

STUDENT TRANSPORTATION SERVICES

The day to day operations and administration of the Transportation Department rests with the Superintendent and the Transportation Director.

Student Conduct on Buses

The School Board requires students to behave in an appropriate manner while riding on a school bus. While the School Board is required to provide transportation between school and home for all grades K-12, transportation on a school bus is a privilege that may be revoked based on the behavior of the student. The Superintendent shall develop conduct rules for the safety and welfare of students on buses as well as disciplinary consequences for violations of bus conduct rules. Bus drivers are authorized to enforce bus conduct rules. School administrators shall apply disciplinary consequences up to and including suspension of bus riding privileges.

Transportation Between Home and School

It is the intent of the RSU 13 School Board to provide safe and economical student transportation between home and school. The Board will provide transportation for students in grades K-12 living beyond a reasonable distance from their school or from a scheduled bus stop as determined by the Superintendent. These distances shall be established in administrative procedures by the end of the 2009-2010 school year.

Authorized bus stops will be located in a manner that promotes efficient operation of buses and provides for loading and unloading students with the maximum safety allowed by road conditions. The distance between stops may vary according to safety factors. If possible, students will be loaded and unloaded so that it is not necessary for them to cross a main highway to reach their homes. Parental requests for changes in bus stops must be made in writing and submitted to the Superintendent.

Transportation to Athletics and Student Activities

The School Board recognizes the value and importance of field trips, clubs, student activities, and athletics which may require student transportation. Students transported to an event by RSU 13 shall return using the same transportation unless an exception is made. Exceptions require written approval by the parent and the Principal/Athletic Director before students leave school grounds for the event, and the parent signing the student out with the coach/advisor before leaving the event. Exceptions will be for extreme circumstances such as a family emergency or the need for a student to return home more quickly than riding the bus would allow. In no case is a student dismissed from transportation to ride home with another student.

School buses may be used to transport students participating in school-sponsored field trips with prior approval of the Principal. A reasonable fee may be charged to offset expenses.

Employees of RSU 13 may transport students in a van owned by RSU 13 upon producing a copy of a current Maine drivers license.

School buses may be used as student spectator buses, on a bus-available or space-available basis. The Superintendent may develop rules for charging spectators a reasonable fee to offset the additional cost associated with transporting spectators.

Field Trips

School buses may be used to transport students participating in school-sponsored day field trips within the state of Maine with prior approval of the Principal. A reasonable fee may be charged to offset expenses. The Superintendent has authority to approve in-state overnight trips and out-of-state day trips involving a district van. Out of state overnight trips and out of state trips involving a school bus require School Board approval.

Student Transportation in Private Vehicles

Although it is the policy of RSU 13 to provide transportation to students who are participating in approved activities away from their school, the Board recognizes that there are instances in which transportation may not be possible or practical.

In order to promote safe transport of an individual student or of a small number of students, the Board may allow volunteers, who are school employees or under contract as coaches, to provide transportation in private vehicles when recommended by the principal, approved by the Superintendent, and in accordance with the following guidelines. Other adults are not permitted to transport students on behalf of the school system.

Guidelines:

- A. Prior to use of a private vehicle for school purposes, there must be written permission of the Superintendent. This may be in the form of a standing permit. For each occurrence of transporting a student a special permission form must be signed by parents. Any person desiring to be a volunteer driver shall sign a Volunteer Driver Agreement.
- B. No student shall be sent on school errands in the student's vehicle, an employee's vehicle, or a school-owned vehicle.
- C. A volunteer driver shall provide satisfactory evidence of insurance, insuring the vehicle and the driver for not less than \$100,000 combined single limit insurance and \$3,000 per person medical payments. Volunteer drivers are encouraged to exceed these limits if possible. RSU 13 shall provide insurance that will apply only after the individual's insurance.
- D. The vehicle must have current Maine registration, display a current Maine inspection sticker, and have a seat belt for the driver and each passenger.
- E. The program administrator will keep records of each trip. These records will include the starting point and destination, the identity of the drivers and the passengers assigned to each car.
- F. The driver shall be responsible for satisfactorily controlling the passengers in his/her car, and, if there are problems, shall notify the program administrator or trip supervisor as soon as possible.
- G. The program administrator will be responsible for the conduct of the program and shall have the discretion to appoint a trip supervisor for any particular trip.

Legal Reference: 20-A MRSA § 5401

Approved: April 5, 2012