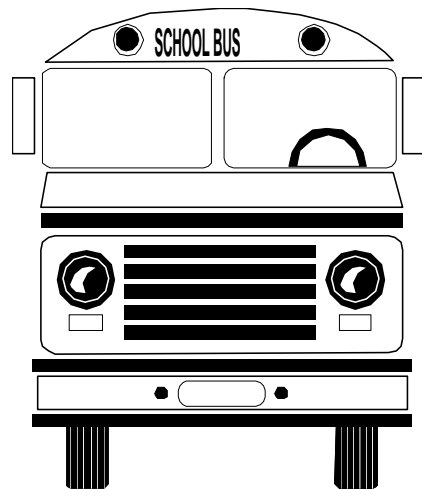


ALTOONA AREA SCHOOL DISTRICT



Approved by: _____ Date: _____

TRANSPORTATION MANUAL 2006 - 2007

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I. Altoona Area School District Board Policy 8100 - Transportation

8101 - Responsibility of the Board of School Directors in Providing Transportation Services for Pupils

1. Transportation shall be provided in accordance with Section 1361 of the Pennsylvania School Code and such other acts passed by Legislature.
2. Regulations of the Pennsylvania State Board of Education, Pupil Transportation, 4-120, General Provisions, require that all aspects of pupil transportation must comply with the School Laws of Pennsylvania, State Board of Education regulations, and have prior approval by the Department of Public Instruction. This includes the responsibility that school buses used for the transportation of school children must meet the Minimum Standards for School Buses as adopted by the State Board of Education.
3. Reimbursement for pupil transportation shall not be paid unless such buses meet these minimum standards.

8102 - Transportation Policy

1. Students shall attend school in their attendance area. Only special education students may be assigned/transported outside their attendance area.
 - a. Transportation is assigned from the student's legal residence to school and return. Any formal written parent/guardian request for modification of this policy must be approved by the Principal and appropriate Assistant Superintendent.
2. Transportation may be provided for elementary pupils residing one and one-half miles or more, and for secondary pupils residing two miles or more by the nearest public highway **from the school in which the pupils are legally enrolled** (within the District proclaimed individual school's boundaries) and to which transportation is lawfully authorized or required, **and for transportation of pupils residing in areas where there are no sidewalks and the road/traffic conditions are such that walking on the shoulder of the road constitutes a hazard to the safety of the child and is so certified by PennDot District Nine Engineer.**
3. Transportation may be provided to the child of a single working parent from a day care center to school and return if **severe hardship is proven** and the request in writing is approved by the Transportation Supervisor, Principal and appropriate Assistant Superintendent.

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4. Transportation may be provided for **approved** and **budgeted** field trips during school days between the hours of 9:00 AM and 2:00 PM in accordance with **vehicle/driver availability**, or if spare vehicles are available the trip time may extend beyond the 2:00 PM deadline.
 - a. The sponsor of the school group/activity requesting the use of an AASD vehicle must have the request, with all required signatures affixed, in the Transportation Office **ten workdays** prior to the trip.
 - b. Only five adults may accompany each bus as chaperons, excluding the bus driver. Elementary field trips may require more than five chaperons but the number of chaperons is not to exceed ten for any field trip. Elementary requests for more than five chaperons must have the approval of the Assistant Superintendent of Elementary Education.
 - c. Only District employees/school board members are permitted to drive District vans.

8103 - School Bus Driver Employment

Every application for the position of school bus driver shall be made on a standard form supplied by the Office of Human Resources of the AASD. A completed/approved "Act 34" criminal investigation report by the Pennsylvania State Police and "Act 151" report must accompany each completed application. **(Refer to Section II for specific requirements)**

8104 - AASD School Bus/Van/Contract Driver Accident Procedures

1. School Bus Driver
 - a. No matter how small or insignificant the accident, **STOP** and **REPORT** to the Transportation Supervisor via two-way radio or telephone. Give your location, seriousness of the accident and if you require medical assistance.
 - b. Students are not to be left unattended at any time.
 - c. Make sure you turn off the vehicle power, remove your ignition key, and check riders for injuries to determine the feasibility of evacuation.
 - d. **DO NOT** move the vehicle until the police or Transportation Supervisor arrives.
 - e. Give first-aid to any student requiring it, taking the most serious case first. Your most important segment of first-aid training is knowing the locations of pressure points in order to stop bleeding. **DO NOT MOVE** an injured person unless it is absolutely necessary.
 - f. If you are unable to contact the Transportation Office, send a student or passer-by to contact the office at 946-8220 or 946-8221, and the police (Emergency 911).

