

Student Transportation Services

The purpose of procedures for transportation in Baker School District is to outline a plan which will provide for the efficient and economical transportation of students while maintaining safety for all individuals as a primary consideration.

Procedures to be considered are:

I. Driver Qualifications and Training

- A. School bus driver selection will be based on investigating application references, a motor vehicles report from the department of motor vehicles, criminal records check, a physical examination and other physical requirements, planned oral interview, tests and a driver training program.
- B. No school bus driver shall be placed on a route or in any vehicle transporting students who does not meet the qualifications of the Oregon Revised Statutes, Administrative Rules and the Oregon Department of Education to include the Oregon Motor Vehicle's Commercial Drivers License, an acceptable driving record, appropriate specialized training provided by the district and designed for special needs transportation prior to transporting students with disabilities and the qualifications listed in district policies or the written regulations listed by the transportation director.
- C. All school bus drivers are required to inform the district within 15 days of any change in their driving or criminal records that could affect their eligibility to maintain the necessary Oregon Department of Education approval for licensing. This includes convictions for moving violations, driving under the influence, involvement in a chargeable accident in own personal vehicle, or any change in licensing ability.

II. Bus Standards and Care

- A. School buses must comply with all federal, state and local standards for school buses.
- B. School buses are to be maintained in a safe, sound mechanical condition with a neat and clean appearance.
- C. School buses are to be serviced monthly and given a safety check.
- D. Vehicle maintenance records will be kept as required by district policies and procedures and state regulations.

- E. The district will furnish school buses large enough to fully seat all passengers.
- F. School bus evacuation drills will be held at least twice a year.
- G. Each student in the district who regularly rides a school bus will be given training in school bus safety within the first six weeks of each half of the school year. Students who ride occasionally will be given instruction at least once in the first half of each school' year.
- H. School bus drivers must use seat belts.

III. Transportation Equipment

Transportation equipment will be replaced as it becomes unsafe and uneconomical to operate. Replacement schedule for transportation equipment will be planned so that approximately the same amount of equipment will be replaced each year.

IV. Scheduling and Routing

- A. Schedules and routes will be established to provide safe transportation in the most efficient and economical manner possible, with consideration given to fuel economy. There will be ongoing work to minimize activity and athletic mileage.
- B. Established schedules and routes will not be changed without approval from the director of transportation and/or the superintendent. Major changes in school bus routes will be made by the transportation director, based on discussion with the superintendent.
- C. Before school buses use private property for turn-around, the property use shall be covered by written permission from the property owner.
- D. If a student lives more than two miles from an established school bus route, payment in lieu of transportation shall be recommended.
- E. School bus stops on routes or at schools shall be established to provide safe loading and unloading of students. If hazardous conditions exist, students will be picked up at an area considered to be safe. If possible, students will be loaded or unloaded Where they do not have to cross a highway or other traveled thoroughfare.
- F. Special provisions will be made for transportation of disabled students.
- G. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan.
- H. Time schedules for routes and school bus stops may be obtained from the office of the director of transportation.
- I. Activity trips must be scheduled through the principal to the director of transportation at least three days prior to the planned trip. If road conditions are such that the director of

transportation considers them to be unsafe for school bus travel, the director of transportation will contact the principal and recommend cancellation of the trip. Final decisions on cancellation may be made by the superintendent.

J. In-town busing:

The district will bus students in town from school to school providing:

- a. There is room on the school bus;
- b. Student conduct remains appropriate on the school bus;
- c. Student has written parental consent to ride on school bus

K. Exceptions:

The district will bus students to stops other than their regular stops, or those students who do not normally ride the bus, providing:

- a. There is room on the school bus;
- b. Student conduct remains appropriate on the school bus;
- c. Student has written parental consent to ride on school bus

L. Students attending any private or parochial school under the compulsory school attendance laws will, where the private or parochial school is along or near the school bus route, be provided the same riding privileges given to public school students.

M. Use of school bus for other purposes:

If other transportation is not available, lease or rental of school buses will be considered by the district. Fees charged shall cover all district costs and will include insurance costs. The district's insurance agent must approve insurance for the individuals leasing or renting school buses. A lease/rental agreement form must be completed in advance of any school bus rental or lease.

V. Safety

Safety of transported students is the highest priority consideration for all individuals in the district. All personnel (licensed and classified) and students must make the safety of individuals an item of first importance.

VI. Supervision of Students

- A. The administration shall make arrangements to provide supervision of students during normal loading and unloading times.
- B. Licensed personnel or those assigned an extra duty contract shall chaperone any student group while riding district school buses to and from athletic events or school activities. Coaches/advisors shall supervise their student participants while on district buses. Only

coaches, advisors, district appointed volunteers and student participants may ride district buses to and from events.

- C. In the event of emergency closures of the district transportation system, procedures will be followed as outlined in policies and procedures for the closure of schools.

