



Section: E: Business Management
Title: School Buses and Vehicles
Number: EDAA
Status: Active
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Revised: 7/22/2003; 7/21/2015; 8/2/2016; 7/19/2022

Use of buses and other school vehicles by the district shall conform to current law. School buses will not be loaned, leased or subcontracted to any person, groups of persons or organizations except as allowed by law subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, “school transportation provider” is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students. Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrator. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

The board may set speed limits for district vehicles which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent or the superintendent's designee shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent's designee. Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent or the superintendent's designee.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but will not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time departing and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers to provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent or the superintendent's designee at the beginning of each school year. If a school transportation providers license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent and the employee shall immediately cease driving a school vehicle and transporting students.

School bus drivers shall be provided access to this policy annually.

Housing of School Vehicles

All school vehicles shall be housed in areas designed by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

If district vehicles are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle at the district-owned site, while on school business, or at the employee's residence.

The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7 -o n -7, and summer league games.

Any staff requests for such use shall be submitted to the superintendent or the superintendent's designee and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate school staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other fairness considerations in granting use or repeated use to a particular group of student participants; and 7) other good cause as determined by the superintendent