driver in a courteous manner, recognizing the authority of his/her position.
8. No animals or insects shall be allowed on the bus, except by written permission of the principal or head teacher.
9. No student shall ride a school bus other than the regularly assigned by, or be discharged at other than the regularly scheduled stop, without a parental request for change approved by the administrator.

The first violation of Class A rules will result in a conduct warning to the parents of the offending student.

The second violation of any of the Class A rules will require an automatic three (3) day suspension of bus privileges after notification of parents. Discretion in length and manner of suspension shall be allowed at the elementary level.

The third or any additional violation of Class A rules may result in suspension of school bus privileges for the balance of the school year. The building principal will provide an opportunity for a conference with the parent, the student and the bus driver for the purpose of reviewing the violation and to determine the length of suspension of school bus privileges. Said suspension shall be a minimum of ten (10) days and maximum of the balance of the school year, and depending upon the date of occurrence said suspension may be carried into the next school year. Discretion in length and manner of suspension shall be allowed at the elementary level.

Class B – including but not limited to:

1. Students shall allow no parts of their bodies to extend out of the windows.
2. There shall be no throwing of objects on the bus.
3. There will be no use of tobacco in any form aboard the bus.

4. There shall be no fighting or horseplay on or about the bus.
5. Students shall not damage or tamper with the bus or with any safety equipment on the bus.
6. Students will not be allowed to have a knife, scissors or any other cutting instrument in their possession while on the bus. If such instrument is required at school, permission must be obtained in writing from the teacher and the school office. The instrument will be left with the driver when boarding the bus and obtained from the driver when leaving the bus.

The first violation of any Class B rule because of the serious nature will result in a three (3) day suspension of bus privileges after notification of the parents. Discretion in length and manner of suspension shall be allowed at the elementary level.

The second or any additional violation of any Class B rule may result in suspension of school bus privileges for the balance of the school year. The building principal will provide an opportunity for a conference with the parent, the student and the bus driver for the purpose of reviewing the violation and to determine the length of suspension of school bus privileges. Said suspension shall be a minimum of ten (10) days and maximum of the balance of the school year, and depending upon the date of occurrence said suspension may be carried into the next school year. Discretion in length and manner of suspension shall be allowed at the elementary level.

During any period of suspension of school bus privileges, the student will be expected to attend school as required by the school attendance laws. The parents shall be responsible for transportation of the student to and from school.