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- g. To prevent additional accidents:
 - (1) In daytime, place flags 100 feet to the front and rear of the vehicle and at its side.
 - (2) At night, place three lighted flares, as directed above.
 - (3) Keep students inside the bus unless endangered by fire or toppling of the bus.
 - h. Collect information from the other driver or property owner involved in the accident. Collect names of witnesses. Diagram the accident with vehicle locations.
 - i. Be courteous...Do not argue or attempt to place blame.
 - j. Check your information before you leave the accident location...Review the police report with the officer.
 - k. If the accident includes an unattended vehicle, or private property, attempt to locate the owner. If you are unsuccessful, leave your name, address and registration number on or about the damaged property...Report the accident to the Transportation Office.
 - l. In case of BREAKDOWN:
 - (1) Call by two-way radio or telephone for assistance and instructions.
 - (2) Display flags or flares as described in "g" above.
2. School Transportation Supervisor will:
- a. Notify AMED, the Police Department and Administration.
 - b. Proceed to the site of the accident.
 - c. Report to the Transportation Office, the location of the accident, number of students on the vehicle, the number of injured students, and the hospital to which they were transported.
 - d. Assist the driver with providing the necessary information to the Police.
3. The Transportation Office will notify the following:
- a. The Superintendent and the appropriate Assistant Superintendent.
 - b. The Public Relations Director - the Director will represent the Altoona Area School District in releasing the information to the media after notification of families.

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- c. Building Principal - the Principal will not release information to the media, however, he/she may release information to the parents of the children, but not the location of the accident; not wanting parents to pick up their children.
 - d. Security - Security will assist the Transportation Supervisor and keep the Transportation Office informed by phone.
 - e. Parents - parents will be notified by phone.
 - f. Business Office - so that they may contact the insurance company representative, if necessary.
4. Field Trip Accident Procedure
- a. Contact the Supervisor of Transportation to be given specific instructions as per the situation.

Amtran Bus Accident Procedures

The following must be done whenever an Amtran bus is involved in an accident and has AASD students on board:

1. The Driver:
 - a. Will immediately radio the Amtran dispatcher giving the location of the accident and whether or not there are any injuries.
 - b. Get the names and addresses of all individuals on the Amtran bus and names of any individual taken to the hospital, and location of the hospital.
 - c. Get information on any other vehicles and drivers involved in the accident.
2. The Amtran Dispatcher:
 - a. Will immediately notify the police of the accident and whether or not ambulances are necessary.
 - b. Send an Amtran Supervisor to the scene to assist the driver in obtaining the names of the passengers.
 - c. Notify the Altoona Area School District Transportation Department of the accident by phone (946-8221 or 946-8220) and, if they wish, they may send a Supervisor to the scene.
3. The Amtran Supervisor:
 - a. Information gathered at the accident scene will be given to the Altoona Area School District Transportation Office.
 - b. Will not make any statements or release any information to the news media immediately following the accident - the Altoona Area School District will

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make the necessary announcements concerning injured passengers after notifying the families.

- c. Will also notify Amtran's insurance carrier as soon as information is available.

8105 - Transportation of Exceptional Children by Private Individuals

1. The Board shall, upon the recommendation of the Superintendent, enter into contracts for the transportation of exceptional children to and from their homes with private individuals in accordance with the Pennsylvania School Code, Section 1365. [Board Minutes, January 12, 1970, Page 2802]
2. It shall be unlawful for any driver or owner of a vehicle transporting pupils under a contract with a school district, or any member of, or for the Board of School Directors, to demand, request, or accept any compensation for transporting pupils other than the compensation stipulated in the contract filed with and approved by the Department of Public Instruction (Amended December 18, 1969, Act No. 170) Pennsylvania School Code Section 1365.

