

STUDENT TRANSPORTATION REGULATION*Superintendent of Schools Responsibility*

The responsibility of administering the transportation program rests with the Superintendent of Schools, and the administration shall follow all applicable laws and regulations established by federal, state and local authorities. Such responsibility shall be, in part, delegated to the Superintendent of Buildings, Grounds and Transportation who reports to the Superintendent.

He/She shall:

1. establish bus routes;
2. assign bus drivers;
3. arrange for, record, and report bus driver overtime;
4. arrange transportation for special trips (e.g., outdoor education, recreational program, educational trips, etc.);
5. prepare specifications for bidding of new buses and arrange for special transportation for students attending other school districts;
6. plan and arrange for preventive and other maintenance on buses and other vehicular equipment;
7. review and approve payment of bills for maintenance, special training, testing and instruction;
8. assist in school bus driver personnel management, including training, testing and instruction; and
9. assist in the transportation budgeting process.

Building Principal Responsibility

Each Building Principal is responsible for:

1. ensuring that regular classroom instruction and pertinent safety regulation as provided by law are provided for all students in each school;
2. ensuring that student behavior expected in the classroom is practiced on the school bus;
3. taking prompt action on all behavior problems;
4. reporting any overcrowding and other unsafe condition or practice relating to the transportation program to the Superintendent of Buildings, Grounds and Transportation;
5. informing parents/guardians and children of the necessity of following safety rules and regulations;
6. ensuring that students ride their assigned school bus and do not board a bus going to any destination other than his/her home or an assigned activity without permission from parents/guardians and school authorities.

Parents/Guardians Responsibility

Parents/Guardians have an important role to play in the safe and efficient operation of the school's transportation system. If the system is to function effectively, parents/guardians must assume an obligation to the program and to the people responsible for such obligation. Parents or guardians shall insist on the good behavior of their child(ren) at bus stops and on the bus, so drivers can concentrate on safely driving the bus. Parents/Guardians are responsible to provide transportation from school to home following extracurricular activities.

Accounting for Students

Essential information relative to each student shall be maintained and consist of:

1. a list of all students transported on each bus; and
2. all necessary student information for filing state transportation reports.

Financial Accounting

Monthly and annual records of total mileage will be kept on each bus, broken into the following:

1. regular "to and from" trips;
2. field trips;
3. extracurricular trips; and
4. any other trips.

The general journal and ledger shall show all transportation expenditures.

The Subsidiary ledger shall show expenditures for:

1. driver wages;
2. mechanic wages;
3. equipment;
4. parts;
5. gasoline;
6. oil, lubricants and antifreeze;
7. tires and chains;
8. liability and property damage insurance;
9. contract repair of buses; and
10. any other records necessary to provide information on an annual basis for operational cost per mile, student and vehicle.

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