



**BRANDYWINE  
HEIGHTS**  
AREA  
SCHOOL  
DISTRICT

Book	BHASD Policies
Section	800 Operations
Title	Transportation
Code	810
Status	Active
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### **Purpose**

Transportation for students shall be provided in accordance with law and Board policy.

### **Authority**

The Board shall purchase, equip, and maintain vehicles and contract for school bus services for transportation of students to and from school at regularly scheduled hours and may provide transportation for field trips and extracurricular activities. [\[1\]](#)[\[5\]](#)[\[17\]](#)[\[20\]](#)[\[15\]](#)

The Board will provide transportation for secondary students who live more than two (2) miles from school by the nearest public highway and for elementary students who live more than one and one-half (1-1/2 miles) from school by the nearest public highway. No transportation route will travel on a private way or private road except as noted below.

Exceptions to a transportation route on a private way, private road travel, student pickup or drop-off will be considered based on specific requirements that are identified in a special needs student's IEP (Individualized Education Program). The administration must secure permission from the property owner prior to the establishment of a transportation route on a private way or private road.

The Board will adhere to the intent of the Pennsylvania Department of Transportation Rules and Regulations (101, 209, 210) and the Commonwealth of Pennsylvania Vehicle Code. [\[1\]](#)

The Board will adhere to the intent of Federal Regulation Standard 17, which ensures that each person who operates a vehicle identified as a school vehicle is properly examined and licensed for this job. It further states that an approved training program is to be provided by or through the responsible state agency that will enable each driver to operate the school vehicle as skillfully and safely as possible.

### **Delegation of Responsibility**

The school bus driver shall be responsible for the discipline of students while they are being transported.

The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians may be responsible for the student's transportation. [\[15\]](#)

Cameras containing both audio and video surveillance may be used to assist building administrators or designee. Additionally, cameras may be placed on buses at random, based on the determination of the Transportation

Coordinator.

Upon approval by the Transportation Coordinator or authorized designee, the video/audio monitoring device will be installed, operated, and maintained by the Transportation Department. The device will be installed on an as-needed basis. A warning (via a posted decal in buses and publication in school handbooks) will inform riders that a video/audio monitoring system may be used at any time. Access to the camera and tapes will be limited to the Transportation Coordinator or designee. Tape documenting incidents will be made available to the appropriate school administrators as requested or needed.

The Superintendent or designee shall be responsible to:

1. Promulgate rules governing the number of chaperones to accompany students in connection with school-related activities.[\[15\]](#)
2. Prepare a district map or schedule indicating each bus stop and bus route or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map.[\[15\]](#)
3. Maintain records and make required reports regarding school transportation.[\[17\]](#)[\[15\]](#)
4. Promulgate rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[15\]](#)

## **Guidelines**

### School Bus Stops

The assignment of school bus stops is the responsibility of the school district. Parents/guardians must recognize that bus stop assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system. Bus stop assignments shall be made in accordance with recognized state policies including Public School Code, Act 372, and the Commonwealth of Pennsylvania Department of Transportation criteria for hazardous walking routes.

Determination of bus stops on a particular vehicle's route will be determined solely by school district personnel. Drivers may request to change bus stop locations if they see the need because of a safety issue or if the bus stops are not 500 feet or more apart.

Unofficial deviations from established stops are not/will not be the responsibility of the school district. The district does not/will not honor any unofficial deviation from official stops that may have been practiced by the driver.

### Location of Bus Stop

Official bus stops will be determined by district personnel and the designated location of these bus stops should meet the following criteria:

1. At least 500 feet sight distance for approaching motorists who must stop at the bus stop location.
2. The location is centralized for the majority of the students assigned to the stop.
3. The stop should not be located on a grade of a hill where avoidable.
4. There should be an adequate waiting area for children.
5. Turnarounds are to be avoided.
6. Buses will not enter a development with a cul-de-sac if the street to said cul-de-sac is .2 mile or less

### Kindergarten Student's Bus Stop

Kindergarten students will not be permitted to exit the bus at their stop unless a parent/guardian or other authorized individual is present to meet the child. For their safety, kindergarten students who are not met by a parent/guardian will remain on the bus and the driver will make one (1) attempt to drop off the student at the end of their bus run. If a parent/guardian is not present at that time, the student may be returned to the school until parent/guardian is contacted, at which time he/she will be picked up at the school by parent/guardian.

### Students Riding Home with Other Students

Students are allowed to ride home with on another student's bus, providing there is room on that particular bus, and it will not lengthen or interfere with the normal bus route. A bus note signed by parent/guardian must be turned in to the school three (3) days ahead.

### Additional Bus Stop Requests

The Superintendent or designee shall develop procedures for:

1. Requests for new bus stops
2. Daycare/Babysitter bus stops
3. Change of bus stop due to move or custody.

### Walkers to the High School

Shuttle service will be offered to and from the High School, which is physically located outside the borough limits. Three (3) pickup points are in place for this service:

1. District Topton Elementary School
2. The Corner of Smith and Haas Streets
3. The American Legion

### Hazardous Walking Routes

Transportation shall be provided on hazardous roads, and no pupil shall be required to walk along a highway where there are no sidewalks and the road or traffic conditions are such that walking on the shoulder of the road constitutes a hazard to the safety of the child when so certified by the Bureau of Traffic Safety.

