

POLICIES

<u>POLICY NUMBER</u>	<u>SCHEDULE NUMBER</u>	<u>TITLE</u>
818 (8600)	E-1	Transportation
8180 (8600)	E-2	Emergency School Bus Procedures
(Regulation) 819 (8651)	E-3	Community Use of Transportation

Dated:
October 22, 1990

Policy

No. 818 (8600)

Board of Education Nutley

OPERATIONS

TRANSPORTATION

The Board of Education shall transport eligible pupils to and from school and school-related activities in accordance with law and this policy. Transportation shall be provided only to eligible public and nonpublic school pupils, authorized school staff members, and adults serving as approved chaperones.

The Board will transport pupils certified as temporarily handicapped by a physician regardless of the distance between their home and school.

The Board will transport educationally handicapped pupils in accordance with Policy No. 816 (8670).

Buses used to transport pupils must meet state standards. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.

The Transportation Coordinator shall

1. Arrange routes for any required transportation of pupils;
2. Prepare and promulgate procedures approved by the Board to be followed in the event of a bus emergency and rules governing the conduct of all pupils transported by the Board;
3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and

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4. Prepare the specifications for any bus routes or contracts for which proposals will be sought by the Board.

N.J.S.A. 18A:39-1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:1-1 et seq.

N.J.A.C. 6:8-4.3(a)10vi; 6:21-1 et seq.

Date Adopted:
Date Revised:

Dated:
October 22, 1990

Regulations

No. 8180 (8600)

Board of Education
NUTLEY

OPERATIONS

EMERGENCY SCHOOL BUS PROCEDURES

The following procedures apply to all school bus drivers employed by the Board of Education or under contract with the Board of Education for the transportation of pupils to and from school or in the course of an activity sponsored by the Board of Education.

A. Bus Exit Drills

1. The principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for pupils who ride school buses.
2. The school bus driver will participate in the drill.
3. Bus exit drills will be conducted on school property and will be supervised by the principal or by a person assigned by the principal to supervise the drill. The drill will be conducted when weather is conducive to safety and preferably when the bus arrives at school with pupils.
4. The portion of the drill involving the use of the rear emergency door, which requires pupils to jump a thirty-inch drop, need not be performed by every pupil; a few pupils may demonstrate for the others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of triangular warning device and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;

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- d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
- e. Demonstrate the use of the emergency exit door;
- f. Instruct pupils that lunches and books should be left on the bus in the evacuation procedure;
- g. Appoint older, bigger pupils to assist younger, smaller pupils in their exit from the bus;
- h. Have pupils leave bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
- i. Instruct pupils to group in a safe place fifty "giant steps" away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority; and
- j. Tolerate no pupil misbehavior in the conduct of the drill; the failure of any pupil to follow directions must be reported to the principal.

B. Additional Precautions

1. A responsible student or bus attendant will be appointed to assist the school bus driver. A pupil leader will be selected on the basis of the pupil's maturity, ability to lead and, where possible, residency near the farthest point of the bus route; written parental approval must be secured. The responsible student or bus attendant will be trained to substitute for the bus driver in the event of the driver's incapacitation.
2. School bus drivers shall attend training workshops offered by the county superintendent and this school district and shall be trained in first aid.

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3. Each school bus shall be equipped with:
 - a. A list of the pupils assigned to that bus;
 - b. A first aid kit approved by the school medical inspector and inspected regularly by the school nurse;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver; and
 - d. Flags or flares or other warning devices.

5. Each school bus driver shall:
 - a. Daily survey his or her bus for possible hazards;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain pupil discipline on the bus;
 - d. Prohibit the presence of any animal, firearm, ammunition, weapon, explosive, or any other dangerous material or object on the school bus;
 - e. Report promptly to the Transportation Coordinator any potential driving hazard on his or her route, such as construction, road work, etc.;
 - f. Report promptly to the Transportation Coordinator any deviation in the bus route or schedule;
 - g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;

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- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations; and
- i. Not smoke, eat or drink any liquid or perform any act or behave in any manner that may impair the safe operation of the school bus while it is transporting pupils.

C. General Emergency Rules

1. The school bus driver is responsible for the safety of the pupils on his or her bus. In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of pupils must be the driver's paramount consideration. The bus driver will stay with his or her pupils at all times.
2. The bus driver may not leave the school bus when children are aboard except in an emergency and, then, only after he or she has stopped the motor, removed the ignition key, set the auxiliary brake, and put the transmission in gear.
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; or
 - c. The bus is disabled for any reason and
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
 - (2) A potential exists for the position of the bus to shift thus endangering pupils, or

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- (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
4. When a school bus is evacuated, pupils shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Pupils who have been evacuated from a school bus shall be moved to a safe place at least 100 feet from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other provisions can be made.
6. No pupil shall be allowed to beg a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer or other person in authority.
7. Whenever a school bus is disabled in the course of providing pupil transportation, the driver, or a responsible person appointed by the driver, will notify the Transportation Coordinator of the number and location of the bus and the circumstances of the disability. The Transportation Coordinator will make arrangements for the safety of the pupils involved, by substitute transportation or otherwise.

D. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
 - a. The school bus driver shall, in person or through a responsible delegate, summon the police and emergency medical services, if necessary, and notify the Transportation Coordinator.

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- b. The school bus driver will attempt to make all pupils as safe and comfortable as possible. If necessary, the driver will administer emergency first aid to injured pupils.
- c. Each pupil on a school bus involved in an accident must be examined for possible injuries, whether or not the pupil appears to have been injured. In the event the school medical inspector is not immediately available, pupils will be examined by the school nurse or the pupil's personal physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the Transportation Coordinator.
- d. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s): driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- e. The driver will obtain the names and addresses of persons involved in the accident and, if possible, of witnesses.
- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the principal of the receiving school any accident that involves an injury, death or property damage. In addition, the bus driver must complete the prescribed accident report in quadruplicate and deliver all four copies to the principal of the receiving school by the conclusion of the next working day following the accident. The written accident report must be accurate and complete.

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- (2) The principal of the receiving school shall:
 - (a) Retain the white copy of the report;
 - (b) Transmit the blue copy to the district board of education providing the transportation;
 - (c) Transmit the yellow copy to the county superintendent; and
 - (d) Transmit the pink copy to the State Department of Education, 225 West State Street, CN 500, Trenton, NJ 08625.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person or property damage in excess of \$500 shall, within ten days after the accident, forward a written report of the accident to the Bureau of Security Responsibility, Division of Motor Vehicles, 25 South Montgomery Street, Trenton, NJ 08625.
 - (4) The parents and guardians of pupils involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he or she is unable to operate the school bus safely or when his or her driving ability is significantly impaired by the driver's physical or mental condition.

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- b. When the school bus driver is incapacitated, the responsible student or bus attendant shall take charge of the bus and will be responsible for implementing these procedures.
 - c. If necessary, the bus will be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and the auxiliary brake set.
 - d. If necessary, the responsible student or bus attendant shall summon emergency medical services to aid the driver.
 - e. The responsible student or bus attendant shall, in person or through a responsible delegate, immediately notify the Transportation Coordinator of the number and location of the bus and, to the extent that it is known, the condition of the driver.
 - f. The Transportation Coordinator shall immediately arrange for the transportation of the pupils by substitute driver, substitute bus, or other means.
3. In the event of an injury to a pupil on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented:
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a pupil who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route travelled by the school bus.
 - b. If necessary, first aid will be administered.

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- c. If the pupil's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the pupil until emergency medical help arrives.
- d. If the pupil's injury is not serious and
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured pupil to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the pupil's parent or guardian.
 - (2) Occurs on the way to the pupil's home, the school bus driver will deliver the injured pupil to his or her parent or guardian or to a responsible adult at the pupil's home.
 - (3) Occurs on the way to or from an extra-curricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the pupil and notify the pupil's parent or guardian.
- e. The school bus driver will immediately report the incident to the principal of the school in which the pupil is enrolled. The principal may request that the school medical inspector examine the pupil or may request the pupil's parent or guardian to submit the report, if any, of the examining physician.

Date Adopted:

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October 22, 1990

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Policy

No. 819 (8651)

Board of Education Nutley

OPERATIONS

COMMUNITY USE OF TRANSPORTATION

The Board of Education will permit the school busing vehicles owned or leased by this district to be used for the purpose of transporting senior citizens' groups, handicapped citizens and children and adults participating in a recreation or other program operated by the Township of Nutley in accordance with law and rules of the State Board of Education. The Board will not permit the use of school busing vehicles for any purpose not expressly authorized by law and Board policy.

The transportation of senior citizens shall be restricted to destinations that are within this school district or any contiguous school district. The transportation of handicapped citizens may be within any district. The transportation of children and adults participating in a recreation or other program shall be limited by the location of the program.

The transportation of community members under this policy shall be limited to those hours and days when vehicles are not required for the transportation of pupils. No transportation will be supplied for the purpose of attendance at political activities. The Board reserves the right to refuse or cancel any community transportation in the interests of the educational program or the efficient operation of the district.

Vehicles must be operated by the holder of a valid New Jersey bus driver's license who has been approved by this Board.

A request for community transportation must be submitted to the Transportation Coordinator at least two weeks prior to the planned trip and must be approved by the Transportation Coordinator.

N.J.S.A. 18A:39-22 et seq.
N.J.A.C. 6:3-4.1

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