8106 - Pupil Special Services Regulations for Contract Drivers

1. The transporting of pupils to and from school is a vital part of the total school program. Proper supervision of students, strict adherence to all traffic regulations, maintenance of a safe vehicle, and the observance of safe driving practices must be followed as well as the following regulations:
 - a. Vehicle insurance coverage including the School Bus Rider is required in the amount of \$100,000 and \$300,000. Insurance notices and certificate for School Bus Rider must be filed with the Supervisor of Transportation no later than September 30.
 - b. Pre-approved routes and time schedules will be followed exactly. Any changes are issued from the Supervisor of Transportation.
 - (1) Exceptional children, when approved by the Multi-disciplinary Team (MDT)/Individual Education Planning Team (IEP) may be required to walk to a point not more than one and one-half miles from their home to a pick-up point within their capabilities.
 - (2) The IEP team shall conclude that transportation to and from school or to and from an extracurricular activity, or developmental, corrective or supportive service needed by an exceptional student during school hours, is a related service. [Chapter 14, Chapter 342, State Board of Education, Department of Education, Special Education Services and Programs]
 - (3) The IEP of each student shall be implemented as soon as possible, but no later than ten school days after the completion of the IEP. [Chapter 14, Chapter 342, State Board of Education, Department of Education, Special Education Services and Programs]

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- c. Drivers should not vacate their cars while students are in the car. It is the responsibility of the parent to get the student to and from the car. Students must utilize safety belts at all times.
- d. **Five minutes** is the absolute **maximum waiting** time for late student arrivals.
- e. When the child is delivered to his/her home and the parent/guardian is not home, the child is to be taken to the Office of Pupil Special Services in the Administrative Wing of the Altoona Area High School. Efforts will be made to contact the parents or guardian. However, if the parent/guardian **cannot** be contacted, Blair County Children's Services will be contacted.
- f. Contact car drivers must be 21 years of age or over; be approved by the AASD School Board; possess a valid Pennsylvania operator's license; and complete an "Act 34" criminal investigation report by the Pennsylvania State Police and an "Act 151" report.
- g. Questions/Problems should be directed to the Transportation Supervisor at 946-8220.

8107 - Bus Schedules

Bus schedules will be available on the District website two weeks before the opening of school. Schedules may also be posted in the individual buildings at the discretion of the building principal.

8108 - Bus/Contract Car/Van Drivers

- 1. All drivers are responsible for having the proper and updated accreditation ready to start each new school year.
- 2. The annual physical examination for all bus, van and contract car drivers will be scheduled and paid for by the AASD.

8109 - Bus Passes

- 1. Bus passes will be distributed to all eligible students in accordance with Pennsylvania School Code the first day of school or as soon as possible thereafter. Students are responsible for getting to school until they receive their bus pass.
- 2. Bus passes are not to be sold or transferred under the penalty of loss of riding privileges. Lost bus passes may be replaced for \$5-first loss; \$10-every other replacement. After the second bus pass replacement, purchase of any additional bus passes will be made in the District Transportation Office by the parent or guardian.

8110 - Non-Public School Pupil Transportation

1. The Altoona Area Board of School Directors may provide free transportation to any resident pupil to and from any point in accordance with the Pennsylvania School Code.
2. When provisions made by the AASD for transportation of public school students, the District shall also make identical provision for free transportation of pupils who regularly attend non-public schools approved by the Pennsylvania Department of Education and are located within a ten-mile radius of the AASD boundaries. Any field trip transportation must be correlated with a trip scheduled by a public school activity.

8111 - School Buses/Vans for Field Trips

Requests for school buses/vans for educational purposes (in or out of town) must follow the procedure described in Section VI (Field Trips - Procedures For Request), and may be approved by the Board upon the recommendation of the Superintendent.

