

No. 3600
SECTION: BUSINESS
TITLE: TRANSPORTATION: STUDENT
TRANSPORTATION

ADOPTED: 10/20/87
READOPTED: 6/15/09;6/20/13;1/29/14;
11/15/16;6/18/19;3/17/20
REVISED: 6/23/98;6/27/00;4/18/05

OXFORD AREA SCHOOL DISTRICT

It shall be the policy of the Oxford Area School District to provide safe and efficient transportation for all school-age students in the school district in accordance with the following:

- A. Transportation will be provided for all public school students attending the secondary schools of the Oxford Area School District who reside two (2) miles or more from the boundary of the school campus.
- B. Transportation will be provided for all public school students attending the elementary schools of the Oxford Area School District who reside one and one half (1 1/2) miles or more from the boundary of the school campus.
- C. Transportation may be provided for public school students who reside within the limitations specified in paragraphs A and B of this policy in those cases where it has been deemed necessary by school authorities to address issues of safety. The provision of transportation when the distance to the boundary of the campus is less than that specified in paragraphs A and B will be at the discretion of school authorities and addressed on a case-by-case basis.
- D. By this policy school district officials are authorized to establish a safe and efficient system of transportation to serve the resident students of the school district by establishing routes and procedures consistent with this policy. The Superintendent of Schools shall establish procedures for the implementation of the school district's transportation policy.
- E. Day care transportation will be provided from the day care facility to the school and/or from the school to the day care facility provided that the day care facility is located within the municipalities comprising the Oxford Area School District and this transportation accommodation is established on a regular basis. Students will not be routed from more than one location. Requests for accommodations for day care must be made in writing by August 1st of each year.
- F. Books, boxes, cases, gym bags, etc., may not be piled, stacked or otherwise placed around bus entrance or driver's seat. Packages of this nature must be supported by the student at his or her own seat.
- G. Video taping of student activity on the school buses using video equipment mounted in the school buses will be permitted. Video tape recordings shall be used to further school district interests only and are solely the property of the school district.

OXFORD AREA SCHOOL DISTRICT
NO. 3600 TRANSPORTATION: STUDENT TRANSPORTATION

ADMINISTRATIVE PROCEDURES

- A. The Business Administrator or his/her designee shall be responsible for the provision of transportation in accordance with school district policy 3600.
- B. Transportation routes shall be developed annually to insure the safe and efficient transportation of all students transported on district vehicles in accordance with the following guidelines:
 - 1. All routes shall be developed in a manner which maximizes busing efficiency. Operating buses at optimal capacity with an effort to minimize travel time for students shall be the goal in guiding the development of district bus routes.
 - 2. Buses are not to be routed into cul-de-sacs, dead-end roads or through developments except when ,in the opinion of the Business Administrator or his/her designee to do so would improve the safety or efficiency of bus routing.
 - 3. Buses will not be routed in such a way to create the necessity to back the bus around.
 - 4. All routes will be created with the goal of having all students boarded on the curb side of the roadway and not require students to cross the street in front of the bus.
 - 5. Students may ride only the bus assigned. Secondary students are not permitted on elementary bus runs and elementary students are not permitted on secondary runs without the approval Business Administrator or his/her designee.
- C. Special requests, such as routing to and from day care providers, must be made in writing by August 1 of the school year to the Business Administrator or his/her designee in accordance with policy 3600. Special requests to transport students to locations other than that established in the initial routing will be handled on an individual basis.
- D. All school rules and regulations governing student conduct are in effect while students are on the buses. The Business Administrator or his/her designee shall develop guidelines for appropriate conduct on school buses which will be reviewed annually and communicated to students and appropriate staff. Disciplinary infractions are to be addressed as follows:
 - 1. Corrective action should be attempted by the driver as the first level of intervention. Cautions and the assigning of seats should always be attempted in resolving a problem before

referring the problem to a higher authority.

2. Given the level of the infraction or continuing problem, a referral should be made to the appropriate school principal when warranted.
 3. Bus referrals should be made on the adopted bus referral form in sufficient detail to facilitate the investigation and disposition of the infraction.
 4. Since the goal of any intervention is to correct the inappropriate behavior, it is expected that the bus driver, parent and school principal will all play a part in addressing any misconduct. Ultimately, when a referral of a student is made to a principal for bus misconduct, it shall be the responsibility of the principal to address the misconduct.
 5. Violations of school rules which occur on school buses shall be addressed in the same manner as they would if they should occur in the school buildings.
 6. Suspension of bus privileges as a form of discipline for inappropriate behavior is permitted. Suspension of transportation, however, shall not be considered a valid excuse for nonattendance during the period of bus suspension.
- E. In accordance with state law, at no time is a parent or any other unauthorized individual permitted access onto the bus.
- F. In accordance with paragraph G, policy 3600, students are permitted to bring items onto the bus. All items brought onto the bus must be supported by the student in his or her seat.
- G. All requests for transportation beyond the regular transportation of students to and from school, i.e., field trips, athletics, etc., must be made to the Business Administrator or his/her designee. No such requests should be made directly to the district's bus contractor or any other private contractor.

Policy 3600
Adopted: 10/20/87
Readopted: 6/15/09;6/20/13;1/29/14;11/15/16;6/18/19
Revised: 6/23/98;6/27/00;4/18/05