

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK



Superintendent of Schools
Transportation Director
Betsy Ward

Transportation Coordinator
Karen Martinez

Animas Public Schools
P.O. Box 85
Animas, NM 88020
575-548-2299
www.animask12.net

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

CONTENTS

<u>Topic</u>	<u>Page Number</u>
Accidents & Emergencies	14
Activity/Field Trips	16
Bus Driver Drug Testing	21
Bus Driver Physical Qualifications	22
Child Custody	4
Communication Between District & Buses	23
Definitions	24
Discipline Policies and Procedures	12
District Drivers	22
Driver Responsibilities	11
Evacuation Drills	14
Family Education Right to Privacy Act	14
Guest Riding	3
Inclement Weather Procedures	19
Letter of Understanding	25
Loading & Unloading At School	5
Local Board of Education Responsibilities	7
Lost & Found	24
Parent Responsibilities	7
Principal Responsibilities	9
Qualifications For Activity/Sponsor Drivers	23
Records	21
Resources & Contacts	26
Safety Inspection	20
School Administration Responsibilities	9
School Bus Driver License Requirements	23
School Bus Stops	4
Severe Disruptions	13
Student Eligibility	3
Student Responsibilities	6
Student Rosters and Seating Charts	19
Transportation Contractor Responsibilities	10
Transportation Handbook Objective	3
Transportation of Large Articles	16
Transportation of Medications	13
Vehicle Maintenance Program	20
Video Cameras	16

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Transportation Handbook Objective

The objective of the Animas Public Schools Transportation Handbook is to establish a safe and efficient system which meets the needs of the school district, students and staff. This handbook shall in no way override state statutes and regulations governing student transportation.

Student Transportation

Student transportation is a privilege not a right.

Student transportation will be recognized as falling into three categories:

- A. Regular to and from school bus routes.
- B. Field or instructional trips.
- C. Activity trips in the areas of extracurricular activities.

Student Eligibility

Under guidelines established by STATE STATUE 22-16-4 An Animas School Student will be provided transportation to his/her school under the following criteria:

- Grades K-6 (Elementary) Students who live more than one (1) mile one way are eligible for bus transportation.
- Grades 7-8 (Middle School) Students who live more than one and one half (1 1/2) miles one way are eligible for bus transportation.
- Grades 9-12 (High School) Students who live more than two (2) miles one way are eligible for bus transportation.

Exceptional children whose needs require transportation as set forth in their IEP or 3 and 4 year old children who meet the state board approved criteria and definition of developmentally disabled may be transported a lesser distance.

Daily Bus Change Requests

Permission to ride another bus or get off at another bus stop will be permitted when the following conditions are met:

1. Parent calls Animas Public Schools no later than 2:00 PM requesting a bus change.
2. Signed bus change slip is presented to the bus driver.

When calling our office to request bus changes, parents must supply the bus number and bus stop they want their child/children to use. This stop **MUST** be on the designated route and be a

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

designated bus stop. Some buses are filled to capacity and extra riders will not be allowed on those buses. DO NOT ASSUME all bus change requests will be granted.

School Bus Stops

All school bus stops shall be established by a coordinated effort among the Transportation Director, Bus Contractor and when appropriate, the IEP team. The local public safety organization, having jurisdiction, shall also be included whenever necessary. The final decision will be approved by the Transportation Director. School bus stops shall be established, whenever possible, so that students do not have to cross the road. Reasonably placed bus stops will be determined at the discretion of the Transportation Director. School buses will load or unload at established stops only. Drivers will not grant permission for a student to load or unload except at the student's regular stop. Students will not be required to walk a greater distance to a bus stop for each grade level than specified by the state statute, unless the bus cannot turn around or the road is unsuitable for bus service.

A request to change bus stop locations may be submitted in writing to the Bus Contractor. Parents are responsible for their children at bus stops until they board the bus, and after they disembark from the bus. Animas Schools, the transportation contractors and school bus drivers are not responsible for incidents that may occur at bus stops.

All school buses must operate on a specific time schedule. These time schedules will be established by the end of the second week of school. Bus schedules are available at each school. Drivers are NOT expected to wait for students unless students are observed making a timely effort to reach the bus. Drivers will act as the judge in such cases.

Students are to report to their buses immediately after school is dismissed.

Loading & Unloading At School

- (1) When loading, buses shall be parked bumper to bumper or as close as possible to avoid pupils from going between the buses and in a single file. In loading, buses shall be parked prior to dismissal time. School Buses shall be parked in position in the order that they arrive at the school. It is also recommended that school bus loading zones be separated from general traffic areas whenever possible.
- (2) When unloading on campus, buses shall unload one at a time. Buses are to keep one bus length between the bus currently unloading and buses waiting to unload. Panther Blvd is a posted street that goes through the school campus. Because of this, drivers shall execute the 4-way lighting system and stop arm while loading and unloading on school campus.
- (3) All school bus loading zones shall be properly marked by use of signs and pavement markings. The bus-loading zone shall be adequately supervised by school staff to monitor the loading/unloading of students.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

- (4) The school bus engine must be off and the park brake activated while students are loading/unloading from school buses. Should the driver be required to leave the driver's seat, the keys shall be removed from the ignition switch.
- (5) The local school district shall review for safety each school bus loading/unloading area at each school on a school district approved cycle. The review cycle shall not exceed five years.