8112 - Vehicle Repair

1. All AASD official vehicles will be serviced and repaired in the Altoona Area School District Greenwood Transportation garage, unless the AASD is unable to handle the repair, at which time the repairs will be performed by a qualified outside garage.
2. **NO** private vehicles of any kind will be repaired or serviced by the mechanics at this Altoona Area School District garage facility.

8113 - Vehicle Assignment

1. Assignment of AASD vehicles is to be done through the following channels:
 - a. Proper field trip request form completed and forwarded to Principal or Supervisor for approval.
 - b. Request forwarded to Assistant Superintendent for approval, and
 - c. Request with above signatures forwarded to Transportation Supervisor for assignment of vehicle and driver (when desired).
2. School District vehicles are to be used for the sole purpose of transporting students, staff and/or Board members to and from Board approved conferences, field trips, seminars or contests.
3. Vehicles may also be assigned by Central Administration for use by staff and Board to approved conferences, field trips, seminars or contests.
4. School District vehicles will not be approved for assignment to anyone other than as stated above.

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5. Permanent assignment of vehicles will be made to the following persons **ONLY**: Director of Security, Security Officers, Director of Buildings and Grounds, and the Transportation Supervisor.
6. School District vehicles, except school buses/vans, will be replaced in 60 months or 60,000 miles, whichever occurs first.

8114 - Use of School Vehicles/Vans

School buses/vans may be used to transport school students for transportation outside the District boundaries if the trip is for educational purposes and official requests completed with all signatures affixed are properly submitted (8102 4. a.).

8115 - Emergency Procedures

In the event of any accident or anything that may disrupt the normal safe driving route of the vehicle, the vehicle driver will call the Transportation Supervisor by two-way radio or phone and give the location, seriousness of accident and whether or not the incident requires medical assistance. Do not move the vehicle or release any children to parent/guardian until the Transportation Supervisor and the police arrive. (Refer to Section IV of this manual)

8116 - School Bus Discipline

1. Authority of District Vehicle Drivers, Teachers, Assistant Principals and Principals Over Pupils.
 - a. The above-listed authorities shall have the right to exercise the same authority as a parent, guardian or persons as to the conduct and behavior over the pupils attending his school, including the time required in going to and from their homes.
2. Please refer to specific discipline procedures as listed in the Transportation and Teacher Handbooks for elementary and the AASD Student Code of Conduct for secondary students.

8117 - Policy of Student Transportation

1. Safety and proper social behavior is important in all phases of the school program, but imperative in school transportation and of prime concern to the administration and school board. Students must read and understand the rules printed and given to them concerning their obligation while being transported by an AASD vehicle.
2. A pupil who cannot maintain self-discipline on a District/Amtran vehicle will forfeit this privilege and rely on his/her own means of transportation to/from school. The school vehicle driver is authorized to maintain discipline on his/her vehicle in accordance with the Pennsylvania School Code and has the same authority as a teacher. Safe transportation depends upon operator/pupil cooperation.