### Transportation Concerns

Parents/Guardians are asked to call the Transportation Supervisor in the event of a complaint concerning the transportation program. In the event of a complaint regarding a school discipline problem, Parents/Guardians are asked to call Building Principals. In the event of a complaint, the Building Principal or Transportation Supervisor may request the parent/guardian to complete an approved complaint form.

Parents/guardians are not to approach the bus in the event of a problem or dispute with the driver. They are to call the Transportation Dept. and request a Bus Complaint Form which they will fill out and return to Transportation, who will in turn share the dispute with the Bus Contractor Manager. At that time, it will be discussed with the driver and if necessary, steps will be taken according to the Bus Contractor's Guidelines for drivers.

Parents approaching the school bus to confront the driver may be subject to a fine of up to \$2500 and up to a year in prison.

### Bus Behavior

1. All students must take their assigned seat on the bus and remain seated until it is time to get off. The bus driver has complete charge of deciding on the assigned seat for each student.
2. Students must get off the bus at the designated stops.
3. Students are not permitted to ride a bus other than the one to which they are assigned. If necessity demands that a student temporarily ride another bus, the parent/guardian of the student must submit an advance request in writing to the head teacher or principal.
4. Parents/Guardians are responsible to pay for any damage caused by their child to a school bus.

Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct s/he observes that cannot be corrected by less formal means, such as assigning of seats, redirection, or verbal warnings. These reports will be forwarded to the appropriate building administrator for corrective disciplinary action as per district procedures.

### Examples of Offenses of Bus Misbehavior

1. Extending arms or objects from bus windows.
2. Throwing paper or objects either on the bus or out of the bus windows.
3. Yelling, shouting, or improper language.
4. Fighting on the bus.
5. Threatening other students on the bus.
6. Interfering in any way with the driver's safe operation of the bus.
7. Refusing to follow the driver's instructions.

Students may attend school when bus privileges are suspended, but students must find their own transportation to school.

#### Non Public Transportation

The Board shall transport eligible resident students who are enrolled in nonpublic schools provided that:

1. The nonpublic school is certified by the PDE.
2. The nonpublic school is located within the distance prescribed by law; ten (10) miles from the district's closest outlying border along the nearest public highway.

#### Extracurricular Transportation

Contractors can transport students only for the district with which they have a contract.

The contract for transportation of student to and from extracurricular activities must be made by an official representative of the school district.

The money must be collected by the school district and paid by them to the school bus contractor.

Only students, parent/guardian chaperones, the school designated chaperones, who must be members of the school faculty, will be permitted to be so transported.

Under no circumstances may the contractors transport any fans or citizens of the district who may desire to go to games, even though the fans are willing to pay their fare separately. Finally, the contractor cannot collect fees directly from students themselves.

These regulations are applicable only if such trips are to be school-sponsored, and if they are not so sponsored, the school insurance is not applicable and said trip cannot be considered part of the school day.

#### Bus Evacuation Drills

Bus evacuation drills shall be conducted in compliance with the 1963 General Assembly Act 152, and revisions to read:

"All schools using or contracting for school buses for transportation of school children shall conduct on school grounds two (2) emergency evacuation drills on buses during each school year. The first shall be conducted during the first week of the first school term and the second during the month of March and at such other times as the chief school administrator may require. Each such drill shall include the practice and instruction concerning the location, use, and the proper operation of extinguishers and the proper evacuation of buses in the event of fire and accidents."

On or before the tenth day of April of each year, each chief school administrator shall certify to the Department of Public Education that the emergency evacuation drills herein required have been held.

#### Diesel Idling Prohibitions

Any diesel-powered motor vehicle weighing 10,001 pounds or more is not permitted to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.

Permanent signs notifying drivers of the idling restrictions are maintained on district property at locations where diesel-powered motor vehicle load or unload.

[1. 24 P.S. 1361](#)  
[5. 24 P.S. 1362](#)  
[6. 67 PA Code 447.1 et seq](#)  
[7. 24 P.S. 1374](#)  
[8. 22 PA Code 23.3](#)  
9. Pol. 103  
[10. 24 P.S. 111](#)  
[11. 22 PA Code 8.1 et seq](#)  
[12. 23 Pa. C.S.A. 6301 et seq](#)  
[13. 35 P.S. 4601 et seq](#)  
[14. 67 PA Code 212.101](#)  
[15. 22 PA Code 23.4](#)  
16. Pol. 121  
[17. 22 PA Code 23.1](#)  
18. Pol. 304  
19. Pol. 317  
[20. 22 PA Code 23.2](#)  
[49 CFR Part 37](#)  
[49 CFR Part 38](#)  
[24 P.S. 1331](#)  
[24 P.S. 1365](#)  
[24 P.S. 1366](#)  
[24 P.S. 2541](#)  
[24 P.S. 2542](#)  
[22 PA Code 15.1 et seq](#)  
[22 PA Code 23.6](#)  
Pol. 000