Student Responsibilities:

Students will become familiar with, will abide by, and be held accountable for the regulations listed in the Animas Public Schools Transportation Handbook.

1. Student transportation is a privilege extended to students who qualify for transportation pursuant to statues 22-16-4 N.M.S.A., 1978. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
2. Students must be at their assigned stop and ready prior to the scheduled pick up time.
3. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid "horseplay".
4. The driver is in full charge of students when they are riding the bus. The students must obey the driver promptly.
5. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
6. Rough or boisterous conduct will not be permitted in the bus; however students are permitted to converse in a normal tone of voice while on the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
7. Students shall not use profane language or obscene gestures and shall not eat, drink any beverage or chew gum on the bus. No exceptions unless specified in an IEP or note from physician.
8. Student(s) will stay out of the driver's seat and not tamper with any equipment.
9. Student(s) shall be courteous and obedient to the driver.
10. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of other students on the bus.
11. Sexual misconduct, harassment, bullying or threats to student(s), driver or staff by student(s) will not be tolerated.
12. Student(s) must cooperate with the driver in keeping the bus clean.
13. Students must not extend their hands, arms, heads or objects through bus windows.
14. Students must not open or close the bus windows without permission from the bus driver.
15. Students shall not throw any item inside or outside the bus while boarding, riding or leaving the bus.
16. Students shall secure all sharp objects such as pencils, pens, rulers, etc. away from any person and keep in their possession at all times.
17. The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.
18. Students will not ride on the outside of the bus at any time or attach any item to the bus.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

19. Parents or guardians shall be responsible for malicious destruction to the bus. Parent(s) shall pay restitution for any damage created by student(s).
20. Any damage to the bus from any cause shall be reported by the passengers to the driver, and the driver will, in turn report it the proper school official.
21. Students who must cross the road after unloading from the bus must pass far enough in front of the bus (approximately 8-10 feet) so the driver can see them. Students will cross the road only after the driver signals all is clear.
22. Students shall look both ways before crossing to the opposite side of the road.

Parent Responsibilities

1. Ensure that their child arrives at the designated bus stop prior to the scheduled arrival of the bus.
2. Provide protection or supervision for their child when unusual conditions warrant precaution beyond ordinary circumstances.
3. Actively cooperate with school officials or school bus operators regarding appropriate conduct of their child at the bus stops and while walking to and from the bus stops.
4. Assist with implementation and enforcement of school bus rider safety.
5. The Animas Public Schools may hold parents/guardians of students responsible for any vandalism of private property on the bus or at the bus stop location caused by their children. Restitution may be pursued by law enforcement agencies.
6. Parents are responsible for students at the bus stop.

Local Board Of Education Responsibilities

Each local board of education is responsible for adopting transportation policies, which ensure a safe and efficient unified system of transportation for all eligible students within its jurisdiction. School transportation services for eligible students shall be provided by use of a school bus and/or per capita feeder. Therefore, each local board shall establish policies in the following areas:

- 1) Each local board of education shall:
 - i) Approve a policy defining the school transportation responsibilities of parents, students, teachers, staff, Transportation Contractors and others.
 - ii) Approve a policy concerning complaints regarding school transportation from parents, students, Transportation Contractors, and others.
 - iii) Approve a disciplinary policy and procedures including an appeal process applicable to all students transported on school buses.
 - iv) Adopt and approve policies in specialized areas affected by Federal Regulations, State Law, and new Legislative initiatives related to school transportation.
 - v) A student discipline policy for school transportation, including procedures for suspending a student's transportation privilege and for holding parents responsible for any malicious destruction to the bus or assault on a driver or others.
 - vi) A comparable travel time policy.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

- vii) A policy regarding the transportation of special personnel, such as licensed nurses and special education assistants, or other designated persons.
 - viii) A policy regarding the transportation of animals which accompany a student with disabilities. The policy shall at a minimum address the certification, training, and immunization of the animal.
 - ix) A policy outlining acceptable procedures for medicine transport. The policy shall include the designated place for transport and the personnel authorized to administer medication during transport when necessary. .
 - x) A policy regarding the maintenance of a roster/seating chart for students who ride school buses.
 - xi) A policy for providing transportation services for students eligible under Section 504 of the Rehabilitation Act of 1973 when such services are specified in the student's accommodation plan.
 - xii) Procedures covering a Do Not Resuscitate request from the parents or guardians specific to the school bus.
- 2) School Bus Contractor Relationships: When an outside contractor provides school transportation services, each local board of education shall:
- i) Approve all contracts and contract amendments with school bus-contractors in accordance with State Law and State Board of Education Regulation.
 - ii) Approve a policy governing the termination of a contract with a school bus contractor in accordance with State Law and State Board of Education Regulation.
 - iii) Include as a part of each contract a scope of work; which ensures that this regulation and all other applicable State and Federal Regulations and State Statutes and State Board of Education regulations are adhered to.
 - iv) Develop policy involving criminal background checks in accordance with State Law.
- 3) School Approved Activities - Each local board of education shall adopt policies and procedures concerning the safety and welfare of students participating in school-sponsored activities. At a minimum the policies and procedures shall include provisions for rest and relaxation for students and drivers during trips. Local School Boards shall also adopt procedures governing the use of school-owned or private vehicles other than school buses for transporting student's to-and-from such activities.

