

Business/Non-Instructional Operations

Transportation

The Board of Education is responsible for the school transportation system. It is the aim of the Board to establish for the public schools the safest possible transportation system - one which will enable all qualified children of school age to attend school by school bus wherever transportation is reasonable and desirable. Bus transportation shall be for students only. Exceptions shall be made only with the approval of the Principal.

The transportation system shall be planned and operated in compliance with Connecticut General Statutes and all regulations of the State Department of Education and the State Department of Motor Vehicles regarding the operation of school buses.

When seats are available on the Vinal/Vo-ag bus, East Hampton residents attending Mercy or Xavier High Schools in Middletown, may be transported to and from those schools providing no other additional stops are made.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Business/Non-Instructional Operations

Transportation

Walking Regulations

“Walking distance” means the linear measure of a prescribed or authorized pedestrian route between a point at the curb or edge of a public road or highway nearest the student’s residence and a point at the nearest allowable entrance to the school grounds.

Walking distance from the student’s residence to a bus stop is measured from the same point to the designated school bus stop.

The Board, in formulating rules on walking distance, shall make allowance for individual differences - including, but not limited to, the health and physical powers of the student, the terrain to be traversed, environmental hazards, the opening and closing of school hours with reference to daylight available during walking time, lines of sight, vegetation, and the statutes pertaining to children eligible for special education services.

Students are to walk up to one mile for grades kindergarten through grade three, up to one and one-half miles for grades four through eight, and up to two miles for grades nine through twelve.

The following general factors will be taken into account when judging cases involving possible undue or extreme hazard.

1. Exceptions to basic regulations will be considered from point of view of excessive or unusual hazard since “hazard” alone could apply to many normal conditions of pedestrian travel, such as crossing a street.
2. Pedestrian travel outside the central area is normally via existing roads. The lack of sidewalks does not of itself indicate extreme hazard.

Specific factors, whether existing separately or in combination which may justify special consideration are listed below. This does not imply that no others would be considered:

- a. **Age of Child** - The same judgment cannot be expected from a child of primary school age as from a student in middle or senior high school.
- b. **Conditions of the Area** - Particular hazards such as railroads, power lines, excessively wooded areas, etc. require special evaluation considering age of child.
- c. **Number of Children** - Areas which may not be considered of great hazard for a group of children may be judged so for a single child. Likewise, walking conditions suitable for a few children may not be considered sufficiently extensive to accommodate a large group of children.

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Transportation

Requests for Transportation

Parent requests for transportation shall be evaluated in line with state law and the Board's transportation guidelines and regulations.

If such a request is administratively denied, parents of students have a right to a hearing before the Board and subsequent recourse to the State Board of Education, if they so desire.

Legal Reference: Connecticut General Statutes

10-76d re transportation for special education program services.

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads. Immunity from liability.

10-273a Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for students in non-profit private schools outside school district.

10-281 Transportation for students in non-profit private schools within school district.

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Regulation approved:

June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Business/Non-Instructional Operations

Transportation

Routes and Services

The Board of Education shall attempt to maintain transportation schedules which shall provide convenient and equal opportunity for all qualified students consistent with efficient and economical operations.

For students in grades kindergarten through grade five, every effort will be made to eliminate the necessity of students crossing Routes 16, 66, 151 and 196. In addition, safety is a primary factor in assigning bus stops at all grade levels.

Individual Changes in Bus Routes

All school buses have a definite approved seating and standing capacity which cannot be exceeded legally. Since these buses are scheduled to make best use of the stated capacity, it shall be the policy of the school district that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made only when necessary to implement the educational program of the student or when arranged in accord with this policy. These exceptions must be approved by the Superintendent or his/her designee. Bus assignment changes will not be approved for such purposes as overnight visits, birthday parties, pajama parties, etc. Bus drivers are instructed to refuse transportation to any student who is not a regular passenger unless the student has received prior approval from the building principal.

