

SECTION 600 – SUPPORT SERVICES

TRANSPORTATION SERVICES

POLICY 605

ARTICLE 1 AUTHORIZATION

- A. District funded transportation shall be provided as a privilege for students who live an unreasonable and unsafe walking distance from school. The points at which students will be received and delivered shall be determined by the Transportation Director. Students are to ride their assigned bus and be received and discharged at the same point unless permission for change is requested by parents and approved by the Transportation Director or Principal. Students shall be expected to be at bus stops at least five (5) minutes before the bus is scheduled to arrive. Drivers will wait for students only for a brief time according to their time schedules and/or if traffic conditions allow.
- B. Transportation shall be provided for special education students whose Individual Educational Program (IEP) requires such service or parents shall be reimbursed at an amount determined by the District for transport of their special education child.
- C. Transportation services may be contracted with other school districts or agencies.
- D. District bus transportation is authorized for District sponsored educational activities and extra-curricular activities. At least one coach or sponsor, in addition to the driver, shall ride each bus to and from the activity to monitor student behavior and to provide supervision. Failure of the school to assign a staff member for this purpose or failure of the assigned coach or sponsor to be present at the scheduled time for departure may result in cancellation of the trip.
- E. District vehicles, other than buses, may be used for transport of students when the numbers do not exceed vehicle capacity. A staff member may be assigned to drive the vehicle when he/she is properly licensed and meets requirements set forth by the Transportation Director.
- F. The District frequently provides transportation for students to and from school-sponsored activities and events, but is unable to do so on every occasion. Additionally, parents may decide that their student will not use District transportation but be transported to or from a school sponsored activity or event by a private party in a private vehicle (see limitation in paragraph G). When District transportation is not available or parents decide to have their student use alternative transportation, it is the student's parents/guardians responsibility to provide or arrange for their student's transportation to and from the event. The District can not and does not assume any responsibility for the safety of such transportation, training of drivers, condition of vehicles, adequacy of the transportation for the use or purpose intended or any other matters related to any alternative non-district transportation. For students to use alternative, non-District, transportation, the District Transportation Awareness, Consent and Release form must be signed by the student and at least one of the student's parents or guardians before such transportation for a student will be allowed.

References:

C.R.S. 2232-113 Transportation of Pupils
C.R.S. 2232-114 Transportation by Parents of Own Children
C.R.S. 2232-128 Use of School Buses by Residents of District
C.R.S. 2251-101 et. Seq. Public School Transportation Fund
C.R.S. 4010-116 Transportation of School Children
C.R.S. 422-501 et seq. Commercial Driver's License Act
1CCR 204-12 Colorado Department of Revenue, Division of Motor Vehicles, Commercial Drivers' License Rules
1CCR301-26, Rule 4204R-232.00 Use of Wireless Communication Devices by Bus Drivers
41 U.S.C. 701,702 DrugFree Workplace Act of 1988
49 U.S.C. 2717 et seq. Omnibus Transportation Employee Testing Act of 1991
49 C.F.R. Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs
49 C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing
Adopted 4/2/03; Revised: 3/3/04; 10/6/04; 12/1/04, 10/15/07,5/10/10

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- G. Coaches may require team members to ride together on a District bus to and from competitions. However, each coach should be considerate of family needs, circumstances and situations when a parent or guardian requests that his/her son/daughter be transported either to or from the competition in a private vehicle. A parent or guardian who desires his or her student to be transported in a private vehicle to or from school-sponsored activities shall sign and submit the District's Transportation Awareness, Consent and Release form before such private transportation will be permitted.
- H. Use of District vehicles is authorized for staff use for work related activities and travel to conferences. Drivers must be properly licensed and meet requirements set forth by the Transportation Director.
- I. Buses and vehicles primary use shall be for school purposes. However, they may be made available for use by community groups to the extent that such use does not impinge upon, or impair use for School District purposes. As permitted by law, all groups shall be expected to pay the actual costs involved in the use of School District buses or other vehicles. The Transportation Director shall determine fees using a cost per mile based upon driver compensation, fuel and oil costs, insurance and depreciation. Only licensed Platte Canyon bus drivers shall be permitted to drive District buses.
- J. A fleet of buses and other vehicles shall be maintained by the District to meet required transport requirements.
- K. District purchased and maintained vehicles are authorized for facility and grounds maintenance uses and snow removal.
- L. Purchase of vehicles and buses shall be approved by the Board of Education either through budget appropriations or by specific action upon request of the Transportation Director and recommendation of the Superintendent.