[12-31-98, 07-30-99; 6.41.4.8 NMAC – Rn, 6 NMAC 9.5.3.8, 07-1-2001]

School Administration Responsibilities

General Requirements

1. The school district administrator shall observe all Federal and State Laws and Regulations, State Board of Education's Regulations, and Local Board of Education's Policies and Procedures.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

2. Prior to providing services, the local school superintendent shall ensure that each school bus contractor has a properly executed contract on a form approved by the State Board of Education.
3. The school district administrator or designee shall verify current qualifications and training records on each school bus driver, substitute and bus assistant and verify that background checks and reference checks are made in accordance with applicable laws.
4. The school district administrator or designee shall establish written procedures to be followed in inclement weather and for emergency bus evacuations.
5. The school district administrator or designee shall provide to school bus drivers' vital emergency information for all students transported with special needs or special medical conditions. All vital emergency information shall be treated as a confidential record as provided by law.
6. The school district administrator, or designee, shall be available until all buses have completed their trips and all students have been properly delivered.
7. The school district administrator or designee shall develop and implement a school transportation safety curriculum for students who ride school buses to and from school and school sponsored activity trips.
8. The local school district shall review for safety each student walk zone for each school on a school district approved cycle. The review cycle shall not exceed five years.

[12-31-98, 07-30-99; 2-14-00; 6.41.4.9 NMAC – Rn, 6 NMAC 9.5.3.9, 07-1-2001]

Principal Responsibilities

The principal is responsible for implementing policies set by the School Board of Education and for promoting public understanding of and support for the transportation program. Specific duties include but are not limited to:

- 1) Students will receive transportation information regarding bus stops and times at registration.
- 2) The principal or designees, in cooperation with the drivers, are responsible for enforcing discipline while students are being transported to and from school, as well as during unloading and loading.
- 3) The principal/designee will be at the bus zone in the morning when students are unloading and in the afternoon when students are loading. The principal/designee will ensure that students are not dismissed from school earlier than dismissal.
- 4) Complaints regarding discipline on board a bus or problems with a bus driver will be referred to the Transportation Director.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

- 5) Notes from parents authorizing the bus driver to drop off their son/daughter at a point other than his/her regular stop will be handled on an individual basis by the principal or designee. The principal or designee must sign the note noting approval and given to the bus driver.
- 6) The School Bus Driver will send copies of School Bus Conduct Reports to the principal as they occur. The principal/designee should discuss with the student, his/her behavior on the bus.
- 7) If a student is involved in a serious infraction on the way to school, the student will not be allowed to ride the bus home. The principal/designee will notify the parent of the infraction and suspension of transportation.
- 8) All requests for school bus schedule changes should be submitted to the Transportation Director.

Transportation Contractor Responsibilities

- 1) These services include:
 - a) Cooperating with the school district administrator to provide safe and efficient transportation services for all eligible students.
 - b) Keeping all required vehicle maintenance records.
 - c) Hiring all drivers, substitute drivers and assistants in accordance with local policy, State board of Education Regulations and section 22-10-3, NMSA, 1978.
 - d) Providing all training for drivers and assistants.
 - e) Maintaining all driver and assistant training records.
 - f) Hiring mechanics and office support personnel.
 - g) Attending IEP meetings as necessary to provide safe related services as required and justified in the student's IEP.
 - h) Maintain all school buses and all safety equipment on school buses.
 - i) Complete and accurately report information required by the State Transportation Director and local school district.
- 2) Equipment Recall: Any school bus owner, when notified to return the vehicle for modification or repair by an automotive manufacturer, distributor, State Department of Education or Federal Agency, shall comply immediately with the directive.
- 3) Training Material: Each employer shall make available to each bus driver at the time of hiring the Standards for Providing Transportation for Eligible Students and any local handbooks.

[12-31-98, 07-30-99; 6.41.4.10 NMAC – Rn, 6 NMAC 9.5.3.10, 12-29-2000]

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Driver Responsibilities

- 1) The bus driver must act in a professional manner at all times.
- 2) The driver and/or assistant shall meet all needs identified in a student's IEP.
- 3) The driver shall not permit passenger(s) to occupy any area in front of the passenger seating area while the bus is in motion.
- 4) The driver shall not transport any person(s) except students assigned to their bus, unless approved by the Transportation Director.
- 5) No vehicle shall carry more passengers than the rated seating capacity. All students must be seated when the bus is in motion.
- 6) The driver shall not carry on unnecessary conversations with students while driving. The driver will talk to students respectfully.
- 7) Drivers will not use profanity, racial slurs, or any other derogative statements toward students.
- 8) The driver may assign seats and must have an accurate and up-to-date roster, seating chart and route map on board the bus at all times.
- 9) The driver is expected to maintain a regular route schedule, unless inclement weather, mechanical problems, or emergency situations dictate otherwise.
- 10) The driver is responsible for the safe and orderly conduct of the passengers on their assigned bus routes.
- 11) The driver may not change the bus route, stops, or time schedule, except in the event of an emergency without approval from the Transportation Contractor. ***The drivers are NOT expected to wait for students unless they are observed making a timely effort to reach their buses.***
- 12) The driver must maintain control of student discipline following district/company policy guidelines.
- 13) The driver shall not permit the transportation of fire arms, knives, explosives, breakable glass, or other dangerous objects, reptiles or animals, except those animals authorized by an IEP.
- 14) The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.
- 15) No item that will block the aisle or emergency exits will be transported. A driver will not permit students to place anything in the driver compartment area, aisles, or in front of an emergency exit.
- 16) In transporting musical instruments, shop projects, or other school projects, the following shall apply:
 - a) No item may take up needed seating space.
 - b) All items must be under the student's control at all times, and fit in the seating compartment.
- 17) The emergency door and/or windows shall not be fastened or wired in any fashion as to prevent opening from the inside or outside at any time.
- 18) The driver will report any mechanical malfunctions immediately on the proper forms and notify the Transportation Contractor.
- 19) Enforce discipline Policies and Procedures the Animas School District has in place, disciplinary policies and procedures including an appeal process applicable to all students transported on school buses.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

[12-31-98, 07-30-99; 6.41.4.11 NMAC Rn, 6 NMAC 9.5.3.11,07-1-2001]

Discipline Policy & Procedures

Student transportation is a privilege to students who are eligible for transportation pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A., 1978. Students who do not obey the State and Local Regulations governing student transportation may have their transportation privileges revoked by the school district.

Each bus driver has been supplied with copies of the Bus Conduct Form which outlines the rules of student behavior.

Students not following rules & procedures will be subject to discipline procedures.

Before a student is issued a bus conduct form, the driver will complete the following steps:

1. Hold a conference with the student.
2. Change the student's seat, if necessary.
3. Send a warning notice home for contact with the parents.
4. Bus drivers will carry an "incident log" on each bus run.

The information noted above will be communicated to parents and administrators on an as needed basis.

The following procedures may be followed when disciplinary action becomes necessary.

- 1) First Violation-Conference with bus driver/student.
 - i) Bus Conduct Form Report Filed. Phone call to parent by the School Bus Driver. Student will be warned of potential loss of future riding privileges. Student seating assignment may be changed by the school bus driver.
- 2) Second Violation-Conference with Principal/Bus Driver/Parent.
 - i) Riding privileges may be suspended, depending on seriousness of infraction.
- 3) Third Violation-Principal/Driver/Parent/Student Conference.
 - i) Suspension of bus riding privileges
- 4) Fourth Violation-Automatic Suspension of bus riding privileges for the remainder of the semester. Violations at the end of one semester will go forward to the next semester.
- 5) Severe Violation –Please see # 4.

When a Bus Conduct Form has been given to the student, he/she must take a copy to his/her parent(s) or guardian(s). The parent(s) or guardian(s) must sign the bus conduct form and return it to the bus driver. One copy will be given to the principal and the driver will keep one copy of the form.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Parent(s) or guardian(s) may not stop a school bus to discuss discipline matters with the driver on the route. A conference must be scheduled through the Transportation Director or Building Secretary.

Severe Disruptions

Nothing contained herein shall prevent the emergency removal of any student from a school bus if the student endangers or reasonably endangers the health, welfare, or safety of himself or herself, any other student, teacher, or employee.

Inappropriate and dangerous behavior will result in automatic suspension of transportation privileges.

When emergency removal of the student from a school bus is necessary, the student's parent(s) or guardian(s) shall be notified immediately of the action.

After a severe disruption suspension, a hearing will be held with the student, parent(s) or guardian(s), Superintendent and School Bus Driver, to determine if reinstatement of school bus privileges is appropriate. Any infraction at the end of the school year may be carried over to the next school year.

Discretionary action may be taken by an administrator at any time when the transportation process is threatened with disruption. Nothing is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation.

Transportation of Medication

Medication for school students must be delivered by the parent/guardian to the school principal. Medication(s) shall not be transported on the school bus.

Family Education Right to Privacy Act

As of January 8, 2009 FERPA enables designated school district and/or contracted transportation personnel including bus drivers and monitors access to student records when deemed necessary. This will be determined on a case by case basis to ensure the safety and welfare of students with special needs. It is permissible to disclose educational information that may include medical and behavioral plans such as those included in IEPs or other mental or physical health care plans.

Evacuation Drills

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Student emergency drills or adequate alternate instruction shall be conducted twice a year for school buses. Student emergency drills or adequate alternate instruction shall be conducted prior to departure on school-owned vehicles used for activity trips. Types of drills are:

- a) Everyone exits through the rear emergency door.
- b) Everyone exits through the front service door.
- c) Students sitting in the front half of the bus exit through the front service door and students sitting in the back half of the bus exit through the rear emergency door.
- d) If emergency doors are located mid-bus, students exit through the closest door.
- e) On buses with roof hatches, instructions on their proper use

The driver will be the individual conducting these drills, but will receive support from school personnel. These drills will take place on school premises and documented by the Transportation Director.

Accidents and Emergencies

Accidents and Emergencies: The term vehicle is used in this section to refer both to a school bus and to school-owned vehicles used to transport students to and from school and school-sponsored activity/field trips.

1. Reasons for Emergency Evacuation
 - a. Fire or danger of fire. The vehicle shall be stopped and evacuated immediately if any portion is on fire. Passengers shall move a safe distance away from the vehicle and remain there until the driver of the bus has determined that no danger remains.
 - b. Unsafe position. If a vehicle is stopped the driver shall determine immediately whether it is safe for passengers to remain in the vehicle or to evacuate. The driver shall evacuate if
 - c. The vehicle stops in the path of any train.
 - d. The stopping position of the vehicle is subject to change and thus increases the danger to passengers.
 - e. The stopping position of the vehicle is such that there is danger of collision.
2. Responsibilities of the Driver: In the case of any accident involving a school bus or a school-owned vehicle, the driver's first responsibility is to the safety of the passengers. In addition, the driver shall:
 - a. Stop immediately.
 - b. Maintain control of passengers.
 - c. Protect the accident scene.
 - d. Remain at the scene of the accident and not move the vehicle.
 - e. Render reasonable assistance to any person injured in the accident.
 - f. Notify Transportation Director via radio (if applicable) or cell phone, and notify local law enforcement and the transportation contractor.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

- g. If it is necessary to evacuate passengers, make certain that all passengers are in a safe location away from traffic and that they are not permitted to leave the scene of the accident on their own.
 - h. Place reflectors appropriately to warn traffic.
 - i. Obtain information such as names, license numbers, registration numbers, location, time, road and weather conditions, and a listing of all passengers including their seating locations.
 - j. Make no admission of liability or assume responsibility for the accident.
 - k. Comply with local policy and procedure in reporting the accident.
 - l. Adhere to any vital emergency medical information provided.
3. Report all school bus accidents in accordance with local district and state accident reporting procedures.
4. In the event of a school bus accident or emergency, the school district administrator shall:
 - a. Promptly notify the State School Transportation Unit by telephone if a school bus is involved in an accident that results in death, serious injury or hospitalization of any passengers, bus driver, pedestrian or other vehicle occupant.
 - b. Promptly notify the State School Transportation Unit if a school bus is involved in an accident in which possible mechanical failure may have been a contributing factor. The possible defective part(s) shall be protected until the State School Transportation Unit provides directions.
 - c. Promptly notify the State School Transportation Unit by telephone, if a school bus is involved in an accident, which results in the death of a student passenger, bus driver, pedestrian, or other vehicle occupant.
 - d. Provide a written report to the State School Transportation Unit within seven (7) calendar days of any accident.
 - e. Adjudicate their reportable accidents Preventable/Non-Preventable by use of the National Safety Council adjudication criteria. Where the school bus operator does not concur with the local district determination of the adjudication, an appeal of the bus accident adjudication may be made to the State Transportation Director. The State Transportation Director's decision will be final.

Transportation of Large Articles

For the safety of all bus passengers, the following shall apply in the transporting of musical instruments or other large articles:

- No item shall block the aisle, emergency door, or service door of the bus;
- No item shall be placed in the driver's compartment;
- Items allowed on the bus shall be under the control of the student at all times, be carried on the student's lap or on the floor of the bus and shall not extend beyond or above the height of the seat in front of the student.
- Parents are encouraged to transport large articles in private vehicles.

Video Notice

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Animas Public School District will continue to participate in the use of video cameras on buses. Please make sure that your children know they may be taped on any or every day.

Activity/Field Trips

The transportation of students to school-sponsored activity/field trips should be in school bus vehicles whenever practical. Only Animas School students, sponsors and chaperones will be transported on school buses for school-sponsored activity/field trips. A school bus must be used any time the school-sponsored activity/field trip involves more than nine students or would require more than one school-owned vehicle to transport students to the same destination.

Private vehicles will not be used to transport students.

In order to promote the safe transportation of school students, the use of school-owned vehicles other than a school bus used must meet the following criteria:

- Rated capacity of the vehicle is nine or fewer;
- Sponsored activity involves nine or less students;
- Sponsored activity/field trip requires school owned or contracted vehicles/buses only transport students to the same destination, private vehicles are not permitted;
- A signed release from the parent(s)/guardian(s) giving permission for the student to participate in the activity/field must be obtained by the sponsor;
- The cargo securement system is designed to ensure that no object is likely to become a flying missile in a crash situation (i.e., use of a cargo net or other adequate securement tie-down) or cargo shall be carried in the trunk or in an external cargo carrier.
- Acceptable vehicles include a vehicle with a rated seating of nine or fewer provided the vehicle meets all Federal Motor Vehicle Safety standard requirements for its category.
- Unacceptable vehicles are vans and/or mini-vans.
- All occupants must have seat belts available and are required to wear them while the vehicle is in motion.

The driver must:

- Meet all requirements set forth by the State of New Mexico that a School Bus Driver must meet and maintain.
- Complete pre and post trip inspections of the vehicle;
- Have a planned route and procedures for loading and unloading students on the route;
- Have a roster of students to be transported. (Roster must include name, address and telephone number for all students.)

PARENT/GUARDIAN PERMISSION FORMS

The Sponsor of the activity/field trip shall be responsible for obtaining Parent Permission Slips for all students, and submitting all such forms to the Principal prior to the activity or field trip. Such forms shall be kept on file in the school.

It shall also be the responsibility of the Sponsor to ensure that no student is permitted to participate in the activity/field trip except those who have submitted Parent Permission Slips.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

The Superintendent shall annually review the Parent Permission Slips to ensure that the form appropriately addresses notice, consent, waivers for liability, and consent to emergency medical care, and shall approve and issue such form for use.

STUDENT BEHAVIOR

Student behavior during activity and field trips is subject to the same policies, rules, requirements, and expectations that apply to students at school and on regular route buses.

SUPERVISION

It shall be the responsibility of the Sponsor to make arrangements for the required number of suitable adult chaperones to accompany and supervise the students.

The individuals proposed to serve as chaperones must be either district employees, sponsors, coaches or parents of students participating in the activity or field trip, and must be approved by the principal.

Male and female adult chaperones shall accompany mixed groups of male and female students when possible and practical.

Parents who serve as chaperones as part of a school-sponsored activity/field trip shall be familiar with and enforce policies and procedures of the district and will adhere to the policies and procedures that govern school personnel.

The number of chaperones on all trips to supervise students shall be adequate to provide supervision at all times. Bus driver(s) shall not be counted as chaperones for the purpose of calculating the chaperone-student ratio.

Pursuant to State Board of Education Regulation #83-3, Section 5.1.8, the following requirements apply to drivers of school-sponsored activity/field trip vehicle:

The driver operating the motor vehicle for the purpose of transporting students to or from a school-sponsored activity/field trip shall not have more than 10 hours total driving time, or more than eight hours continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24-hour period.

“On-duty” time is defined as that time related to the servicing or operation of the vehicle, or those duties assigned or necessary that are related to a specific trip, such as staying with the bus for security purposes or assisting with supervision of students or coaching. “On-duty” time also includes daytime duties such as teaching or other jobs.

Example:

Animas Pubic School Employee Duties (8am – Noon)	4.0 hours
Animas to Cliff, one-way	2.5 hours
Time of Event	4.0 hours

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Cliff to Animas, one-way	2.5 hours
Meals and servicing equipment	1.5 hours
Total time for trip	14.5 hours

When a driver is off duty, he/she is relieved of all responsibility for the care and custody of the vehicle, its accessories, or any cargo or passengers.

The duration of the driver's relief from duties shall be a specified adequate period of time to allow the driver to rest and to pursue activities of his or her choosing off the premises where the vehicle is situated.

The bus driver should allow for adequate rest stops to allow the bus driver and passengers to leave the bus for an adequate amount of time.

Responsibilities of Sponsors: Activity/field trip sponsors shall be responsible for students on and off the vehicle and for the following:

- a) Preparation and submission of trip requests in accordance with the local board of education's policies.
- b) Notification to the school district administrator or designee of any schedule changes.
- c) Assurance that students are at the departure points at the appointed time.
- d) Supervision of the loading and unloading of the vehicle.
- e) Assurance of the orderly conduct and discipline of students during the trip.
- f) In an evacuation of the vehicle, supervision of students and maintain control of student passengers.
- g) All arrangements on overnight trips for meals and lodging, including the driver.
- h) Provision for adequate rest stops.
- i) Maintenance of a student roster and taking roll each time students disembark and return to the vehicle.
- j) The person responsible for the group or activity shall not have the additional responsibility of driving the school activity/field bus.
- k) The sponsor/coach is responsible for ensuring the school bus/vehicle is clean upon return to the school. This includes removal of all personal items, trash removed, messes and spills cleaned and bus swept. Sponsor/coaches are required to sign form stating that bus/vehicle has been cleaned.

Funding: School activity/field trips shall be paid from budgeted school activity funds, and not from to and from transportation funds.

Activity/Field Trip Tickets: Any school vehicle/bus used to transport pupils on school-sponsored activity/field trips outside the school district's boundaries shall carry an Activity/Field Trip Ticket.

[12-31-98, 07-30-99; 2-14-00; 6.41.4.9 NMAC – Rn, 6 NMAC 9.5.3.9, 07-1-2001]

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Student Rosters, Seating Charts and Route Maps

School bus drivers will maintain a student roster, seating chart and route map for each school bus route under contract. The student rosters and route maps shall be kept updated. Information of the student rosters shall be confidential and in the school bus. A copy of the student roster and route map shall be provided by the contractor to the Transportation Director. Drivers may assign seats to students. Student rosters will contain the following information:

- First and last name of each student
- Address
- Phone Number
- Grade Level
- Parents
- Emergency Contact
- Bus stop information
- Pertinent Medical Conditions.

Inclement Weather Procedures

During times of inclement weather, road conditions will be assessed by 5:00 AM. If it is determined that it would be unsafe to operate a school bus on a bus route the following radio and television stations will be notified. Parents should tune into these stations at 6:00am to learn if buses will be running.

1. KRQE TV channel 13
2. KOAT TV channel 7
3. KOB TV channel 4
4. KNFT FM

Sometimes it will be deemed better to delay the start of school by two (2) hours. The same resources for information as mentioned above will be notified of a delay. Sometimes only specific routes may be cancelled or delayed in some areas of the Animas School District. If road conditions are such that a bus cannot run the route safely during inclement weather, such as snow, ice and muddy conditions or flooded water crossing and is unable to pick up students for morning classes, the bus will not deliver students to their homes at the end of the day. If parents bring their children to school, and the bus had been unable to transport them, the parent will be responsible for their transportation home at the end of the day. This rule does not apply to regular conditions when a parent transports their child to school for reasons other than inclement weather. The child will be allowed transportation home on the school bus under normal weather conditions.

It is important that parents provide a telephone number where they may be reached and stay alert to any transportation schedule changes during inclement weather conditions.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Road conditions, such as snow, ice and mud, flood prone areas of routes may delay or cancel a bus from transporting your child to-and-from school. Parents should call the Transportation Contractor or the Transportation Director about times and schedule changes.

Final decision as to whether a bus will operate in inclement weather will be left to the discretion of the bus driver.

Safety Inspection

All school-owned vehicles will be inspected periodically by school personnel as well as at periodic intervals required by state regulation to qualify for the state safety emblem.

All school buses will be inspected daily by the driver. A qualified inspector(s) will conduct thorough inspections of school buses twice yearly in the manner required by state regulation.

Drivers of all school buses and school owned vehicles are required to perform pre and post trip inspections before every trip. These inspections will be done on district provided inspection sheets and shall be turned into the Transportation Director.

Vehicle Maintenance Program

It will be the responsibility of the school bus contractor to effectively maintain school buses.

It will be the responsibility of the Maintenance Supervisor to establish an effective maintenance program for all school-owned vehicles.

Records

It will be the joint responsibility of the Superintendent and the Transportation Director to maintain transportation records.

Types of Records:

- a. Insurance
- b. Inspections
- c. Inventories
- d. Medical Certifications
- e. Student Rosters
- f. Contracts and Agreements
- g. Schedules
- h. Routes
- i. Safety
- j. In-Service Training

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Bus Driver Drug Testing

The Animas Public School District and its transportation contractors shall require that all applicants for employment as bus drivers be tested for the use of substances which could lead to impaired performance as a driver. As noted in policy 222, drivers may be required to undergo such testing at any time during their employment by the District or a district contractor. Refusal by the employee to undergo such testing upon request will be considered insubordination and shall automatically disqualify the employee from further employment as a driver.

Unless required by law, the Animas Public Schools and its contractors shall not disclose individual drug testing results to anyone other than the applicant without a written release from the applicant or employee requesting the disclosure.

All procedures followed regarding the drug testing of drivers shall be consistent with the Regulations of the United States Department of Motor Transportation Drug and Alcohol Policy.

As used in this policy, drug testing involves the driver or applicant making himself or herself available at a place and time specified by the Superintendent or his/her designee, and providing a sample of body fluid or tissue to be analyzed for the presence of alcohol or controlled substances, as those terms are defined by Motor Transportation Department regulations.

All contracts with school bus operators are subject to such operators providing the Superintendent with test results for their employees and applicants for employment.

The Animas Board of Education hereby delegates to the Superintendent the authority to adopt implementation guidelines and regulations governing testing and testing procedures as called for by this policy.

District Drivers

For the purposes of this policy a district vehicle is defined as a motor vehicle owned, leased, contracted for, or rented by the Animas Public School District and used for the purpose of moving or transporting any person or property upon a highway or road.

All individuals driving Animas Public School District vehicles shall participate in the Animas School District's Defensive Driver Program or an equivalent Defensive Driver Program prior to receiving authorization to use a district vehicle for district business. The Animas Board of Education reserves the right to refuse an employee, a volunteer, or any other person authorization to operate a vehicle on district business or be reimbursed mileage if the individual is determined to be a negligent driver or fails to maintain a valid New Mexico Class A, B, C or D driver's license.

In order for a school bus driver to remain an active driver within the Animas Public School District, the driver must complete and maintain: bus driver physical qualification requirements, school bus driver license requirements, and yearly in-service training. In addition, the driver must drive a minimum of two trips per school year to remain an active driver with the Animas

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Public School District. Animas Public Schools and/or Transportation Contractors will not provide training to drivers who do not remain active.

A record will be submitted by route drivers at the end of each semester to the Transportation Director, documenting substitute drivers that have driven their bus.

Bus Driver Physical Qualifications

1. Before transporting students, a school bus driver, activity driver, substitute driver and bus assistant are required to have a physical examination, and renewed every 24 months from the date of the last examination or before as specified by a licensed physician.
2. Additional physical examinations shall be required at any other time at the request of the local school district, State Transportation Director, or transportation contractor.
3. All physical examinations shall be conducted by a licensed physician under criteria developed by and certified on a form specified by the State Transportation Director.
4. Controlled Substance and Tobacco Restrictions
 - a. All school buses shall be alcohol, drug and tobacco free areas.
 - b. The driver and the bus assistant shall not use alcoholic beverages, illegal substances, or legal substances prior to or during duty hours which would impair the driver's ability to drive the school bus or the bus assistant's ability to perform required duty.

School Bus Driver License Requirements

1. Pursuant to the Motor Vehicle Code, an operator of a school bus shall possess a Commercial Driver License (CDL), Class B with the appropriate endorsements.
2. School bus drivers are required to meet all current Motor Vehicle regulations for a license to drive a school bus.

[12-31-98, 07-30-99; 6.41.4.11 NMAC Rn, 6 NMAC 9.5.3.11,07-1-2001]

Qualifications for Activity/Sponsor Driver

1. Activity drivers are not required to obtain a Commercial Drivers License unless they operate any vehicle that is designed to carry ten or more passengers including the driver.
2. Activity driver operating a school owned vehicle for planned school sponsored activities shall comply with the following: Drivers shall be employees of a school

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

- district. Before operating a school owned vehicle the driver shall comply with the requirements of section 6.41.4.9 J (1) (a,b,c,d) a physical examination in accordance with section 6.41.4.11 D and shall meet the requirements of the Controlled Substances and Alcohol Use and Testing in accordance with 49 CFR Part 382.
3. A new driver who has not been previously employed or certified shall be required to successfully complete a minimum of 12 hours of training.
 4. The following pre-service training shall be completed: A School Bus Driver Instructor certified by the State School Transportation Director shall conduct the 4-hour classroom instruction.
 5. Classroom - 4 hours (1 hour shall be on Familiarization with the vehicle and equipment) Classroom instruction shall include a review of the Standards for Providing Transportation Services to Eligible Students, district and/or employer safety policies and regulations, general motor vehicle operating procedures, and passenger management.
 6. Completion of minimum training within the first year of driving a school owned vehicle, unless documentation is provided for previous completion.
 7. Nationally recognized or state approved First Aid Course including CPR.
 8. Nationally recognized or state approved Defensive Driving Course.

[12-31-98, 07-30-99; 6.41.4.13 NMAC Rn, 6 NMAC 9.5.3.13, 07-1-2001]

Communication between Buses and District Transportation Director

An authorized Animas Public School Employee shall be available via 2-way radio communication at all times route buses are in operation.

Lost and Found

Items left on bus will be held for one month at the Animas Public School Administration Office. After the one month period, items will be discarded. Perishables will be discarded immediately.

Definitions

Activity bus driver - An individual who meets all state and local criteria to drive students on school sponsored activities in a school bus.

Activity/Sponsor driver - An individual who meets all qualifications, licensing requirements and local district criteria to drive students on school sponsored activities in school owned vehicles not to include school buses.

School Bus - Any motor vehicle with a rated seating capacity of 10 or more occupants operating under the jurisdiction of the State Board of Education which is used to transport children, students, or teachers to-and-from school or to-and-from a school sponsored activity, as defined in the Motor Vehicle Code. (Section 66-1-4.16)

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

School Bus Driver - An individual employed by a school district or private contractor that has completed all certification and licensing requirements and is assigned to drive an approved bus route or activity trip.

School District Administrator - An individual designated by a local district to be responsible for school transportation services and must oversee the administration of the pupil transportation program; also known as Transportation Director.

School-owned vehicle - A vehicle other than a school bus that is used to transport students to planned school sponsored activities.

Substitute Driver - An individual employed by a school district or private contractor to operate a school bus on a regular to-and-from route when the assigned school bus driver is absent. This person may also drive activity/field trips. This person shall meet all certification and licensing requirements of the regular school bus driver.

Transportation Contractor - An individual or business that has entered into a binding agreement with the local school board to provide school transportation services.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

BUS REGISTRATION FORM

In order to ride the School Bus a Bus Registration Form must be completed for your child/children by the end of the first week of school.

I, _____, being the parent or guardian of _____ have read and understand the regulations set forth in the Student Handbook for Students and Parents.

I further understand the following:

- Student transportation is a privilege extended to my child/children and not a right. Should my son/daughter have his/her bus riding privileges suspended, it is my responsibility to provide transportation to-and-from school.
- I understand that I am responsible for my child/children at the bus stop.
- I understand that the School Bus Driver is not expected to wait for my child/children unless a timely effort to reach the bus stop is observed by the Bus Driver.

Signed

Date

Failure to return this form could result in suspension of bus privileges.

Information:

Home phone: _____

Work phone: _____

Cell phone: _____

Emergency phone: _____

Address _____

Allergies/Medical Conditions _____

Other: _____

Information requested will be kept confidential & will only be used to help provide safe transportation for your child.

ANIMAS PUBLIC SCHOOLS TRANSPORTATION HANDBOOK

Resources & Contacts

School Bus Transportation Director & Transportation Contractors

Karen Martinez, 575-548-2299
APS Transportation Coordinator
Activity Buses: 21, 22 & 24

Fralie Bus Service, 575-548-2585
Transportation Contractor
Buses: 3, 4, 5 & 14
Coverage Area: Animas & Cotton City

Joni Walter, 575-548-2305
Transportation Contractor
Buses: 7 & 8
Coverage Area: Rodeo Valley

Louise Peterson, 575-436-2699
Transportation Contractor
Bus 11
Coverage Area: East Animas, Windmill, Hachita & Antelope Wells

William Walter, 575-548-2545
Transportation Contractor
Bus 6
Coverage Area: All Areas South of Animas

Resources

Animas Public Schools Board Policy
www.animask12.net

NM Public Education Department of Education
<http://www.ped.state.nm.us/div/fin/trans/regs/6.41.4nmac.html>