

BERMUDIAN SPRINGS SCHOOL DISTRICT  
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## STUDENT PROCEDURES TRANSPORTATION



Student transportation is a privilege and the following are some basic student expectations who ride vehicles provided by the Bermudian Springs School District. Abuse of these rules may result in the loss of District transportation.

# General and Student Information

This section explains who is eligible for district transportation; administrative line of command; and outlines the Bermudian Springs School District transportation system.

## Eligibility

Transportation will be provided to all Bermudian Springs students, kindergarten through grade twelve, as outlined below. Transportation will also be provided for district students enrolled in an approved non-public school who are eligible for transportation based on the same criteria as public school students. Students not eligible for transportation will not be provided bus transportation unless special education or medical reasons warrant.

## Transportation Personnel Line of Command

The Assistant to the Superintendent for Student Services, who reports directly to the Superintendent, is responsible for district provided transportation with the exception of athletics in which our district athletic director is responsible.

All contractors are directly responsible to the Assistant to the Superintendent.

All drivers are responsible to the Assistant to the Superintendent for all matters required by the Bermudian Springs School District and responsible to their respective contractor for the various conditions of employment.

Each building principal is responsible for bus discipline issues of their students and will follow the approved busing discipline procedure. All transportation inquiries shall start with the Assistant to the Superintendent..

## Route Preparation

The Assistant to the Superintendent is responsible for preparing the routes during the summer months. Bus stop assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system.

The following considerations are made in preparing each route:

The district is required by the state to create bus stops within one and one half miles (1 ½) for all district students. This stop is measured from their residence. Driveways and

privately owned roads are not calculated in that mileage. The district will strive to keep those stops to be no more than one-half a mile (.5) when possible.

All stops must maintain the PA Department of Transportation's rule that a bus must have 300-150 feet for amber light activation.

Bus stops will be kept to a minimum, consolidation wherever possible, while keeping safety factors of the stop location, road and volume of traffic in mind.

Efficiency will be maintained by keeping the number of miles to a minimum. Bus loads will be maintained to the highest capacity whenever possible.

The district cannot consider factors that are associated with individual family or parental situations. *Such concerns are expected to be resolved by the family or parent/guardian, not the school district.* Examples are:

Parent/Guardian not being able to see the child walking to the bus stop and/or waiting at a bus stop.

All route changes must be approved by the Assistant to the Superintendent. No driver shall be permitted to change a route without authorization. Drivers are permitted route deviations for emergencies such as accidents, road closures, hazardous conditions, etc.

## **School Bus Turnarounds**

In any situation where a school bus must turn around on private property, it is the responsibility of the property owner to maintain the turnaround. The school bus contractor will determine what is needed for an adequate turnaround. Any time a turnaround becomes inadequate, the students will be asked to walk to the closest safe bus stop.

## **Bus Stops**

Students shall be at the bus stop five minutes prior to the bus arrival. Students are required to get on at the stop assigned to them by the district.

Students waiting at the bus stop shall wait a safe distance from the road.

Students shall remain at assigned stops *paying special attention to the rights of property owners. Parents/Guardians are responsible for students at the bus stop.*

As the bus stops and the red lights activate, the students shall board the bus only when given the proper signal by the driver.

When leaving the bus, the student shall go directly to the side of the road where they live or have to walk, keeping a safe distance (12 feet) from the bus.

Students loading and unloading at their school shall go directly to their building or bus.

It is the responsibility of the parent/guardian to transport any student who misses their bus.

There is a limit of three (3) bus stop changes per year.

## **Kindergarten - 2nd Grade Bus Stops**

We require that when a Kindergarten student exits the bus that a parent/guardian or other authorized individual is present to meet the child. We also recommend that the parent/guardian arrive at least 5 minutes prior to the pickup time. If a parent/guardian or authorized individual is not present upon the student exiting the bus, the student will be returned to the school. The parent/guardian will then be notified to pick the child up at school.

It is recommended that when a grade 1 or grade 2 student exits the bus that a parent/guardian or authorized individual is present to meet the child.

## **Policy for Walking to Bus Stops**

Students may be required to walk up to one and one half (1.5) mile, according to Pennsylvania Department of Education, to get to a bus stop. The decision requiring a student to walk will be determined by the following criteria:

Age of the student

Availability of a safe turnaround

Hazards of the road (hill, curves, etc.)

PA vehicle laws, posted roads and bridges

Efficiency of the bus route

## **Bus Stop Changes**

The District will allow for a total of three (3) bus stop changes per school year. The request for a school bus stop change must be in writing and approved at the building level. Please allow 24 hours for approval. The Assistant to the Superintendent and building secretaries have the ability to inform the bus driver of additions and deletions to their roster. The driver is responsible for keeping an accurate up-to-date route sheet and bus roster in the bus at all times.

Please note: Students will not be dropped off or picked up at a stop that does not already exist. New stops will not be created to accommodate a change in drop off or pick up.