ARTICLE 2 STAFF

- A. A Transportation Director shall be employed to administer transportation services. He/she shall report to the Superintendent of Schools. A job description shall be maintained for the Director whose duties shall include the administration of all transportation services. He/she shall supervise and evaluate District transportation personnel. The Director may contract for repair services requiring special expertise. He/she shall submit annual budget recommendations to the Superintendent, required reports to the Colorado Department of Education, and Reports

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C.R.S. 2232-113 Transportation of Pupils
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required by any other state or federal agency. He/she shall maintain an accurate inventory of transportation supplies, equipment buses and vehicles.

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- B. Transportation staff (drivers, mechanics, secretary) shall be employed as determined necessary by the Director and Superintendent, within budget parameters established by the Board of Education. Drivers must hold licenses as required by state and federal laws and regulations. The Transportation Director shall assign routes to drivers. Seniority is to be taken into account in making assignments, but is not to be the only criterion. Job descriptions, including qualifications, for Transportation staff positions shall be on file in the District Personnel Office.
- C. Training of school bus drivers may be conducted by the District or completed by a contracted service. Individuals approved for training shall be compensated according to the Board approved wage schedule.
- D. In-service training of bus drivers shall occur annually with regard to regulations, safe transport of students, student behavior management, parent/community relationships, and drug and alcohol prohibitions and testing.

ARTICLE 3 SAFETY (SEE POLICY 411 BUS CONDUCT)

- A. Drivers of District buses and other vehicles shall comply with state and federal laws. Violations, particularly “moving violations” may subject the driver to suspension without pay and to dismissal from employment.
- B. Vehicles shall only be operated when all state and federal standards and regulations governing such operation are met. No bus or other District vehicle shall be operated in an unsafe condition. Regular and special maintenance of buses and other vehicles is to be completed by an authorized mechanic under the direction of the Transportation Director. Maintenance records for each bus and other vehicle are to be kept in the Transportation office.
- C. Each school bus shall have a daily pre-trip inspection performed and recorded on the District approved form by the operator prior to being placed in service. All safety and/or mechanical problems shall be reported to mechanics and the Director. Every request for maintenance will be carefully investigated and necessary action taken. Any school bus driver who fails to make a daily safety and maintenance check of his/her bus may be suspended without pay for a period to be determined by the Transportation Director. A second offense may result in driver dismissal.
- D. Students shall be instructed as to the proper procedures for boarding and exiting from a school bus and as to proper and safe conduct while aboard. Seat assignments may be made by each driver, at her/his discretion to foster safe student conduct on his/her bus.

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- E. Drivers/mechanics are prohibited from any alcohol use that could affect performance on the job including use during the four hours before driving, use on the job, having prohibited concentrations of alcohol in their systems and use during eight hours following an accident.
- F. Drivers/mechanics are prohibited from illegal/illicit drug use, use of a controlled substance, or use of prescription medications that may impair driving or performance. A single incident of such use shall result in disciplinary action and may result in dismissal from employment.
- G. Under usual circumstances, use of District wireless communication devices shall be allowed when used to assist a driver and or dispatcher in the necessary communications periodically needed to safely deliver children-home to school, school to school, school to home, and on activity trips. Use of such devices while the bus or vehicle is in motion shall be limited whenever possible. Personal wireless communication devices are not to be used by the driver while the bus or vehicle is in motion. Violation of this policy may subject the driver to disciplinary action.

