

<b>NORTH PROVIDENCE SCHOOL DEPARTMENT TRANSPORTATION POLICY</b>	<b>Approved: 2/18/2019</b>

**Purpose**

The primary concern of the North Providence School Department (NPSD) is the safety of all students riding the bus. NPSD shall ensure the safety of students being transported to and from school to the best of its ability

The purpose of a transportation policy will ensure that NPSD offers student transportation services that complies with the State of Rhode Island General Laws and Regulations of the Department of Elementary and Secondary Education and Registry of Motor Vehicles pertinent to transportation of students, as well as govern any areas not covered by specific declaration of policy.

**Administration of Program**

The superintendent of schools is responsible for execution of transportation policy and regulations adopted to implement the policy.

Transportation contractors must submit a list of bus drivers and substitute drivers to the Director of Non Instructional Operations for approval by the school committee.

Bus contractors are subject to all statutes of Rhode Island governing buses, drivers, inspections, and licensing.

**Eligibility, Riding limits, Routes and Bus Stops**

- Students who live one (1) walking mile or more from their home school are eligible for transportation.
- Bus stops will be established and reviewed in conjunction with the Director of Facilities and Transportation, the bus company, and the North Providence Police Department with primary consideration given to safety and efficiency.

- All students will be picked up at the designated bus stop in their neighborhood, unless special services are arranged by the Superintendent of Schools or the Special Education Department.
- Students who are granted Special Permission by the Superintendent to attend a school other than their home school are not eligible for transportation.
- Transfer students placed at a school other than their home school due to over enrollment are eligible for transportation. However, if space becomes available at the child's home school during the school year, parents/guardians will be contacted and given the option of the student(s) remaining at the current school with no bus transportation, or transferring to the home school with transportation if the child qualifies.

### **Supervision**

Parents/Guardians are responsible for their children prior to boarding the bus, the North Providence School Department is not responsible for the children until they board the bus for transportation to their school.

- Parents are responsible for their children as they disembark the bus. All elementary students will be returned to the after school program at one of the elementary schools if an adult is not present to meet the bus. Students may be suspended from receiving bus transportation if they are returned to the after school program more than three times within a school year.
- Students shall be expected to adhere to the North Providence School Department **School Bus Conduct Code**.
- Students who commit infractions of school bus rules on school buses, endanger the safety of all bus riders and will be disciplined according to the North Providence School Department Disciplinary Code and may have bus privileges suspended or revoked.
- Surveillance cameras may be placed on all busses in the NPSD to aid in monitoring bus discipline.
- Appeals of transportation shall be directed to the Superintendent of Schools.

## **Transportation of Students with Disabilities**

- The North Providence School Department shall provide special transportation for those students for whom it is determined, by evaluation, and described in their Individual Education Plan (IEP).
- All appropriate devices that accommodate the specific needs of the child shall be provided.
- A minimum of one (1) monitor shall be assigned to each bus used for the transportation of students with disabilities as required by law.
- Scheduling of transportation vehicles shall be planned whenever possible to provide for the least amount of travel time necessary to transport children with disabilities from home to school and school to home.
- Appeals of transportation issues for students with disabilities shall be directed to the Special Education Director.

## **Rules for Bus Drivers**

Any violations of the rules and regulations for student behavior on school buses must be reported at the end of each trip to the staff member in charge, who must obtain all pertinent information and report it to the school principal. The report should be forwarded to the school principal no later than the following day of the occurrence of the incident. The report will be returned to the staff member showing the action taken by the principal who in turn will show the bus driver what action has been taken.

Drivers may not remove any child from a bus as a disciplinary measure.

Bus drivers have no authority to appoint students as bus monitors and must not do so. If repeated misbehavior problems arise, they should report each incident to the designated authority.

Suspension of a student from riding the bus must be administered by the proper authority, usually the school principal.

1. Do not allow students to enter or leave the bus while it is in motion.

2. Drivers are held responsible for reasonable behavior of students in transit
3. Drivers must not allow children to thrust their heads, arms, or any other parts of their bodies out of open windows.
4. Gas tanks must not be filled while students are in the buses.
5. In cases where it is necessary for students to cross a street or main thoroughfare in order to board a bus or after leaving a bus, such students shall await signal from the driver before crossing. It shall be the responsibility of the driver to ascertain that the street is clear before signaling the students to cross.
6. Do not allow the children to smoke, vape or eat while on the bus.
7. Do not allow students to throw anything in the bus or out the windows.
8. The driver shall give ample warning before stopping by the timely application of the service brakes which actuate two amber flashing lights over the windshield in front and two red flashing lights at the beltline in the rear.
9. The driver shall not open the door of the school bus until he/she observes that the road is clear and that no danger exists. He/She, however, may "crack" the door sufficiently to actuate the flashing red signal lights.
10. The driver shall see that each student who must cross the street does not do so until he/she has given the signal. He/She should take particular care to ensure that pupils are not stranded on "islands" in the case of divided streets.
11. Students crossing the street shall pass **in front of the school bus** and at least ten to twelve feet ahead of it. Care must be taken to make sure that these students do not step out on the street beyond a point protected by the bus until the school bus driver gives the signal for them to cross the highway or street.
12. The bus driver shall carefully observe the number of students getting off the bus and account for the safety of all these students before proceeding with the bus.

### **BUS PROCEDURES AND CODE OF CONDUCT FOR STUDENTS**

The major concern with bus transportation is for the safety and welfare of all students. It is of paramount importance that we take precautions. Bus stop behavior is also a concern. Parents/Guardians are requested to report any dangerous or hazardous situations which they

may observe at the bus stop. Riding a bus is a privilege which may be withdrawn in cases of persistent misbehavior.

**REGULATIONS FOR TRANSPORTING SCHOOL CHILDREN  
BY THE REGISTRY OF MOTOR VEHICLES**

1. The driver/monitor is in full charge of the bus and students. Students must obey the driver/monitor promptly and willingly.
2. Students shall ride their regularly assigned bus at all times unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space, and should not allow non-riders on the bus.
3. Unless granted by written permission of school authorities, no student shall be permitted to leave the bus except at his or her regular stop.
4. Students must enter and leave the bus in an orderly manner and must obey the orders of the school bus driver/monitor. Students must not cross the street until given consent by the school bus driver/monitor. When boarding or leaving the bus, students should be in view of the driver/monitor at all times.
5. Students who have to walk some distance along the street to the bus loading zone, where practicable should walk on the left hand side facing the oncoming traffic. This will also apply to students leaving the bus loading zone in the afternoon.
6. Students must cross the street at least 10 feet in front of the school bus and never behind the bus.

**First Read: 10/23/2019**

**Second Read: 11/20/19**

**Third Read/Approval: 12/18/19**