As a school district we do not honor requests for: birthday parties, sleepovers, Cub Scouts, Brownies, students going home with friends, or other requests deemed for entertainment purposes.

## **Child Care and Stop Consistency**

Parental requests to pick up or deliver students at child care providers will only be approved if the request does not alter the original bus route and will not increase the bus load to over capacity. The District will accommodate different transportation arrangements for AM and PM with a limit of two (2) different locations - the AM stop must be consistent each day and the PM stop must be consistent each day (paperwork must be on file in the office of the Assistant to the Superintendent). All requests must be approved. The only exceptions that will be made is if a custody order is presented. Custody orders that do not follow district procedures will be followed to the best of our ability.

## **Behavior Expectations**

Because improper behavior jeopardizes the safety of all passengers the following regulations will be strictly enforced:

Students must be on time, plan to be at the bus stop 5 minutes before the bus arrives. Waiting for one tardy student upsets the schedule for the entire busload and all remaining stops. Drivers are not to wait for students who are consistently late at their stop.

Students must board and leave the bus at their regular stop location, unless written permission from the principal, in the form of a bus pass, has been received by the bus driver. Students that board at a stop not assigned to them, without written permission from administration will be referred to the building office. Bus passes protect our students and drivers.

The driver has the right to assign seats. Students may be required to sit three (3) to a seat. Students shall remain seated at all times while the bus is in motion. The isles should remain clear.

Students shall keep their hands, head and arms inside the bus at all times. Windows shall remain closed unless the driver gives permission to lower them.

There shall be no littering from the vehicle or in the vehicle. The bus is to be as clean at the end of the run as the beginning of the run.

## **Discipline and Consequences**

All rules and regulations concerning student behavior should be well known and clearly understood by the administration, teachers, parents, bus drivers and students.

Students transported by the Bermudian Springs School District are under the authority of and responsible to the driver of the vehicle. All students must abide by the Student Code of Conduct. If a student is suspended/expelled from the bus, it is the responsibility of the parent/guardian to transport him/her to/from school. Once a driver has received notification of suspension/expulsion of a student they shall not transport the student. Students who are suspended from the bus are not permitted to enter any vehicle controlled by the Bermudian Springs School District during the suspension.

Students having issues in any area of transportation should report these problems in the following order. Please allow five (5) days for the issue to be resolved at each of the steps.

- 1<sup>st</sup>** Bus Driver – Student should make the driver aware of the issue.
- 2<sup>nd</sup>** School Principal / Assistant Principal – All concerns require a written statement
- 3<sup>rd</sup>** Assistant to the Superintendent – All concerns require a written statement.
- 4<sup>th</sup>** If one feels the issue has not been resolved at any of the prior steps, please submit a written letter of concern to the Superintendent of the Bermudian Springs School District.

All consequences for misconduct on any vehicle controlled by Bermudian Springs School District are included in the Student Code of Conduct Handbook.

## **Extra-Curricular Transportation**

The Bermudian Springs School District will provide transportation to extra-curricular events via school bus or district owned vehicle. When the District provides transportation, only school personnel and chaperones approved by the Principal and/or Athletic Director will be allowed to travel on the bus. Any trips involving students must be approved through the building and by central administration.

## **New Student Transportation**

All new students requesting transportation must get approval from the building where the child is enrolled. Please allow up to 24 hours for approval. The building secretary responsible for transportation changes will inform the bus driver of new students being added to the roster. The driver is responsible for keeping an accurate up-to-date route sheet and bus roster in the bus at all times.

## **Non-Public Transportation**

Under Act 372 of 1973, the district is required to provide service to resident students who are lawfully enrolled in any private non-profit school within ten miles of the school district's boundaries.

All requests must be made in writing and acknowledged by the Bermudian Springs School District before transportation will be provided. Letters should be received and acknowledged by the office of the Assistant to the Superintendent on or before July 31.

## **Special Education Transportation**

Separate transportation will be provided to special education students only when requested by the Special Education Supervisor in accordance with the student's Individualized Educational Plan (I.E.P.). All requests must be approved by the Special Education Director in consult with the Assistant to the Superintendent before transportation will be established to start. Up to three (3) days may be required to make special transportation arrangements.

## **School Closing, Delayed Start and Early Dismissal**

Parents are advised to listen to local radio, TV reports or access the Bermudian Springs website ([www.bermudian.org](http://www.bermudian.org)) during inclement weather. Parents, Support Staff and Faculty will receive an automated message by phone through the Sapphire notification system. The delayed starting time will permit school district officials to better evaluate roads and weather conditions when the forecast is uncertain.

When a weather delayed start is initiated all starting times will be delayed by two hours.

All early dismissals must allow for at least one hour prior to the closing for driver notification and pick-up time. Parents again are advised to listen to local radio, TV or access the school district website.

The transportation schedule for non-public students and special education students will follow the Bermudian Springs School District weather delays and closing.