With the number of requests received to accommodate child care/baby-sitting, the Board has set the following priorities and established procedures to ensure the safety of the children it transports and the reasonableness of its transportation operation:

A. Continuing East Hampton Residents and new students registered before July 1.

If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate child care/baby-sitting needs, such a request must be submitted in writing on forms available in the school offices by July 1 prior to the ensuing school year for children in grades 1-6 and within 30 days of notification of kindergarten session placement (a.m. or p.m.) for children in kindergarten. Requests may be granted under the following circumstances:

1. The request is for a period of one school year. One request change will be granted each school year.

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Transportation

Routes and Services (continued)

2. Transportation will only be provided in the a.m. or p.m. or both a.m. and p.m. to the same location for the entire week. Children will be able to leave their normal bus at an alternative designated stop provided the child's parent or guardian submits a written request to the school upon the child's arrival to school.
 3. There is available school bus space.
 4. In the judgment of the administration, the bus schedule will not be disrupted in terms of travel time or distance.
- B. New students registering after July 1 requests may be granted if requirements of Section A are met.
- C. If there is not available school bus space on existing routes to meet all requests, requests will be granted to the limits of available space in the order received.
- D. The building administration will notify all parents of this policy prior to the close of each school year. New parents will be informed at the time they register students.

Legal Reference: Connecticut General Statutes

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads.

10-233a and 10-233c Suspension of students.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Business/Non-Instructional Operations

Routes and Services/Transportation

Video Cameras on School Transportation

1. Policy:

Video cameras may be installed on school buses operated by the East Hampton Board of Education or its transportation contractor. The operation of the cameras must be the type initiated by the ignition switch and not controlled in any way by the vehicle driver. All video tapes will remain in the custody of the transportation provider. The use of video cameras is primarily intended to be an extension of the disciplinary procedures employed by school administrators and for driver/student training purposes. Video tapes may be used to supplement or support the investigation of disciplinary infractions.

2. Procedures:

- A. Camera installation/distribution:** Video system hardware and black boxes should be installed on all buses operated by the transportation provider. The actual number of cameras employed will be at the joint discretion of the Board and the transportation provider. The cameras will normally be rotated between the vehicles on a random daily basis, however, a school administrator or the transportation provider may request surveillance of a particular vehicle for a longer duration. Neither the vehicle operators or the students should have knowledge of which vehicles have cameras installed.
- B. Video tape custody:** Video tapes will be retained by the transportation provider for twenty (20) working days. After twenty working days, the tapes will be reused in the video equipment on the vehicles. If an administrator needs to view a tape, he/she must request the tape within twenty (20) working days of the time the incident occurred. A SCHOOL ADMINISTRATOR IS THE ONLY PARTY THAT MAY REQUEST TAPES FROM THE TRANSPORTATION PROVIDER FOR VIEWING PURPOSES.
- C. Video tape retention:** If a school administrator determines that a tape should be kept for evidence, the tape should be retained permanently by the school administrator and not returned to the transportation provider.
- D. Confidentiality:** Every effort must be made to preserve the confidential nature of video surveillance and the rights of students and vehicle operators.

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Routes and Services/Transportation (continued)

Legal Reference: Connecticut General Statutes

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

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Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Business/Non-Instructional Operations

Bus Driver Safety/Procedures for Emergencies During Field Trips

Bus Driver Safety

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized:

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student. At that time the parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.
3. A third complaint will result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and well being of other occupants of the bus, the above procedure may be disregarded and immediate suspension be invoked. In all cases due process procedures shall be followed as described in Policy 5114.

Information concerning this policy shall be given to students, parents and bus drivers early in each school year.

Procedures for Emergencies During Field Trips

Students going on a school sponsored or otherwise school approved trip must not leave the group and must return with the group, with the following exceptions:

1. In an emergency, under the direction of the teacher sponsoring the trip.
2. A student may leave the group to return home with his/her parent or legal guardian. By prior written arrangement a designee of the parent may pick-up the student. (i.e., no student is to leave the group to meet a parent elsewhere).

Any bus must carry on it an adult, authorized by the Principal, to be responsible for supervision of student passengers.

No automobile use for the transportation of students to a school-sponsored activity shall be overloaded; and everyone should have a seat belt available in the car.

Business/Non-Instructional Operations

Transportation (continued)

Bus Drills

Orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

1. The bus contractor shall be responsible for seeing that each bus driver instruct students regarding safe evacuation of the bus in an emergency. This shall include instruction on the use of both doors or windows if appropriate.
2. Bus contractors working with school principals shall establish a calendar for providing drills.
3. A drill shall be held during the first eight (8) days of the school year.
4. A second drill shall be conducted during the month of October.
5. A third drill shall be conducted between March 15 and April 15.

