

SUBJECT: ADMINISTRATION AND RESPONSIBILITY

Superintendent's Responsibility

The responsibility for administering the transportation program rests with the Superintendent, and the administration should adhere to all applicable laws, regulations, and policies established by Federal, State, and local authorities. This responsibility is, in part, delegated to the Business Administrator.

The transportation Supervisor shall report to the Business Administrator. He or she, in conjunction with the Business Administrator, is responsible for the following:

- a) Establishing bus routes.
- b) Assigning bus drivers.
- c) Arranging for, recording and reporting bus driving overtime.
- d) Arranging transportation for special trips, such as outdoor education, recreational programs, educational trips, and others.
- e) Arranging for special transportation for students attending other School Districts.
- f) Reviewing and approving time cards of drivers with special attention to special transportation and overtime.
- g) Assisting in school bus driver personnel management.
- h) Assisting in the transportation budgeting process.

Transportation Director's Responsibility

The Transportation Director is responsible for the following:

- a) Keeping accurate records of the number of pupils transported at public expense.
- b) Requiring that regular classroom instruction and pertinent safety regulations as provided by law are provided for all pupils in each school.

(Continued)

SUBJECT: ADMINISTRATION AND RESPONSIBILITY (Cont'd.)**Principal's Responsibility**

- a) Providing adequate supervision at bus loading and unloading zones; bus riders should not be permitted to move toward the bus at school loading zones until the bus has been brought to a full stop; pupils should line up behind the safety line and take their turn at entering the bus in an orderly manner.
- b) Requiring that pupil behavior expected in the classroom is practiced on the school bus.
- c) Taking prompt action on all behavior problems.
- d) Enforcing safe traffic regulations on the school site.
- e) Reporting in writing any overcrowding and other unsafe condition or practice relating to the transportation program to the Director of Transportation.
- f) Informing parents and children of the necessity of following safety rules and regulations.
- g) Requiring that pupils ride their assigned school bus and do not board a bus going to any destination other than their home or an assigned activity as covered by this policy.

Parent's Responsibility

Transportation Supervisor will meet with parent groups on an annual basis to review transportation policy, rules, regulations, and safety instruction. These meetings will also be used to solicit parent input with issues related to transportation. These meetings will take place between September 1 and October 31.

A statement of rules will be sent home that should promote the observance of safe driving conditions by private automobiles. In addition, the statement could set forth the need for cooperation with school authorities and with bus drivers to promote efficient service for all passengers.

Parents should make sure that their children are at the proper bus stop on time and properly clothed for the weather.

Provisions should be set up so that parents could make written suggestions to school authorities for any improvement of the bus transportation program.

Parents should insist on the good behavior of their children at bus stops and on the bus so that drivers can concentrate on safety driving the bus.

Parents should become familiar with the educational goals and objectives of the Board of Education so they can better understand the cost implication of demands they may make and how these would affect the overall expenditures for education.