

**MIDDLETON SCHOOL DISTRICT #134 POLICY
AND PROCEDURE MANUAL
SECTION 8000 – Non Instructional Operations
STUDENT TRANSPORTATION.....POLICY 8010**

The Board’s primary concern in providing transportation services to students is the safety and protection of the health of students.

The District shall, where practical, provide transportation to and from school for a student who:

1. Regularly enrolled students and dually enrolled students of this District who reside at least one and one-half (1½) miles from the school of attendance, may avail themselves of the transportation services the District offers in that particular area. The transportation services provided by this District are a privilege, not a right. Students may be prevented from availing themselves of transportation services due to disciplinary infractions.

A day care, family day care home, or group day care facility as defined in Section 39-1102, Idaho Code, may substitute for the student’s residence for student transportation to and from school. This District will not transport students between childcare facilities and home.

2. If a student has a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.
4. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

SAFETY

The Superintendent will ensure contracted transportation company has written rules establishing the procedures for bus safety and emergency exit drills, which complies with State law and/or Federal Highway Safety Guideline 17, and for student conduct while riding on buses, including for students with special needs.

SAFETY BUSING

Safety busing is the transportation of a student who lives less than one and one-half (1½) miles from their attended school when, the judgment of the School Board, the age, health, and/or safety of the student warrants such transportation.

The School Board will only consider requests for safety busing for students living less than 1 ½ miles from school when a student walking to school would entail one or more of the following:

1. Unsupervised crossing of a heavily traveled roadway requiring beyond-age-level comprehension of traffic hazards;

2. Walking along an arterial road and highway permitting fifty (50) mile per hour speeds;
3. Crossing an intersection in competition with a high volume of right-turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways; or
8. Other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board may also consider evaluation factors including but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time students would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board shall consider the criteria set out in its measuring and scoring instrument, with an appropriate “cut off” for safety busing purposes when the scoring element used indicates hazards that are “reasonable” for student to encounter during their walk to and from school.

Routes shall be so established that no bus stop shall be more than one and one-half (1 ½) miles (unless safety busing is approved) from the intersection of the driveway of the home of any pupil otherwise eligible for transportation and the nearest public road; except that no School Board shall be required to route school buses or other passenger equipment over any road not maintained as a part of a highway district, county, state or federal highway system, or by the state or national forest service (i.e. private roads).

The Superintendent will ensure the contracted transportation company objectively evaluates the hazards encountered on pedestrian routes within 1½ miles from the District’s schools.

The District will maintain all documentation of the evaluations of pedestrian route hazards and will make such documentation available to the state department of education, as requested.

The Board may initially approve a safety busing request prior to submitting the required forms to the state department of education. All safety busing requests must be approved by the Board and submitted to the state department of education by March 31 of the school year to be considered for reimbursement. A copy of the committee’s assessment score must be attached to the request.

ESTABLISHING BUS ROUTES AND NONTRANSPORTATION ZONES

Each year, the Board will establish bus routes and determine non-transportation zones not later than at the regular August meeting of the Board. In approving the routing of school buses, or the maintenance and operation of all transportation equipment, or the appointment or employment of

chauffeurs, the primary requirements to be observed by this Board are the safety and adequate protection of the health of the students. All changes to established bus routes must be approved by this Board.

Request for bus route changes will be handled through the contracted transportation company.

OPERATION OF DISTRICT OWNED VAN(S)

The District owns a fifteen (15) person seating capacity-van which may be used only by employees to transport our students or staff members. Parents or volunteers may not drive the van to transport students, but may be a passenger(s) if serving as a chaperone(s). Non-student riders must have a waiver of liability, approved by the Superintendent, Principal or Designee, to ride in the van. The van is not equipped with child seats. In the case of an accident Middleton School District's insurance is primary. Parking and traffic tickets are the responsibility of the driver. The following information (to request use of the van) must be submitted to the Athletic Director, **thirty (30) days** prior to the use of the van:

- a) Name of group
- b) Purpose of trip
- c) Estimated mileage of trip (to & from – mapped according to the shortest distance)
- d) Dates & times (to and from)
- e) Driver's name and driver's license number
- f) Number of passengers
- g) A completed Out-of-State or Overnight Field Trip Request Form (if applicable)

Accidents and mechanical failures of the vehicle during the trip should be reported immediately to the Business Manager. The vehicle should be returned to the High School with a full tank of gas and in clean condition inside and out. Any damage (windshields, door dings, etc.) and any issues with the vehicle (oil light, airbag light, etc.) should be reported to the Business Manager immediately upon the return of the vehicle to the High School.

The District Administration and Board encourage staff members to use the District's van for transportation whenever possible, saving costs to rent a similar vehicle.

OPERATION OF NON-DISTRICT OWNED BUSES AND VANS

To provide transportation to students, this District may purchase or lease, and maintain and operate school buses and vans, which vans will not have a seating capacity in excess of fifteen (15) persons; enter into agreements or contracts for the use of a charter bus(es); enter into contracts with individuals, firms, corporations, or private carriers; or make payments to parents or guardians, subject to the statutory limitations, when transportation is not furnished by the District. Only District employees may transport students. Parent or volunteers may not drive. The van must be rented in the District's name. If the van is rented under an individual's name,

that individual assumes all liability. The following information must be submitted to the District's business manager, prior to the use of the van:

- a) Model and make of van
- b) Year of van
- c) Serial number of van
- d) Dates & times (to and from)
- e) Driver's name and driver's license number
- f) Number of passengers

The District Administration and Board encourage staff members to use the District's school bus transportation whenever possible.

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POLICY/PROCEDURE REFERENCE:

8010-P1 Rating Sheet for Walking Students
7008 Conditions for Use of District Vehicles
7008-P1 Conditions for Use of District Vehicles Form

LEGAL REFERENCE:

Idaho Code Sections
33-1006
33-1501, *et seq.*
33-1502
39-1102
49-1422

Standards for Idaho School Buses and Operations, Idaho State Department of Education,
Idaho's School Bus Driver Training Classroom Curriculum

OTHER REFERENCES:

Federal Highway Safety Guideline 17
Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

http://www.sde.idaho.gov/site/transportation/annual_reporting.htm

Standards for Idaho School Buses and Operations

ADOPTED: 05/13/03 (Implementation July 2003)

REVISED: 11/08/05

REVISED: 01/10/06

REVISED: 07/09/12

REVISED: 03/11/13

REVISED: 05/11/15

REVISED: 08/13/18