

Transportation

The Supervisor of Transportation shall provide a safe, efficient, economical system of transportation for students to and from school in accordance with the School Law of Pennsylvania; the Vehicle Laws of Pennsylvania, and Title 75 of the Pennsylvania Consolidated Statutes.

In conjunction with the District Safety Committee, the Transportation Department maintains an emergency evacuation plan manual for all schools within the District. It will be reviewed and updated as necessary. In accordance with state law, emergency evacuation drills will be conducted on all school buses twice annually, once in September and once in March.

The Transportation Department shall periodically notify transportation employees and contracted bus drivers in writing that they are required to immediately notify their immediate supervisor in the event that they are convicted of any crime that would appear on an Act 34 Criminal or Act 151 Child Abuse background check and/or the suspension or revocation of their school bus driver's license (CDL with S endorsement).

Students residing in the District shall be transported to and from elementary and secondary schools and other educational centers established and/or approved by state and local governmental bodies having jurisdiction in accordance with state law.

Transportation shall not be provided for those students residing less than one mile from the school attended unless the route is considered by the District and the Commonwealth to be hazardous and unsuitable for walking.

Students will be notified by letter as to their bus schedule or status as a walker. Bus routes, schedules and stops are subject to change from year-to-year. The District website will post the most updated schedule.

The transportation of kindergarten children is a responsibility shared jointly with the parent or guardian. The District shall provide one-way transportation of kindergarten children.

The Transportation Department will maintain and distribute safety rules for school buses to all students eligible to ride School District buses.

In the case of equally shared child custody where both parents reside in the District and request transportation in writing to have the student transported to each residence based on the custody arrangements, transportation will be provided to both residences based on a schedule provided to the student's principal by the parents. Parents shall be required to provide proof of equally shared custody and residency for each address and may be required to complete a Request for Long-Term Alternate Bus Assignment Form as set forth in Attachment A.

A schedule of bus routes shall be published on the District website annually and made available at each school and at the Transportation Department.

All students are expected to ride the buses to which they have been assigned. Written parental requests for occasional, short-term bus exceptions are to be directed to the principal, who in turn will evaluate the requests and, if approved, issue day passes. Standard operating procedures outlining acceptable exceptions shall be established.

Long-term Exception to Bus Assignments

Parents who desire a long-term exception to bus assignments specifically for the purpose of child care or student employment shall meet with the principal and complete a Request for Long-Term Alternate Bus Assignment Form as set forth in Attachment A. Consideration will be given only to requests for alternate transportation for child care or employment within a student's attendance area on a regular basis for a semester or academic year, subject to space availability. After conferring with the Supervisor of Transportation to assess the feasibility of the alternate assignment, the principal shall be responsible for processing the request. In this regard, the following specific considerations shall be in effect:

- Long-term alternate bus arrangements shall be considered only for the purposes of child care and student employment.
- Bus exceptions shall be granted only within the student's attendance area; students shall not be transported across attendance boundaries.
- A change of bus assignment shall be granted on a regular basis for a period of no more than one academic year nor less than one semester (or to the end of the school year).
- Each request is subject to space availability. A bus of 55 or more students assigned to it shall be considered "filled."
- Once given, permission will be rescinded should space be needed to accommodate new students living along the bus route. In that event, the last exception granted will be the first to be rescinded.
- Students granted exceptions shall use existing bus stops; no new stops shall be added nor established stops relocated. No bus shall be rerouted to accommodate an alternate bus assignment.
- No request for an exception shall be granted which, in the opinion of school personnel, may in any way endanger the safety of the student.
- No request for an exception shall be granted which causes the District to incur additional expense

These criteria do not apply to equally shared custody by parents who each live in the District, but in different attendance areas.

Music Shuttle Buses

The School District provides music shuttle buses for 5th and 6th grade students from the middle schools to the elementary schools to allow students to stay after school and participate in music programs and still get a bus from the elementary school to their home.

- Music shuttle buses will be made available at Valley Forge Middle School and Tredyffrin/Easttown Middle School for students involved in the music program at both of these schools.
- Only one shuttle bus should be necessary for each elementary school from the middle schools, except Hillside Elementary that has an attendance area that is covered by both middle schools.

