

R 8600 PUPIL TRANSPORTATION

A. Procedure: Accident

1. If the driver is disabled, he/she will have a responsible driver or passerby assist in supervision until help can be obtained.
2. The driver will determine immediately whether pupils should remain on the bus or evacuate to a safe location. In either event, the driver will maintain supervision and control of all pupils.
3. Driver will ask pupils if they are hurt and then visually check each pupil for obvious injuries.
4. Driver will remain with pupils and have pupil or passerby summon aid from police. When police are summoned, First Aid Squad shall be requested, if needed. When police arrive, driver will relinquish authority to investigating officer, but will continue supervision of pupils under his/her charge.
5. School authorities shall be notified immediately by police and driver of the following:
 - a. Location of accident;
 - b. Pupil transportation vehicle involved;
 - c. From or to which school;
 - d. If any injured.
6. Pending arrival of help, if the driver believes immediate first aid for some passengers is necessary, he/she may take whatever corrective measures his/her competence permits.
7. The Transportation Coordinator shall:
 - a. Verify accident with police, driver and/or bus contractor.
 - b. Notify school Principal and Board office.



- c. Proceed to scene of accident with mechanic, Principal and school nurse.
 - d. Instruct school nurse to check all students on bus for injury, and the school shall phone parents to notify of accident.
 - e. Notify Department of Education and New Jersey Division of Motor Vehicle of accident. In case of severe accident, vehicle will not be removed until Motor Vehicle inspectors respond.
 - f. Arrange for alternate means of completing the trip, if necessary.
 - g. Keep a written record of each accident.
 - h. Report all accidents to the State.
 - i. Require any driver involved in an accident resulting in injury or damage, to partake in a post accident evaluation by his/her supervisor.
 - j. Require any driver involved in a commercial motor vehicle accident, to undergo a post-accident drug and alcohol test, if the accident involved the loss of human life, or if the driver received a citation under State and local laws for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person who, as a result of the injury, receives immediate medical treatment away from the scene of the accident;
or
 - (2) One or more of the vehicles incurred disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
8. Any driver found at fault and issued any traffic violations will be suspended one day without pay. If, in the event of a second violation, a three-day suspension will be assessed. A third occurrence within a two-year period will result in his/her termination.



B. Vehicle Breakdown on Field Trips

1. If a vehicle breaks down or shows signs of mechanical difficulty, and the return time of the trip is altered, the person in charge of the trip shall contact the Transportation Coordinator.
2. The Transportation Coordinator will arrange for alternate means of completing the trip, if necessary.
3. Building Principal shall be notified of any adjustment to estimated time of arrival so that parent(s) or legal guardian(s) can be informed of any change in expected return time.

C. Procedure: Vehicle Breakdown on Regular School Runs

1. Driver will contact the Transportation Coordinator and describe the condition so that appropriate action can be taken immediately.
2. Transportation Coordinator shall take the following steps:
 - a. Provide for replacement of vehicle.
 - b. Notify the school so that questions from parents about bus arrival time can be accurately answered.

D. Procedure: Emergency Drills

1. Schools shall organize and conduct emergency exit drills at least twice within the school year for all pupils who ride school buses. As the school bus driver is an integral part of the procedure, it is mandatory that he/she participate.
2. Drills shall be conducted on school property and be supervised by the Principal or person assigned by him/her to act in a supervisory capacity.
3. At the same time as evacuation drills are conducted, the Principal and Transportation Coordinator shall check driver reaction to other Board of Education procedures such as familiarity with accidents, breakdowns, etc.
4. The Board of Education shall provide a safety education program to all public school pupils which includes pedestrian safety and rules for riding a school bus.



E. Driver Orientation Requirements

1. Prior to school opening, the Transportation Coordinator shall conduct a driver safety orientation conference with all Board of Education drivers.
2. The Transportation Coordinator shall, during the orientation, thoroughly cover all relative Board of Education Policies, Rules and Procedures after which copies of each shall be given to each driver with instructions to thoroughly familiarize themselves with their requirements.
3. New drivers shall be similarly briefed and supplied with materials within a reasonable period of time by the Transportation Coordinator.
4. Attendance at these orientation presentations by drivers shall be mandatory.
5. The Transportation Coordinator will, during the school year, hold driver safety meetings for the benefit of all drivers.
6. All bus drivers must complete an eight-hour defensive driving course every three years. Drivers must attend all training as listed in New Jersey Administrative Code.

F. Procedures for Emergency: Safety

The driver of any vehicle used for transporting pupils is responsible for the safety of the passengers. Therefore, if a vehicle is involved in an accident, the driver shall employ the most expeditious methods at his/her command to insure immediate and effective care of the pupils. She/he shall communicate with all individuals or agencies which can assist in promptly providing for the safety and welfare of the passengers.

G. Pupil Safety Rules

1. Wait quietly on sidewalk and/or off the street for the bus to arrive. Do not disturb private property or the people living near the bus stop.
2. Always cross in front of the bus for boarding. Make sure you can see the driver's eyes and watch for his/her hand signal to cross the street.
3. Sit properly in the seat assigned to you.



4. Never, at any time, throw an object inside the bus, out of the bus, or into the bus.
 5. When going home from school, never, never pick up papers you drop near a school bus. When you lean down, the driver can't see you. It's very important that every pupil, from preschool on, have a book bag of some sort in which to carry papers.
 6. Please remember that the driver of a school bus is in full charge of that vehicle and its passengers.
- G. Athletic/Field Trips
- Drivers must stay with their group for the duration of that trip. If lunch/dinner is warranted, they must return immediately after.
- H. Evening/Weekend Trips – Inclement Weather Procedure
- In the event of inclement weather involving any pupil transportation, the Transportation Coordinator will advise the Superintendent of Schools of the weather conditions pertaining to those trips. Upon his/her review, the Superintendent will determine the status of the trip.

Adopted: May 26, 2009

