

HORTONVILLE AREA SCHOOL DISTRICT

Title: Bus Driver Responsibilities

Date Adopted: 10/21/1981

Policy No. 9007

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1/25/2010

Policy Statement:

The bus driver is an extension of the school system. Each driver shall consider himself/herself a public relations agent of the school system and attempt to provide a service that is considerate, fair and responsible for all concerned. Personal habits of drivers must be such to set a good example for children. All drivers will be under the direct supervision of the Director of Transportation, acting for the school administration and Board of Education.

Rationale: Student safety

Scope: All District Personnel who transport students.

Responsibility:

The Board of Education places the responsibility of obtaining driver information on the District's Director of Transportation.

Implementation:

Points of Emphasis:

1. Each driver shall continuously aim to achieve the safest possible bus route, extra trip and total bus system. Each driver shall initiate the best possible safety routines and procedures for his/her bus. If possible, keep a morning pick-up time schedule that will not vary more than one (1) minute from day to day.
2. Drivers are to keep all records initiated by Director of Transportation or Administration, including records of fuel use and mileage.
3. In case of inclement weather (heavy rain or high wind chill) during the morning pick up, it is advisable for the driver to pick up the youngster near the residence providing it is a rather long walk and the youngsters are quite small. This is also for the afternoon dismissal.
4. Drivers are to deliver their bus to the service garage for all authorized repairs.
5. Drivers are to keep their bus clean, inside and out, at their expense, and they are to have their bus clean and ready for inspection at all times.
6. Drivers must be in good health and have a complete physical examination at the beginning of employment, plus as required by the Motor Vehicle Department for renewal of license and each year beyond the age of seventy (70) years. The Board of Education also reserves the right to require a special medical examination at any time.
7. Routes will be established and finalized by the Director of Transportation with the advice of the bus driver. Once a route is finalized any variation must be approved in advance by the Director of Transportation. Entry to cul de sacs and dead end roads will not be permitted without written permission from the Director of Transportation.
8. No driver will transport any student not enrolled on bus as assigned by the Director of Transportation except as follows:
 - a. District resident students may from time to time ride home with a friend or relative with written parental permission assuming that space is available on the bus.
 - b. The Director of Transportation may occasionally provide a waiver for special circumstances not to exceed a period of three weeks.
 - c. This rule applies to daily routes, special activity routes and routes that serve co-curricular functions.
 - d. An additional waiver may be granted by the District Administrator.
9. Drivers are responsible for the proper securing of students needing special seating options.
10. Drivers must attend all mandatory training and meetings held by the Transportation Department unless prior authorization is approved by the Director of Transportation.

Associated Information: None