Middle school students shall use existing elementary school bus stops; no new stops will be added to elementary school bus routes. No bus shall be rerouted to accommodate middle school students.

- School year passes should be issued to each student that participates in this activity and must be presented to the bus driver each day for ridership to the elementary schools.
- The Transportation Department and middle school administration must keep track of the number of students from middle schools that are using the music shuttle buses to make sure they do not become overcrowded.
- This is not considered a late bus and should be limited to students participating in the music program to the extent practicable.
- Middle school students taking the music shuttle buses can view the elementary school bus schedules and stops on the District website.
- Availability of music shuttle buses shall be reviewed annually.

Musical Instruments on School Buses

The following is the procedure for the transportation of musical instruments on school buses to and from school.

- Musical instruments must be able to fit on each student's lap or under the seat ahead of the students. No musical instruments will be permitted to be in the aisle, behind the driver's seat or taking up any part of a seat designated for students.

- If the musical instrument cannot be placed as described above, the student and/or the musical instrument will have to be transported to and from school by some other means. Room is limited and seats must be available for all students assigned to the bus. This procedure will ensure a seat for every student on the bus and a safe ride to and from school for all students.

Bus Driver Handbook

The Transportation Department will develop and maintain a bus driver's handbook. This handbook will contain instructions and directions for the driver concerning transportation Policies, Regulations, rules, safety procedures and any other important instructions for bus drivers. This handbook will be updated as necessary.

Observation of the Unsafe Operation of a School Vehicle

Should a District employee observe the unsafe operation of a school vehicle or be notified by a parent, student or community member of the unsafe operation of a school vehicle, the District employee will attempt to detain the school vehicle and perform a visual inspection of the driver's physical condition.

If, in the judgment of the District employee, there is reason to detain the school vehicle, the District employee will contact the Transportation Department, inform the school principal if the observation occurs on school property, and remain with the school vehicle and students until otherwise directed by the Transportation Department. School personnel may notify 911 if necessary.

If the school vehicle cannot be detained, the District employee will contact the Transportation Department and inform the school principal if the observation occurs on school property. The Transportation Department will contact the driver via two-way radio or cell phone and instruct the driver to stop and wait in a safe location. School personnel may notify 911 if necessary.

The Transportation Department will notify the Superintendent, the school vehicle contractor and 911 if necessary. A Transportation Department employee will be dispatched to the location of the school vehicle and wait with the school vehicle. If students are on the school vehicle, the Transportation Department will make arrangements to safely transport the students.

Revised: August 19, 2010

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Revised: November 12, 2015

**TREDYFFIN/EASTTOWN SCHOOL DISTRICT
REQUEST FOR LONG-TERM ALTERNATE BUS ASSIGNMENT**

School: _____ School Year _____

Student Name: _____ Age _____

Address: _____ Grade _____

Reason for assignment:

_____ Parent(s)

name with whom child makes his primary residence:

_____ Home phone # _____

Work phone # _____

Emergency Contact Name & Number

Non- Custodial Parent(s) Information:

Parent(s) Name

Phone # _____ Emergency # _____

Destination:

Street _____ Town _____

Babysitters/Day Care Name _____ Daily / Year _____

Phone # _____ AM _____

PM _____

I understand that an alternate bus arrangement can be made only within the student's attendance area and that any such arrangement is contingent upon space availability. I also understand that permission to ride an alternate bus will be rescinded should the space be needed to accommodate a new student living along the bus route. In this event, the last alternate assignment approved will be the first rescinded.

I agree to these conditions.

Custodial Parent _____ Date _____

Principal Signature _____ Date _____

**Please send completed report to Transportation Department:
Fax: 610-240-1699 Scan: transport @tesd.net Mail: 940 West Valley Rd, Suite 1700,
Wayne, PA 19087**



_____ Request Granted: Bus Number(s) AM _____ PM _____

Bus stop location _____

Start Date _____ Request Denied _____

Reason

Transportation Signature _____

Date

Revised: October, 2015