

STUDENT TRANSPORTATION SERVICES

The District will provide pupil transportation services consistent with applicable law.

Per RSA [193](#):12, students who are deemed legal residents of the school district pursuant to a divorce decree or parenting plan developed under RSA 461-A will not necessarily be provided for students admitted under this provision and under corresponding law. The Superintendent or designee will make all determinations as to whether transportation will be provided in such circumstances. The Superintendent or designee's decision will be final.

General Operating Policy

The Superintendent, subject to review by the Board, shall establish bus routes. Routes will be developed annually and posted. Pupils attending private schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school. Bus stops shall be established under the direction of the Superintendent. A bus stop so established will be designated as authorized when the School Board has approved its designation as such. Drivers may not load or unload pupils at other than authorized bus stops.

Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report, in writing, misconduct to the student's Principal. Parents of children whose conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The school Principal will have the authority to suspend the riding privileges of students failing to conform to bus rules and regulations. The Board must approve suspensions of riding privileges that continue beyond twenty (20) days.

Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the School Principal. If the School Principal's ruling does not satisfy the parent, he/she may appeal the ruling within five days to the Superintendent. If the parent is again not satisfied by the ruling, he/she may appeal to the School Board.

Legal References:

RSA 189:6, Transportation of Pupils, RSA 189:8, Limitations and Additions, RSA 189:9, Pupils in Private Schools, RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons, RSA 193:12, Legal Residency Required

Revised: July, 1998, November, 1999, January 22, 2002
Reviewed: June 9, 2003, September 8, 2010
Revised: 1st Reading: October 8, 2013
2nd Reading: November 12, 2013
Adopted: November 12, 2013

**STUDENT TRANSPORTATION
ADMINISTRATIVE RULES**

General Operating Policy

- A. Bus routes shall be established by the Superintendent, subject to review by the Board. Routes will be developed annually and posted.
- B. Private school transportation will be integrated where possible and when required by law.
- C. Bus stops shall be established under the direction of the Superintendent. A bus stop so established will be designated as authorized when the School Board has approved its designation as such. Drivers may not load or unload pupils at other than authorized bus stops.

Student Conduct on School Buses

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the Principal in writing. Video cameras may be used on buses to support the bus driver's reports of unacceptable conduct. The school principal will have the authority delegated by the Superintendent to suspend the riding privileges of students who fail to conform to the rules and regulations promulgated by the Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions to continue beyond twenty (20) days must be approved by the Board (RSA 189:9a).

Resolution of Conflicts

A parent who wished to request a change or exemption from any of the Student Transportation policies shall direct that request first to the school principal. If the parent is not satisfied by the ruling of the school principal, he or she may appeal the ruling within five (5) days to the SAU 79 Superintendent of Schools. If the parent is not satisfied by the ruling of the Superintendent of Schools, he or she may appeal the ruling with five (5) days to the School Board

Statutory References:

RSA 189:6, RSA 189:9, RSA 189:9a, RSA 200:40

Revised: July, 1998

Revised: November, 1999

Revised: January 22, 2002

Reviewed: June 9, 2003

Reviewed: April 27, 2009

SCHOOL ADMINISTRATIVE UNIT 79

EEAA

VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

The Board authorizes the use of video and/or audio devices on District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook. Students will be responsible for any violations of school rules caught on tape by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

Video tapes may be reviewed by District personnel for discipline and evaluation purposes. If disciplinary action is taken as a result of the video tape, the parent/guardian of the student may request to view the tape with the Principal or Superintendent.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable laws related to record maintenance and retention.

Legal References:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)

34 C.F.R. 99, Family Educational Rights and Privacy Act Regulations

Appendix: JICC-R & EEA-R

1st Reading: August 10, 2010

2nd Reading: September 8, 2010

Adopted: September 8, 2010

SCHOOL ADMINISTRATIVE UNIT 79

EEAE

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least two times a year (October – May) to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. All drivers will be screened before employment for physical condition, proper license and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.

The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

Statutory Reference:

186:6a

RSA 200:40

1st Reading: May 27, 2003

2nd Reading: June 9, 2003

Adopted: June 9, 2003

Reviewed: September 8, 2010

SCHOOL ADMINISTRATIVE UNIT 79

EEAEA

MANDATORY DRUG AND ALCOHOL TESTING – SCHOOL BUS DRIVERS

Statement of Policy

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

Medical Examination of School Bus Operators

In accordance with RSA 200:37, before employing any person as a school bus operator, directly or through a vendor, the School District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician's findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the School District prior to the commencement of such employment and the District shall retain a copy of such certification. Every 2 years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus operator, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually.

School Bus Driver's Certificate

No person shall be employed as a school bus operator, directly or through a vendor, unless the person has received a School Bus Driver's Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

Criminal Background Investigation

Before employing any person as a school bus operator, directly or through a vendor, the School District shall require a criminal background investigation as set forth in RSA 189:13-a and School District policy. If the school bus operators are employed directly by the District, then the employee will pay for the investigation. If the District contracts with a vendor to provide student transportation services, either the vendor or the bus operator will pay for the investigation at the discretion of the vendor.

