

4.72 – TRANSPORTATION

General Policy

- A. Students who reside two or more miles from the elementary school located in their residential attendance zone will be assigned bus transportation. Parents/Legal Guardians who reside within the two mile zone are responsible for the transportation of their children to and from school.
- B. School bus stops will not be established inside the two mile zone for transportation of students living within the two mile zone. A stop may be established inside the two mile zone if it provides a safer stop for students that live beyond the two mile zone.
- C. Bus loads will be limited to maximum bus capacity or below.
- D. Bus routes will be streamlined to conserve money, time and fuel by setting up equidistant stops, eliminating door-to-door pickups, and by eliminating side trips from main bus arteries more than one mile involving less than six students.
- E. Buses shall be routed to provide the best service for the greatest number of students. However, routes shall be planned to provide the most economical operation of buses with distance and road conditions being the major criteria for economical routing.
- F. All school bus stops shall be at least one-fourth of a mile apart except in the case of routes on principle highways. The Superintendent is authorized to suspend this policy if safety factors indicate additional stops. More stops may be made during inclement weather.
- G. The Transportation Director or designee is authorized to plan bus routes within the policies of the Board on transportation and to change routes at any time when better services can be provided for a greater number of students by such change.
- H. When possible, all bus stops should be located at points where the bus can be seen for a distance of least 300 feet, and preferably 500 feet. The Supervisor of Transportation shall designate each bus stop. The bus route or bus stop is not to be changed without the approval of the transportation supervisor.
- I. In case of accident or other delay enroute, the driver is to remain with the bus and the children and call for assistance.
- J. The maximum speed limit while transporting children is the posted speed limit not to exceed 65 miles per hour.
- K. At school bus stops where it is necessary for the children to cross the road in going to and from home, the children should cross in a group at a distance of approximately ten feet in front of the bus while the bus is stopped.
- L. Cell phones should not be used except for emergency situations.

Policies for Student Riding School Buses

- A. Students should be at the bus stop at the scheduled time. They should stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. They should not play on the highway or road.
- B. While loading or unloading, students should enter or leave the bus orderly and quickly.
- C. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
- D. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb riders on the bus.
- E. No firearms, knives or other sharp objects of any kind are allowed on school buses.
- F. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students must keep seated while the bus is in motion and must not move while it is stopped except as the driver directs. Students are not to put their hands, arms, head or bodies out of the windows. Students are not to yell at anyone outside the bus.
- G. Students are not to deface the bus or any school property. Students should not throw paper, food or other objects on the floor of the bus. No eating is allowed on the bus. The aisle should be kept clear of books, lunches, coats, feet, etc.
- H. The use of all tobacco products is prohibited.
- I. Students will be picked up or let off at the regular designated bus stop each day.
- J. Students are always to exit and cross in front of the bus.
- K. Visitor Riders: Students who are not provided transportation by the school district will not be allowed to ride any bus UNLESS a permission note from a parent or guardian is presented to the bus driver. This permission note MUST contain a school district administrator's signature.
- L. Cell phones should not be used except for emergency situations.

Policies Concerning Use of Buses or Vans on Special Trips

- A. Request for a bus to make a special trip must be made to the person in charge of transportation not later than noon on the last school day preceding the day of the trip. It is preferable that the request be made sooner. If more than one bus is needed, the request must be made at least 48 hours before trip time.
- B. The school or organization requesting special trip service is to submit the number of persons to go on the trip and the Supervisor of Transportation will determine the number of buses needed.
- C. There must be one or more teachers or chaperones on the bus for the entire trip.
- D. No passenger is to occupy the driver's compartment except in case of an emergency and then only under the direction of the driver or the teacher in charge.
- E. Classroom conduct is to be maintained at all times except for common conversation.
- F. No passengers are to board the bus until a teacher is on the bus. If the bus makes a rest stop in transit and the teacher and the driver get off, then all passengers must get off and remain off until the teacher is back on the bus.
- G. There shall be no tobacco use on the bus by anyone.
- H. There shall be no eating or drinking of any kind on the bus except when specifically authorized by the sponsor of the trip. Sponsor shall be responsible for returning the bus clean as judged by the Supervisor of Transportation. A charge of \$25.00 will be assessed the sponsoring school or organization failing to clean the vehicle properly.
- I. The very best care of equipment is a must. The sponsoring school, class, team or organization will be responsible for any and all damage done to the bus by passengers on the trip and will be asked to pay for repair or replacement of damaged equipment, whichever is deemed best.
- J. The emergency door (rear door) is never to be opened except in case of an EMERGENCY unless it becomes necessary to open it in order to load or unload band instruments, football equipment, etc. even then no one is to get in or out of the bus through the rear door.
- K. It is the responsibility of the Supervisor of Transportation to secure the driver for all trips.
- L. It is suggested that inspection of the bus prior to its departure be made to ascertain the exact condition of the bus.
- M. The maximum speed limit while transporting children is the posted speed limit not to exceed 65 miles per hour.
- N. It is regarded by the school administration as a privilege for the school to supply transportation services. A violation of the regulations may forfeit bus privilege or securing of such services.

Legal References:

Arkansas Code § 6-19-101 through 6-19-116.

Date Adopted: 03/13/07

Last Revised: 04/18/11