II. Transportation Certification Requirements for Employees (Board Policy #3044)

1. In order to insure that the requirements of all bus, van, and contract drivers are maintained and recorded, the District will track and monitor each driver with the following information: driver name, location of assignment, license information, any moving vehicle violations, annual physical exam, Act 34 clearance, and Act 151 clearance. For contractors, the District will maintain the vehicle and insurance information.
2. As a school vehicle driver, an employee must be in good physical condition, of good character, and skilled in interaction with children and the operation of his/her respective vehicle. Drivers must be even tempered and have the ability to adjust to varying conditions of the job, being ever mindful of safety concerns and issues.
3. To legally operate a school vehicle, an approved driver must have in his/her possession the following documents:
 - a. Current valid physician's certificate, properly signed by operator;
 - b. Current valid Pennsylvania Driver License;
 - c. Current valid Pennsylvania School Operator's License, properly signed by operator;
 - d. Current valid School Bus Operator's Certificate, properly signed by the operator (bus drivers only).
4. An approved driver is also required to:
 - a. Comply with all government requirements applicable to the use or operation of a vehicle;
 - b. Complete required initial training and certification every four (4) years (bus drivers only);
 - c. REPORT ANY CONVICTION VIOLATION AFTER ORIGINAL CLEARANCES ARE SUBMITTED, AS WELL AS ANY MOVING VIOLATIONS.
5. The District shall obtain annual Motor Vehicle Reports from the Department of Transportation for each driver to verify driver requirement accuracy.
6. The District will evaluate information that goes beyond the minimum statutory requirements regarding qualifications of school vehicle drivers, including Section 111 of the PA School Code crimes where the convictions are beyond the five year look back period. ALL crimes (not strictly Section 111 crimes) will be considered for this evaluation process. While these crimes do not, under the Public School Code, disqualify individuals absolutely from employment, we believe they clearly relate to an applicant's suitability and will be considered on a case-by-case basis in evaluating an applicant's overall qualifications.

III. OTHER RESPONSIBILITIES OF A SCHOOL BUS/VAN DRIVER

1. Appropriate Apparel

Since students are influenced by good appearance, behavior and speech, drivers shall wear appropriate apparel and have a professional demeanor at all times while on duty.

- a. Appropriate apparel: blouse, shirt, skirt, slacks or trousers.
- b. Inappropriate apparel: shorts, mini-skirts, tight "T" shirts, muscle shirts, sheer blouses, halters, novelty printed shirts.

Footwear must be worn for safety on duty.

- a. Proper footwear: closed shoes with chisel heel or snug heel strap.
- b. Improper footwear: open-toe shoes, clogs, scuffs, thongs.

2. Set a **GOOD EXAMPLE** for the students to follow:

- a. Be *PLEASANT* and *CHEERFUL*.
- b. Be *FIRM* and *FAIR* in your instructions and their application. Know and follow the Altoona Area School District rules for disciplinary action.
- c. Refrain from using profanity.
- d. The use of tobacco products in your vehicle is prohibited.
- e. Provide a receptacle for trash and teach your riders to use it.

3. Treat his/her vehicle as if it was his/her own.

4. Obey all Pennsylvania Vehicle Code laws, plus have a clean driving record with the State.

5. Drive Defensively! Exercise Caution! Obey the laws, and do not count on other motorists/pedestrians to do the same.

6. Practice courtesy. Acts of kindness and consideration will brighten the image of the school Bus/Van Drivers and the Altoona Area School District.

7. Stay Alert! Keep your eyes and mind alert and "Drive Ahead." **NEVER** drive if you are tired, ill or **ANGRY**.

8. Do Not Rush! "**SAFETY FIRST - SCHEDULE SECOND!**"

9. Maintain safe following distances. Allow one second stopping time for each ten feet of your vehicle length under *NORMAL CONDITIONS*.

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10. Avoid backing your vehicle if at all possible.
11. Report to the Transportation Supervisor any vehicles that run through your flashing *RED LIGHTS*.
 - a. Get as much identification on the vehicle/driver as you can: car type, color, license number or partial number, male or female driver, etc. Complete form for the Altoona Police Department.
 - b. Note location of the violation, date, and time.
11. *NEVER* leave your vehicle unless you turn off the power/ignition; put it in gear; set emergency brake; and remove key.
12. Check your vehicle daily for maintenance... that strange sound usually means trouble.
 - a. Keep your bus/van clean.
 - b. **IMMEDIATELY** report to the chief mechanic, in writing, any mechanical problems or physical damage to your vehicle.
 - c. Report to the garage ten minutes before you are scheduled to leave so that you may *CONSCIENTIOUSLY* complete your *REQUIRED* safety pre-trip vehicle inspection.
13. Maintain order and discipline on the bus/van at all times. Use consistent firmness, patience and courtesy and set a good example for the pupils to follow. School law provides you with the same authority as a teacher while performing your duties as a school bus/van driver in route. **YOU MAY NOT**, however:
 - a. Remove a student from your vehicle.
 - b. Refuse to haul a disruptive student.
 - c. Use physical force on any student.
 - d. Permit any student to get on or off at any stop other than his/her established stop, unless you are shown written parent permission with the building Principal's and Transportation Supervisor's permission.
 - e. Permit "*student visitors*" to ride your vehicle unless written permission is given by the building Principal and Transportation Supervisor.
14. Attempt to correct small discipline problems before they grow into major problems. Be aware of the normal behavior patterns of the age groups you are transporting...**BE TOLERANT**.
 - a. Stop you bus in a safe off-road area to reprimand a student or students. Use your two-way radio to call the Transportation Supervisor in case of serious disruptive behavior.