(cf. 5114 - Suspension/Expulsion)

(cf. 5131.1 - Bus Conduct)

Business/Non-Instructional Operations

Transportation

Procedures for Safety/Accidents

An up-to-date list of children on each bus will be kept on file in the school office, with the bus company, on the bus, and in the Superintendent's office.

Accidents

In case of an accident involving a school bus, the following procedures shall apply:

1. Bus driver shall secure necessary medical attention for injured students as soon as possible, contact the police to report the accident, and shall, by using whatever means available, notify the bus company of the accident.
2. Bus company personnel shall, in turn, notify the school principal or school secretary and the Superintendent of Schools, or his/her designee.
3. The principal shall be responsible for the following actions as appropriate:
 - a. Children will be checked against the bus list and absentees verified.
 - b. Each child's parent or guardian will be called by the school, notifying them of the accident.
 - c. Should a parent or guardian not be reached and the child complains of injury after emergency first aid has been administered, the school may call a physician to examine the child.
4. Complete the Bus Accident Card

In case of serious personal injury the bus driver should communicate by two-way radio or give the bus accident card to an available adult, or one or two responsible students, and direct the person(s) to the nearest phone. Kindergarten students are not to leave the bus for any reason.

The bus driver should begin to take attendance; when the Principal arrives, he/she shall verify the bus list with the daily absentee list. NOTE: No student other than those sent to get assistance should leave the scene of the accident until so directed by the police or the Principal. Any student who leaves the scene of an accident without permission will be reported to the school administration who will notify the student's parents.

When the police or emergency medical assistance arrives, they should assume responsibility for managing the accident.

The bus driver shall not leave the scene of the accident under any circumstances.

Business/Non-Instructional Operations

Transportation

Procedures for Safety/Accidents (continued)

5. Responsibilities of Director of Curriculum and Administrative Services

The Director of Curriculum and Administrative Services will provide copies of the school bus accident policy and regulations and the bus accident cards to all drivers to ensure that the proper cards and an updated attendance roster are on each bus.

6. Responsibilities of the Principal:

After arriving on the scene, the Principal shall be responsible for the following:

- a. Children will be checked against the bus list and absentees verified.
- b. Children with special health problems will be examined by the Principal and/or the emergency medical team.
- c. Each child's parent or guardian will be called by the school, notifying them of the accident.
- d. Should a parent or guardian not be reached and the child complains of injury after emergency first aid has been administered, the school may call a physician to examine the child.
- e. If available, a school nurse will accompany the Principal to the scene of the accident.
- f. The school secretary or another staff member will remain at the Principal's office for a reasonable amount of time to answer parent questions and to coordinate actions directed by the Principal.

Business/Non-Instructional Operations

Transportation Equipment

Privately Owned Vehicles

The Board of Education recognizes that, in special incidental, unplanned and/or emergency circumstances, district employees may need to use private vehicles for school purposes. In particular, the Building Principal or designee may authorize the transportation of students in private vehicles for the following reasons:

1. to transport a student or students to a hospital or other medical facility, in the event of a medical emergency; and/or
2. to transport a student or students to district-sponsored events when regular district transportation is unavailable.

Prior authorization may not be necessary in the event of an emergency. The district assumes no liability unless the employee has prior authorization for such transportation.

District administrators will exercise caution in authorizing transportation of students in private vehicles, since the district potentially assumes liability for any accident claim which exceeds the driver's automotive liability coverage. Any teacher or parent using a private vehicle to transport students on a regular basis must provide evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent of Schools or the School Business Administrator.

The incidental, unplanned and/or emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.

(cf. 3541.22 – Drivers)

(cf. 4133.1/4233.1 – Use of Board of Education Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes
 14-1(i) Motor vehicles: definitions.
 14-212 (8) Definitions - "Student transportation vehicle."
 14-212 (2) Definitions - "Carrier."
 PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement.
 Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

Policy adopted: June 26, 2006

Policy revised: December 8, 2008

EAST HAMPTON PUBLIC SCHOOLS

East Hampton, Connecticut

Business/Non-Instructional Operations

Records and Reports

Transportation Complaints

All complaints concerning school transportation safety shall be made to the Director of Curriculum and Administrative Services. The Director of Curriculum and Administrative Services shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations.

The Superintendent of Schools shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty days of the end of the school year.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re: school transportation safety.