VII. Annual Review of Transportation Procedures

There will be an annual review of transportation procedures by the transportation director and superintendent for the purposes of update and improvement. Any new rules, regulations or procedures will be incorporated at that time.

VIII. Educational Field Trips and Excursions

Field trips shall be well planned with goals, objectives, itinerary and supervision procedures clearly established.

A written notice shall be sent to all parents or guardians of students involved in a field trip or excursion. Parental or guardian consent is required. Parental permission of field trips sanctioned by the principal can be given on a form provided for the entire school year.

Transportation shall be by school bus or van.

Oregon State-School District Bus Rules

The following list of rules was developed in accordance with Oregon Administrative Rule 581-53-010. It covers most situations but is not intended to limit the authority of drivers and supervisors to restrict student behavior where needed.

1. Students are under the authority of the driver or supervisor. Failure to promptly obey directions (defiance of authority) may result in loss of bus riding privileges. Honesty and cooperation are expected.
2. Fighting, wrestling and disruptive activity are not acceptable on the bus.
3. Items are not to be thrown or otherwise propelled through the air in the bus or out the windows.
4. Students must remain seated while riding the bus (face front, feet on the floor). Seats may be assigned by the driver.
5. Pupils should not open or close windows without permission of the driver. Nothing is to be extended out of the windows at any time.
6. Students should converse in normal tones; loud or vulgar language is not acceptable.
7. It is the responsibility of all bus riders to keep the bus clean and undamaged. Spitting is not acceptable.
8. Students shall be courteous to the driver, to fellow students and passersby.
9. Eating, drinking, or gum chewing on daily bus routes will not be permitted.
10. Students shall not bring animals or other pets on the bus except guide dogs or other legally exempt animals.
11. Possession or use of alcohol or tobacco by students is prohibited.
12. Items which take up extra seat space, or are disruptive or dangerous are not allowed on the bus. This includes, but is not limited to the following:
 - a. large items which cannot be held on the student's lap without extending into the aisle or other side of the seat.
 - b. radio/tape/cd player units other than the pocket-size units with earphones.
 - c. glass containers.
 - d. matches and lighters.
 - e. guns, explosives, knives and other weapons.
 - f. skateboards
13. Burning material of any kind is unlawful.
14. Students should not promote misbehavior by others.
15. Students who are suspended or expelled from school are not allowed to ride the bus.
16. Safe, orderly conduct is expected at all bus stops. When it is necessary to cross the road, students will cross in front of the bus or as directed by the driver.
17. Students shall use emergency exits only in a true emergency or when directed as part of a drill.
18. A student must have written permission from his/her parent or school office to get on or off a bus except at his/her regular stop. One note may give such permission for up to a year if that intent is made clear in the note.
19. Students who are not regular riders of a certain bus may be allowed to ride if they have written permission from their parent or school office if space is available.
20. Students must be on time in order to ride school buses.

(These regulations must be kept posted in a conspicuous place in all school buses.)

BAKER SCHOOL DISTRICT 5J
Application for
(Circle One)
BUS * VAN * CAR

(To be completed by school official requesting a vehicle)

TEACHER _____ SCHOOL _____

DEPT. _____

DATE _____

The (name of group) _____ requests a school vehicle for a trip to _____
for the purpose of _____

on (date) _____ starting at (time) _____
and returning approximately (time) _____

There will be _____ students, _____ adult passengers. Faculty representative in charge:
_____.

Budget Code:	Fund	Function	Object	Center	Area
_____	_____	_____	_____	_____	_____

Approval - Principal/Supervisor

Approval - Transportation Director

Distribution: White - District Office Yellow - School Pink - Transportation

Field Trip Release
(Form 218A)

Dear Parent:

We request permission for your child to attend the field trip described below. This form must be signed and returned prior to the trip in order for your child to attend.

Date(s) of trip _____

Destination(s) _____

Purpose _____

Staff member(s) in charge _____

Estimated departure time Estimated return time _____

Transportation will be by

_____ Bus

_____ Private vehicle*

_____ Other _____

* Drivers of private vehicles must have proof of license and insurance forms completed in advance of the trip.

Students should bring the following: _____

Student Name _____

Parent's Signature

Date

Request for Field Trip
Form 807

TEACHER _____ DATE OF TRIP _____

1. When (hour-day) _____
2. Where _____
3. Duration (length of trip) _____
4. Purpose of trip _____

5. Educational values to be attained _____

6. To what unit of your curriculum is this trip pertinent? _____

7. What transportation is necessary and how to transport? _____

8. Teacher must indicate he/she has done these things:
 - _____ a. Preplanned trip as a part of curriculum;
 - _____ b. Guard against dangers, warn adequately of all dangers existing and plan supervision so as to prevent accident;
 - _____ c. Plan instruction during trip so that best instruction will result;
 - _____ d. Plan follow-up after return;
 - _____ e. Plan details.

NOTE: Give to building principal.

Approval by Principal

Date