

1 Joint School District No. 2, Meridian  
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.  
3 AUXILIARY SERVICES

4  
5 Series 700

6  
7 Policy Title General Operation – Transportation Code No. 702.10

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10 Joint School District No. 2 will operate its transportation department in compliance with  
11 the laws of the State of Idaho and consistent with the State Standards for Idaho School  
12 Buses and Operations (SISBO). Transportation policies and procedures will be detailed  
13 in the District's Transportation Department Policies and Procedures Manual and will be  
14 reviewed annually by the Superintendent or designee. Any changes to transportation  
15 policy will be submitted to the Board of Trustees for approval.

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17 Accident & Student Citation Reports

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19 All accidents or incidents involving district-owned or contractor owned vehicles must be  
20 reported to the Transportation Liaison in a timely manner. Student Citations given by the  
21 driver will be provided to a school official where the student attends on the working day  
22 following the incident.

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24 Board Authorizations of Transportation

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26 Each school year the Board of Trustees will approve the established bus routes and  
27 determine safety-busing areas for the coming school year no later than the regular  
28 August meeting of the board. The Board of Trustees delegates to the Superintendent or  
29 designee the authority to alter established bus routes during the school year as justified  
30 by changes in conditions or the number of students being transported.

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32 Proper Bus Conduct

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34 It is the student's responsibility to know and obey the bus rules as posted on every  
35 school district bus and outlined in the Student Handbook. Appropriate student behavior  
36 is essential for a safe and positive environment while transporting students. Students  
37 are expected to conduct themselves in an orderly manner while waiting for and riding on  
38 the school bus. The bus driver has the same rights and responsibilities to maintain order  
39 on the bus as the teacher does in the classroom and it is vitally important not to distract  
40 the driver from his/her driving duties. School bus drivers are responsible for informing  
41 students of the bus conduct rules and procedures while riding the bus, and every  
42 reasonable effort should be made by the bus driver ~~in attempting~~ to solve discipline  
43 problems before citations are written. Parent contact should be made to address  
44 inappropriate student behavior prior to issuing a citation. Misbehavior on the bus or at  
45 the bus stop may deprive a student of their bus riding privileges.

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47 Records Maintenance and Reporting

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49 The Contractor will maintain accurate records of all operations including bus runs, run  
50 mileage, categorized bus mileage, student rider counts, maintenance/repair records, and  
51 other related records necessary to documents safety and financial accountability.

52 Information will be made available to the Department of Education for audit purposes  
53 upon request and shall be retained for a minimum of four (4) years, including the current  
54 fiscal year.

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#### 56 Student Eligibility For Bus Service

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58 Joint School District No. 2 adheres to the guidelines for student eligibility for  
59 transportation services as defined in Idaho Code 33-1501 and 33-1502, and in the  
60 Standards for Idaho School Buses and Operations (SISBO) manual. The district will  
61 provide transportation for all students who live within the attendance boundary, and  
62 outside the one and one half mile walk zone radius around each assigned school.  
63 Special cases of eligibility for bus transportation will be determined by the  
64 Superintendent and the Board of Trustees. A pupil with disabilities who's Individualized  
65 Education Plan (IEP) requires transportation, as a related service is eligible for  
66 transportation regardless of distance from the school. Students who fail to respect the  
67 rights and safety of others by not obeying the bus rules of conduct may lose the privilege  
68 of riding the bus. (Policy Code No. 702.57)

69

70 A licensed day care center, family day care home, or a group day care facility, as  
71 defined in Section 39-1102, Idaho Code, may substitute for the student's residence for  
72 transportation to and from school. Students may not be transported between a childcare  
73 facility and home. In order to qualify for transportation between a child care facility and  
74 school, the child care facility must be within the attendance boundary and more than one  
75 and one-half miles from the assigned school.

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#### 77 Supervision of School Loading/Unloading Zones

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79 The school principal shall provide adequate supervision of loading and unloading areas  
80 at their site during the loading and unloading of school buses. Supervision should be  
81 appropriated to the size of the loading/unloading area and the number of students  
82 present to ensure close, continuous and interactive supervision whenever students  
83 and/or buses are present in the loading area.

84

#### 85 Zero Tolerance

86 Students in violation of any zero tolerance rules will be referred to the appropriate school  
87 administrator and will lose bus riding privileges until they are reinstated in school.

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90 Date of Adoption:

91 5/10/05; 8/26/14

Legal Reference: Code of Idaho

SISBO