

## **STUDENT TRANSPORTATION POLICY**

### **V.B. Glencoe Charter School**

#### **Policy Statement**

V.B. Glencoe Charter School will provide safe and comfortable transportation to all eligible students in the District in accordance with Louisiana R.S. 17.158 and the Louisiana Department of Education Student Transportation Handbook.

V.B. Glencoe Charter School recognizes that student transportation to and from school is necessary due to the geography and demographics of the district. The School Board will ensure that transportation is scheduled in such a way that the best educational interest of the students are served.

The district shall operate its own fleet of buses and other types of vehicles as needed. Students will be transported in buses, with exceptions given to individual field trips that may use other modes of transportation with prior approval from the transportation director and parent permission slips.

#### **Scope**

This policy governs all regular and special student transportation, including contracted and Board owned fleets within V.B. Glencoe Charter School

#### **Procedures and Responsibilities:**

##### **A. Administration**

General responsibility for the transportation system is vested in the Transportation Coordinator. All other people engaged in the transportation program are responsible to the transportation coordinator. Pick-up points shall be determined by the transportation coordinator. Parents shall be responsible for transporting their students to and from the pick-up points.

##### **B. Eligibility/ Route Design**

- 1) The District will provide transportation to pupils in accordance with the Louisiana Department of Education School Bus Transportation Policy and R.S.17:158
- 2) The District will provide transportation to pupils who:
  - a. Reside outside of a one (1) mile radius or greater from V. B. Glencoe Charter School.
  - b. Reside within one (1) mile of V.B. Glencoe Charter, and whose parents as a result of a physical disability are unable to transport their children or otherwise accompany their children to school.
- 3) The safety of the stop for pupil's boarding/ disembarking as well as traffic queuing is a factor in determining the location of the bus stops.
- 4) In establishing routes for pupil transportation every effort will be made to remain on the main streets to minimize travel time and maximize safety precautions for all students. Issues such as safety, distance, time considerations, road conditions, and adequate turnarounds are the guiding principles in the determination of routes or changes to routes/stops.

- 5) Route changes or modifications may be made at any time provided they are consistent with this policy, and do not cause scheduling issues. Parents and students must be notified in advance of changes, except in emergency situations. Any route changes must be approved by the transportation coordinator in consultation with the schools Administration team.

**C. Responsibilities of Parents/ Guardians**

- 1) Parents/ guardians are responsible for providing the school with proper student information including home address, phone number, and emergency contact information. Parents/ guardians are also responsible for notifying the school of any changes to this information throughout the school year.
- 2) Students will be assigned the bus pick up location closest to their home address on file with school. Parents will be notified at orientation of child's assigned bus stop and pickup/ drop off times. Parents are responsible for communicating any requested bus changes to the secretaries.
- 3) Parent/ guardians are responsible for being at the designated bus stop 10 minutes prior to the schedules pick up/ drop off time. Students will not be released from the bus if a parent/ guardian is not there to pick up the student. Any student whose parent/guardian is not at the designated stop will be returned to school. Please refer to the Student Handbook for consequences of late pickups from the bus stop.
- 4) Parents/ guardians are encouraged to support school staff and bus drivers to ensure the safety of their children by reviewing and discussing the school bus rules with their child(ren) in an effort to encourage them to assume responsibility for good school bus conduct. Please refer to the student handbook for specific bus rules.

**D. Responsibilities and Expectations of Students**

- 1) Riding on a school bus is considered to be an extension of the school. Students are expected to behave on the school bus as they would in the school and, therefore, the school director will deal with any unacceptable behavior. Improper conduct may result in the withdrawal or suspension from the bus. Reinstatement will be at the discretion of the school principal ( or designate) after consultation with the Transportation Coordinator and the student and parents/ guardians. Please see student handbook for bus rules.

**E. Responsibilities of the School Bus Driver**

- 1) The bus driver's number one responsibility is to transport students safely to and from school and extracurricular programs. The bus driver is also responsible for maintain order and proper behavior on the bus, and for compliance with all policies and rules of the District as applicable.
- 2) The bus driver is responsible for seating arrangements and has the authority to assign students to a seat. Factors such as safety, fairness, physical disability, age, and conduct are major considerations.
- 3) Bus drivers have the responsibility of maintaining a clean and safe bus which includes:
  - a. Conducting thorough pre-trip and post- trip inspections and reports which must be turned into the transportation coordinator

- b. Ensure that all necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, reflectors, etc.
  - c. Keep interior of the bus swept and free of trash at all times.
  - d. Disinfect the bus daily as instructed by the transportation coordinator.
  - e. Ensure that the bus is adequately fueled before starting the route.
  - f. Buses shall be maintained in safe operating condition through a regular preventative maintenance and inspection program. Bus drivers will be responsible for getting buses to the shop for schedule maintenance with the direction of the transportation coordinator.
- 4) Drivers must never use corporal punishment, and have no authority to deny a child the privilege of riding the bus, or drop a student at other than the designated stop. Loss of bus riding privileges can come only from the school director in conjunction with the transportation coordinator.
  - 5) Bus driver shall allow only students of V.B. Glencoe Charter School to be transported in the bus, unless authorized by the transportation coordinator.
  - 6) If the bus driver needs to contact the parent/ guardian of a student for any reason they must contact the school and the school will be responsible for reaching out to parents.
  - 7) Bus drivers should completely fill out and turn in all reports, discipline referrals, mechanical defect slips, pre-trip and post- trip inspection report to the front office of the school.

#### **F. Proper Reporting**

Students who have difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the problem cannot be resolved by the driver, then it should be reported to the principal/director of the school. Bus drivers will report unsatisfactory behavior to the school principal/director.

#### **G. Assignment of Students to Buses**

All students will be assigned a bus at the beginning of the school year. The student will be assigned the bus stop closest to the physical address on file at school unless the parent request an alternate pick up location with the transportation coordinator. All new students throughout the year will request a bus through the secretary at the time of enrollment. New students will be assigned the closet bus stop available to their physical address.

Specific transportation accommodations will only be provided to students who have formal accommodations written into their IEP. It is the school director's responsibility to make all student transportation IEP requirements known to the transportation coordinator so that proper accommodations can be provided.