SCHOOL ADMINISTRATIVE UNIT 79

EEAEA

MANDATORY DRUG AND ALCOHOL TESTING – SCHOOL BUS DRIVERS (CONT'D)

Mandatory Drug and Alcohol Testing

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all CDL holders and personnel performing safety-sensitive functions related to the transportation of the students of this School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of the 49 C.F.R. Part 40. The term "CDL holder" means someone who is required as part of their job duties to hold a Commercial Driver's License. The term "safety-sensitive function" refers to all tasks associated with the operation and maintenance of commercial vehicles. A "commercial vehicle" is any vehicle capable of carrying 16 or more passengers including the driver.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportation services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion and post-accident testing as defined by the Department of Labor Regulations. The School District supports a zero tolerance policy related to substance abuse. Therefore, any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

Legal References:

RSA 200:37, Medical Examination of School Bus Operators

RSA 263:29, School Bus Driver's Certificate

RSA 189:13-a, School Employee & Volunteer Background Investigations

49 C.F.R. Part 40.1-40.13 (2001), Transportation Workplace Drug Testing Program

49 C.F.R. Part 391 (1995), Qualifications of Drivers

Adopted: November 1999

Reviewed: June 9, 2003

Revised: October 8, 2008

Revised: January 12, 2009

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EEAEC

STUDENT CONDUCT ON SCHOOL BUSES

Students using District transportation must understand that they are under the jurisdiction of the school from the time they arrive at the bus stop, until they exit the bus stop in the afternoon.

Pupils transported in a school bus shall be under the authority of the District and under supervision of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the pupils transported.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses and these shall be printed in the Parent-Student Handbook.

Note to the Board: **The Resolution of Conflicts has been updated and appears in Policy EEA-R**

Statutory References:

RSA 189:6-9a

Revised: July, 1998
Revised: November, 1999
Revised: June 9, 2003
Reviewed: September 8, 2010

SCHOOL ADMINISTRATIVE UNIT 79

EEAF

SPECIAL USE OF SCHOOL BUSES

School bus services may be used for student field trips and school activity purposes. However, such use must necessarily be limited. School buses must be first used for regular school transportation.

The administration will develop and the Board will approve specific regulations relating to the use of buses for field trip purposes. The Superintendent will be granted authority to approve the use of school buses for specific trips within the above guidelines and subject to Board approval.

1st Reading: May 27, 2003

2nd Reading: June 9, 2003

Adopted: June 9, 2003

SCHOOL ADMINISTRATIVE UNIT 79

EEAG

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his or her designee. Those providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation, on a regular basis, must have auto liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

A person under contract to transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the N.H. Department of Safety as meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from this requirement, even if reimbursed by the School District).

Those providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license and a vehicle, which has a current N.H. inspection sticker. Proof of minimum liability insurance coverage of one hundred thousand/three hundred thousand (\$100,000/\$300,000) dollars shall be submitted to the building principal prior to said transportation of students. A commercial license is required for any vehicle that has a capacity of 16 or more. Drivers will meet criteria established by the Board for training and insurance.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his or her designee. All employees who regularly transport students must have a School Bus Driver Certificate.

No student shall be sent on school errands using any automobile.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

No student will transport another student for school authorized transportation.

Revised: July, 1998
Revised: November, 1999
Revised: June 9, 2003
Revised: August 10, 2010

ADMINISTRATIVE RULES

General Operating Policy

- A. Bus routes shall be established by the Superintendent in collaboration with contracted bus transportation company representatives, subject to review by the Board. Routes will be developed annually and posted.
- B. Private school transportation will be integrated where possible and when required by law.
- C. Bus stops shall be established under the direction of the Superintendent. A bus stop so established will be designated as authorized when the School Board has approved its designation as such. Drivers may not load or unload pupils at other than authorized bus stops.
- D. Any student residing on a major highway (NH 140, NH 106 or NH 107) who lives beyond one mile from the school and/or has no safe access to the nearest safe bus stop, will be considered for alternative transportation if a safe bus turnaround cannot be located or established at a reasonable cost.
- E. High School students may be required to walk up to one and one-half (1 1/2) miles to an established, authorized bus stop as per RSA 189:6.

Student Conduct on School Buses

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video cameras may be used on buses to support the bus driver's reports of unacceptable conduct. The school Principal will have the authority delegated by the Superintendent to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations established by the Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions to continue beyond twenty (20) days must be approved by the Board (RSA 189:9a).

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the student transportation policies shall direct that request first to the ~~SAU 79 Superintendent of Schools~~ *school Principal*. If the parent is not satisfied by the ruling of the ~~SAU 79 Superintendent of Schools~~, *school Principal*, he or she may appeal the ruling within five (5) school days *to the SAU 79 Superintendent of Schools. If the parent is not satisfied by the ruling of the Superintendent of Schools, he or she may appeal the ruling within five (5) days to the School Board.*

Statutory References:

RSA 189:6, RSA 189:9 and RSA 189-9a

Revised: July, 1998

Revised: November, 1999

Revised:

SCHOOL ADMINISTRATIVE UNIT 79

EEA

STUDENT TRANSPORTATION SERVICES

The District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, 189:9 provided they live one mile or more from the school.

Statutory References:

RSA 189:6
RSA 189:9
RSA 189-9a
RSA 200:40

Adopted:
Revised: July, 1998
Revised: November, 1999
Revised: