

GENERAL MCLANE TRANSPORTATION GUIDELINES

(Finalized December, 2014)

BUS ROUTING

1. Buses are not to be routed into cul-de-sacs, dead-end roads or through developments.
The following list of items will be investigated when determining bus routes:
 - a. Child Safety
 - b. Length of road
 - c. Ease of turn around
 - d. Density of population on the road (indicates potential traffic)
 - e. Road characteristics (topography, etc)
 - f. Efficiency of bus routing
2. Routes with turn-arounds (backing) will be avoided except where excessive added mileage or traffic conditions warrant a turn-around.
3. Passenger load on bus routes will be maintained as close to full capacity as possible.
4. Special requests, such as routing to and from day care providers, must be made in writing by August 1 of the school year to the Transportation Coordinator. Special requests to transport children to locations other than that established in the initial routing will be handled on an individual basis.
5. School bus routes and schedules shall be completed and posted on the General McLane website no later than five business days prior to the first scheduled day of classes. All runs shall have been assigned and the assigned driver will complete a trial run in the assigned bus at the scheduled time of day to confirm the appropriateness of the schedule.
6. The assignment of school bus stops is the responsibility of the School District. Parents/Guardians must recognize that bus stop assignments cannot be customized to meet every individual need and still be part of an efficient, safe and economical transportation system.

PICK UP and DROP OFF

1. Regular bus schedules detailing both routes and stops are established each year for the transportation of children to and from school. Each child entitled to transportation shall be assigned a bus stop along a bus route and shall embark and depart from this bus stop. Exceptions to this policy will be made only for reasons of the child's health and safety and based upon administrative regulations.
2. Bus stops will only be within the boundaries of the General McLane School District for General McLane children.
3. General McLane parochial children pick up and drop off will adhere to the same criteria as a public children.
4. All public and non-public children will be assigned to a route and a stop, using information provided to the transportation department at the end of the current school year. This route and stop information will carry over unless a change request form is completed, submitted and approved by August 1st of the school year.
5. For the safety of children already on the bus, as well as that of the traveling public, bus stops should be consolidated when possible in order to reduce the hazards caused by frequent stops along a road or highway.
 - a. While state law permits schools to have children walk 1.5 mile for elementary children and 2 miles for high school and middle school children to their bus stop, the district will attempt to make walks shorter than the maximum. (Currently, the maximum walk is 3/10 of a mile for elementary and 6/10 of a mile for high school/middle school.) [PA School Code 1949 24 PS 13-1362 and 17-1726A]
 - b. Bus stops in rural areas will be evaluated on the traffic flow (local and through traffic), site distance, length of the road, ease of turn around, density population on the road, existence of railroad crossings, and traffic and road conditions.
 - c. On certified hazardous routes, a child may be required to walk 500 feet to a bus stop or to the school according to 67 PA Code Chapter 447.3.
6. The district is only required to transport children to and from home/school. **Child transportation arrangements must remain the same for every day of the week (Monday through Friday). Children will need to have one regular morning bus stop and one regular afternoon bus stop.**
 - a. All requests for daycare transportation will be submitted in writing and reviewed by the transportation department.
 - b. Day care transportation will be provided from the day care facility to the school and/or from the school to the day care facility provided that the day care facility is located within the municipalities comprising the General McLane School District and this transportation accommodation is established **on a regular basis**.
 - c. **We cannot accommodate personal after school activities. (i.e. birthday party, dance classes, piano lessons, etc.) Your child must go home on his or her regularly scheduled bus.**
 - d. The District will honor split custody arrangements if both parents live within the school district.
 - e. **Requests involving multiple childcare locations on different days of the week CANNOT be honored.**
 - f. Parents should have emergency plans in place to accommodate their child's arrival at designated drop-off.
7. Parents are reminded that children are assigned to a specific bus AND a specific bus stop. Your bus driver is not authorized to pick up or drop off children at other bus stops at any time.
8. Arrival time for children at the bus stop should be five minutes before the regular scheduled time. Waiting for one (1) tardy child could mean a busload of children late for school. Drivers are not to wait for children.
9. **Parents/Guardians must assume responsibility for their child after discharge at the requested stop. The district cannot be responsible to determine whether parents are home at time of discharge. Parents are encouraged to make plans with family and/or neighbors to be home in the event a parent is detained or unable to be home at time of discharge.**
10. Transportation of tuition students is the responsibility of the parents.
11. **KINDERGARTEN STUDENT DROPOFF PROCEDURE:** The General McLane School District requires a parent or responsible designee to be present at the designated drop off location for all kindergarten students. In the event the school bus driver

does not see a parent or designee to receive the kindergarten student, the driver will notify the General McLane Service Center who will in turn attempt to call the parent(s). If a parent cannot be immediately reached, the kindergarten student will be transported to the General McLane Service Center. If a parent still cannot be reached, the Pennsylvania State Police will be notified. Repeated incidents of this nature will jeopardize your student's privilege of being transported by the District.

TRANSPORTATION CHANGES REQUESTS

1. Any request initiated by the parent or guardian for permanent changes and/or temporary changes in child transportation to and from a location such as home or childcare facilities, must be made in writing to the transportation office by using the District Bus Change Request Form. This request should be submitted by August 1, prior to the beginning of the new school year. If we are not notified by August 1, your default stop will be your home address for both morning and afternoon. Not all requests can be accommodated.
2. Changes during the School Year:

- a. Permanent Change of Residence

If the need would arise for a parent/guardian to permanently change a child's bus assignment due to a change in address, the parent or guardian may request a "District Bus Change Request Form" by completing and submitting a District Bus Change Request Form to the Transportation Department. This change in schedule must be consistent for each week. We ask that this form be submitted 48 hours prior to the start of the bus change. The parent/guardian will then be contacted with the new bus assignment information. Changes in residence need to be accompanied by proof of residence such as driver's license, lease or contract on home.

- b. Permanent Change of Day Care

If the need would arise for a parent/guardian to permanently change a child's bus assignment due to a change in childcare, the parent or guardian may request a "District Bus Change Request Form" by completing and submitting a District Bus Change Request Form to the Transportation Department. This change in schedule must be consistent for each week. We ask that this form be submitted 48 hours prior to the start of the bus change. The parent/guardian will then be contacted with the new bus assignment information.

- c. Emergency Bus Change

Parents should have emergency plans in place to accommodate their child's arrival at designated drop-off. In the event of a death in the family or an unanticipated medical condition, parents may call the school to see if accommodations are possible. Overuse of this privilege will result in denial of further requests.

5. Any request for new bus stops will be evaluated from a traffic safety standpoint only using criteria listed under Pennsylvania Department of Transportation criteria for determination of hazardous walking routes.

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

- A. Parent/Guardian not being able to see child walking to bus stop and/or waiting at bus stop.
- B. Neighborhood feuds or conflicts with nearby residents.
- C. Change in parent's/guardian's work schedule or babysitting arrangements.
- D. Parent/Guardian not able to walk to bus stop with child because of other obligations.
- E. Unrestrained pets in neighborhood.

Requests for a bus stop change by a family will be reviewed by Transportation. The family cannot anticipate an answer before forty-eight (48) hours.

The request must be made via an official request for change. The reply will be noted by Transportation on the official request form and returned to the family by email or mail. We ask that this form be submitted 48 hours prior to the start of the bus change. The parent/guardian will then be contacted with the new bus assignment information.

Student Rules

Please help us by advising your children of the following bus rules.

1. Follow instructions the first time they are given.
2. Sit down in your assigned seat and face the front of the bus.
3. Talk quietly.
4. Listen to the bus driver.
5. No eating, drinking or gum chewing on the bus.
6. Windows should be opened only with the permission of the driver. Keep all parts of your body, and all objects, inside the bus windows and out of the aisle.
7. No swearing, loud talking, rude gestures, or teasing.
8. No pushing or fighting.
9. Do not litter, write on, or damage the bus in any way. Vandalism will require restitution by the student.
10. No drugs, tobacco, alcohol, or weapons are permitted on the bus.
11. No live animals, fish, large objects, or glass are permitted.
12. Any type of accessories (toys, balls, balloons, etc.) must be in a book bag or bag at all times while on the bus.
13. Gym bags, band instruments or any school project shall not be placed in the aisles or areas near the entrance door. Items of this nature must not be allowed on the bus unless they can be held on the pupil's lap without endangering the safety of other pupils.
14. The throwing or shooting of any kind (rubber bands, peashooter, straws, water guns, etc.) means immediate suspension of bus privileges.
15. The emergency door at the rear of the bus is to be opened only on the orders of the bus driver.
16. Do not distract the driver through misbehavior in any way. The driver of each bus has the same authority as a teacher has in the classroom and is in charge of the bus. Students are expected to respect the driver at all times.
17. Students are not permitted to leave any trash on the bus. The bus is to be as clean at the end of the run as the beginning of the run.

Transportation Discipline

1. The school bus is an extension of school itself. Transportation on a District vehicle is a privilege and not a right and may be temporarily or permanently suspended when deemed appropriate. The School Board's expectation is for students to conduct themselves in a responsible and safe manner while riding on School District operated child transportation.
2. The principal can suspend a child from district provided transportation for disciplinary reasons, and the parents/guardians shall be responsible for the child's transportation. (Title 22 Section 23.4)
3. An administrator or designee, must remain at the school fifteen minutes after the conclusion of the school's last bus route. An administrator must be available by cell phone in the event buses experience delays in completing routes for any reason.
4. Children shall be responsible for their behavior on the school bus. Misbehavior can result in the bus driver being distracted. Such distraction could endanger the lives of all children being transported.
5. Parents are requested to explain the importance of proper behavior on the bus. They also are expected to support disciplinary action that is necessary to help your child change behavior.
6. The primary responsibility of the Bus Driver is to transport students safely. While transporting students, the bus driver also has the responsibility of maintaining discipline on the bus. (School Board Policy 810.3)
7. The School Board authorizes the utilization of audio and video cameras and other available means to monitor activity on school buses.
8. Tampering with or destroying bus equipment is a very serious infraction and must be treated as such. This infraction will mean the revocation of the child's bus privileges along with fees for damages. Every attempt will be made by the driver and the school district to determine the cause and person(s) responsible for the vandalism. When person(s) are identified as responsible for vandalism, their names will be submitted to the business office for recovery of damages at the Transportation Coordinator's decision.

If the damage cost is not submitted within two (2) weeks from the date of the business office's letter to parents/guardians, the child's bus riding privileges will then be suspended until notification is received from the business office that damage costs have been paid.

9. The following process shall be followed with regard to child discipline on all School District school buses and at bus stops:

A. Parent(s) will be notified of any misconducts as soon as possible by the transportation department.

B. For a report of misconduct, the principal shall reprimand the child. This reprimand could include loss of bus privileges, detention, and in some cases legal action. The principal shall insist that children understand and abide by the rules of conduct. Parents or guardians will be notified in writing by mail of this offense and action taken.

C. For a report of continued misconduct, the principal may suspend the bus privileges for a period of time not to exceed ten days. In such cases, a parents or guardians may be required to come to school for a conference before bus privileges are restored. The driver may or may not be required to attend this conference.

D. Any offense of a serious nature could remove the necessity to follow all of the above steps; the principal could immediately implement an indefinite suspension in the event of an offense of a serious nature.