ARTICLE 4 ALCOHOL AND DRUG TESTING

- A. School bus drivers and other personnel who operate a District vehicle requiring a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of federal regulations. District administrators shall adhere to federal regulations in administering the testing program. Drugs and controlled substances are interchangeable and have the same meaning for purposes of this policy. Drugs refer to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines including methamphetamines.
- B. Drug tests are to be administered before a driver performs any safety-sensitive functions for the District. Tests will be required of an applicant only after the position has been offered. Employment with the District is conditional upon the applicant receiving a negative drug test result.
- C. Alcohol and controlled substance tests will be conducted as soon after an accident as practicable on any driver who was performing safety sensitive functions with respect to the vehicle if the accident involved loss of human life, or where any person involved in the accident required immediate medical attention away from the scene and the driver received a citation under state or local law for a moving traffic violation arising from the accident or where the vehicle required towing from the scene and the driver received a citation for a moving violation.
- D. No driver involved in an accident may use alcohol for eight hours after the accident or until after undergoing a post-accident alcohol test, whichever occurs first.

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- E. Random drug and alcohol tests shall be conducted on a random basis at unannounced times throughout the year. Random tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. Once notified of selection for drug testing, a driver must proceed to a collection site to provide a urine specimen. Drivers will be selected by a scientifically valid random process and each driver will have an equal chance of being tested each time selections are made. The number of bus drivers selected for random testing will be in accordance with federal regulations.
- F. Drug and alcohol test shall be required when a District official has reasonable suspicion that the driver has violated the District's drug or alcohol prohibitions. Reasonable suspicion must be based on specific, contemporaneous, describable observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of chronic and withdrawal effects of controlled substances. Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the workday when the driver must comply with alcohol prohibitions. The District official who makes a finding of reasonable suspicion must make a written record of his/her observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
- G. Return-to-duty drug or alcohol tests shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety sensitive duties.
- H. Employees drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver will receive copies of any records pertaining to the driver's use of drugs or alcohol, including any records pertaining to personal drug or alcohol tests. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.
- I. Each driver will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy for meeting these requirements. Each driver must sign a statement certifying receipt of these materials.
- J. Any driver who refuses to submit to drug and alcohol tests as described in this Article will not be allowed to perform or continue to perform safety-sensitive functions and may have his/her employment terminated.

ARTICLE 5 SPECIAL USE OF SCHOOL BUSES

References:

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- A. Use of buses for field trips, excursions and other special activities must be scheduled at least 5 days in advance. Use may not interfere with regularly scheduled trips.
- B. Field trips that are a component of the District's adopted curriculum shall have priority over other special transportation requests except that such trips shall not result in cancellation of scheduled extra-curricular trips.

ARTICLE 6 AUDIO AND VIDEO RECORDING

- A. Audio and/or video recordings of students on school buses are authorized as tools to encourage positive behavior, to discourage conduct code and bus rule violations, and to document discipline incidents when they occur. Cameras may be placed on buses at the discretion of the Transportation Director.
- B. Audio and video recordings will be treated confidentially. Persons unrelated to a disciplinary incident will not be permitted to hear or view bus audio or video recordings. Parents wishing to hear or view recordings related to a disciplinary action taken with regard to their student may do so in the presence of the Transportation Director or another administrator.

ARTICLE 7 STUDENT CONDUCT AND DISCIPLINE WHILE TRANSPORTED

- A. Policy 403 (Conduct Code) and Policy 411 (Conduct on Buses) apply to students being transported in any District Vehicle or in any circumstance when a student is being transported to or from an activity or event for which the student is representing the District, or is participating/attending as a Platte Canyon student.

ARTICLE 8 OVERNIGHT VEHICLE PARKING

- A. Buses and other District vehicles shall be parked overnight at the District Transportation facility or at another designated District property location unless the Transportation Director and the Superintendent authorize parking at another location. Such authorization shall only be given when there is a benefit to the District and when additional costs are not incurred.

ARTICLE 9 PROPERTY AND LIABILITY INSURANCE

- A. The District shall secure property and liability insurance for buses, other vehicles, and transportation equipment.

ARTICLE 10 POLICY DISTRIBUTION

References:

C.R.S. 2232-113 Transportation of Pupils
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A. Each transportation employee shall receive a copy of this policy at the time of employment.

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