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15. If discipline action is required, make sure the **Elementary Bus/Van Driver Student Violation Report (TRP-F002)** or the **Disciplinary Referral for Secondary Education (TRP-F001)** is filed immediately with the building Principal and Transportation Supervisor.
16. You **MUST** conduct two *BUS EMERGENCY EVACUATION DRILLS* each school year before September 15th and March 15th on school grounds or at a location approved by the Transportation Supervisor. No one knows when a fire or accident may occur, so the student rider must be familiar with life-saving procedures, including the assignment of a *STUDENT LEADER* in case of the driver's inability to carry out his emergency duties. After each drill, the driver must submit the **Evacuation Drill Report (TRP-F006)** to the Transportation Office.
17. Do not add or change location of any stops, time of pick-up or order of route to connect the stops without having authorization from administration. Drivers must adhere to the morning and afternoon schedules as closely as possible. Drivers will pick up or leave students off only at authorized stops. Drivers will complete the **Weekly Bus/Van Report (TRP-F004)**.
18. Complete the **AASD Bus Seating Chart (TRP-F005)** for the elementary and secondary students transported in your bus by October 15th.
18. **Bus/Van Driver Violations of Safety Laws / District Rules and Regulations (Refer to Board Policy 3042 - Professional Practices and Conduct of Employees)**

IV. Student Responsibilities in School Vehicle Ridership

1. Safety Rules which **MUST BE OBEYED**:
 - a. Follow the **RULES AND REGULATIONS** as issued by your bus/van driver, keeping in mind that by School Law the authority figure is the driver as long as you are in route to and from school.
 - b. Do not **PUSH** or **RUN** while *LOADING* or *UNLOADING* from the bus or at the bus stop.
 - c. Students should sit in the seats the **ENTIRE TIME** they are on the bus/van and use seat belts when provided.
 - d. **ALWAYS** cross in front of the bus/van. The driver's vision is hampered to the rear of the vehicle.
 - e. **FIGHTING/HORSEPLAY** will not be **TOLERATED**. Such actions on the bus/van and at bus stops invariably lead to serious accidents. Stay away from the sides of the bus where you might fall under the vehicle.
 - f. **NEVER ACCEPT RIDES FROM STRANGERS...REPORT** any such offers to your bus/van driver and your school Principal.

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- g. Keep the *NOISE LEVEL* to a normal speaking level. Loud talking, screaming, singing, yelling and portable stereos distract from the driver's power of *CONCENTRATION*, creating a safety hazard.
 - h. No animals, firearms, explosives, dangerous or objectionable items may be brought on the vehicle. **NO** school items, e.g., gym bags, musical instruments, etc. (in buses) except those which can be held on your lap, will be transported. Musical instruments that can be stored behind the back seat will be transported in vans only.
 - i. Keep *HEADS, ARMS, HANDS, LEGS,* and *FEET* inside the bus and **NOT** dangling out the window.
2. Student Rules of Courtesy:
- a. **USE OF TOBACCO** is not permitted on School District vehicles.
 - b. **NO USE OF CONTROLLED SUBSTANCES, ALCOHOL, DRUGS, ETC., WILL BE TOLERATED** on bus/van, and if apprehended, the student will be subject to **PERMANENT LOSS OF RIDING PRIVILEGES**.
 - c. No profanity should be use.
 - d. Destruction of school property (vehicle seat destruction, floor burns, etc.) is considered a Major Bus/Van Violation and will be treated as such.
 - e. **NOTHING** is to be thrown out of the bus windows. Serious accidents, property damage and injuries have occurred due to the breaking of this rule, making the Altoona Area School District and student offenders **LIABLE FOR EXPENSIVE PROPERTY SETTLEMENTS**.
 - f. In case of an **EMERGENCY...LISTEN** carefully to the instructions given by your driver/student leader...**DO NOT PANIC...STAY CALM**.
 - g. Always sit in your assigned seat.
3. Violations:
- a. For Elementary Students - Use the form **Elementary Bus/Van Driver Student Violation Report (TRP-F002)**
 - b. For Secondary Students: Secondary students are responsible for compliance with all rules under the Secondary Code of Conduct - Use the form **Disciplinary Referral for Secondary Education (TRP-F001)**
 - c. Vandalism:
 - (1) For Elementary and Secondary Students - Use the form **School Bus Driver Vandalism Report (TRP-F003)**

V. School Administrative / Instructional Staff Responsibilities

1. Pennsylvania State Law provides the school bus/van driver with surrogate authority while transporting school students to and from school, but the final authority rests with the school administrator in discipline situations and final dispositions.
 - a. The Altoona Area Board of School Directors and Central Administrative Staff must provide the proper equipment to safely transport students, plus written rules and regulations understood and abided by all parties concerned.
 - b. School Principals and instructional staff must be responsible for teaching/observing that all safety measures are followed and reinforce the driver on reported discipline problems. This education must be continued throughout the year and include parent in-service.
 - c. The Transportation Supervisor and repair personnel must see that equipment is maintained daily and that all drivers are observing the rules of safe transportation to the letter of the law.
 - d. The Transportation Department will hold a driver safety recognition program for District drivers. This program will entail presentation of pins and plaques to drivers with safe driving records of 5, 10, 15 and 20 years.
2. One of the greatest public relations arms of the Altoona Area School District is the school bus/van driver and his special colored and identifiable vehicle. The driver is the first individual the student is involved with and will sometimes set the student's mood for the entire day. To citizens, the bus/van driver may be their only contact with the District. An act of driving courteously by a District driver may change a person's opinion and attitude toward the District.

REMEMBER: "COURTESY IS CONTAGIOUS...LET'S START AN EPIDEMIC!"

VI. Field Trips - Procedures For Request

1. Buses are generally available for field trips from 9:00 a.m. until 2:00 p.m. These times are for leaving the school and arriving back at the school. Drivers will not remain with the group unless there is only a short waiting period or unless requested to do so.
2. All requests should be submitted in triplicate to the appropriate Assistant Superintendent's Office at least ten days before the date on which the trip is planned. Long distance trips require School Board approval prior to the trip.
3. Mileage for athletic trips and/or field trips using School District buses, vans, or other District vehicles will be at \$1.00 per mile. The cost per mile will be increased as it becomes necessary due to the increases at the gas pump.
4. The use of motor coaches for athletic trips and/or field trips will be at the discretion of the Administration.

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5. All field trips require signed parent permission slips. Teachers must secure written permission from parent or guardian before the child will be permitted to participate in accordance with current Board Policy.

VII. School Bus Video System

All Altoona Area School District school buses will be equipped with a school bus video system aimed at maintaining good management and discipline.

REVISION HISTORY:

<u>Date:</u>	<u>Rev.:</u>	<u>Description of Revision:</u>
01-Sep-01	A	- Original Release.
01-Aug-05	B	- Updated to current policies and procedures
01-Aug-06	C	- Revised the date on the cover to 2006-2007 - Added the form, "Bus/Van Mileage (TRP-F007) to the Table of Contents (page 2). - Page 9 – In the paragraph titled, <i>School Buses/Vans for Field Trips</i> , revised the section reference from VIII to VI. - Page 11 – In paragraph #6, revised the spelling of "form" to "from."

TRANSPORTATION FORMS