

Business/Non-Instructional Operations

Transportation

General

It is the goal of the Board of Education to establish for the public schools an appropriate transportation system - one which will enable all qualified children of school age to attend school by school bus wherever transportation is required within guidelines set forth in this policy. The Superintendent of Schools is responsible to the Board of Education for the school transportation system. School bus transportation is for students only.

The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor Vehicles regarding the operation of school buses and motor vehicles.

Definitions

School Transportation - The procedure by which a student is conveyed to or from his/her residence to or from the school in which he/she is enrolled by the Board of Education at public expense, whether by use of publicly owned equipment or by contract.

Walking Distance - The distance along a prescribed or authorized pedestrian route between the student's residence and his/her school, from a point on a paved public road or highway nearest the student's residence to a point at the entrance of the school; or to a safe entrance to the school grounds or to the student's assigned bus stop.

Walking Route - The assigned or authorized route a student walks to arrive at school or at the designated bus stop.

Riding Time - The time which a student spends on a school bus, or in a motor vehicle, from his/her bus stop to school or from the school to his/her bus stop.

Walking Time - The time in which a student should be expected to traverse, under normal conditions, the walking distance along his/her walking route (waiting time, is excluded from walking time computation.)

Normal Transportation Time - The combination of walking time and riding time under good weather conditions.

Student - Any individual of school age enrolled in a public school within the school district, or a special education student who is the responsibility of the school district, regardless of whether he/she is educated within or out of the school district. Student shall also mean an individual who attends the schools of Regional School District No. 8 (RHAM Middle and Senior High Schools.)

Business/Non-Instructional Operations

Transportation

Definitions (continued)

Grade K - Kindergarten, or a school program appropriate to a beginning student under age six.

Undue Hazard - An unsafe condition affecting the safety of students walking to and from school, or a designated bus pick up area; a possible source of peril, danger, duress or difficulty (cf. Webster), exposure to molestation or attack considered morally degrading or physically harmful. “Undue or unreasonable hazard” means an unsafe condition presenting difficulties or problems the solution of which is beyond the ordinary capability of a student of a given age or attainment.

Guidelines

The Superintendent of Schools, or his/her designee, shall, in arranging student transportation, adhere to the following guidelines:

1. Maximum walking distances for students are:
 - a. Students below 10 years of age or enrolled in grades K-3 - up to one mile;
 - b. Students between 10-12 years of age or enrolled in grades 4-6 - up to one and one-half miles;
2. Normal transportation time shall not exceed one hour and fifteen minutes.
3. Students shall not be required to walk to school or to a designated bus stop when a condition exists along the assigned route to school or to the bus stop which would present an undue hazard to a student. The following shall be considered undue hazards along walking routes:
 - a. For students under ten years of age, streets, roads, or highways having speed limits over 45 mph and without a safe walkway parallel to the paved roadway;
 - b. Streets, roads, or highways with speed limits in excess of 45 mph which must be crossed by students under age 10 to arrive at school or at a bus stop, unless the student can cross after the bus has stopped with signal lights flashing; or at a traffic light; or with a crossing guard; or at a stop sign and a marked crosswalk;

Business/Non-Instructional Operations

Transportation

Guidelines (continued)

- c. For all students, any street, road or highway which has no sidewalks or raised walk areas may be deemed hazardous when the sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design;
 - d. For all students, the usual or frequent presence of any nuisance such as open ditches within 25 feet of the walking area, snow plowed or piled on the walk area making walkways unusable, construction including such nuisances which is hazardous or attractive to children;
 - e. Loading zones where delivery trucks block walking routes;
 - f. Commercial entrances or exits, not guarded where vehicles cross at more than five miles per hour;
 - g. A drop of three or more feet per four feet of travel length on either side of the roadway, walkway; or bridge unless there is a suitable fence or other barrier;
 - h. For all students, any street, road, walkway, or path designated as a walking route for all school students which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during hours when students ordinarily walk to or from school may be deemed hazardous.
4. In cases of appeals, the Superintendent of Schools or his/her designee shall furnish evidence satisfactory to the Board of Education that no student has been denied transportation when such Board has been aware of the existence of a hazard of such severity as to be judged dangerous.

Special Education Students

Transportation shall be provided, as a related special education service, as required to implement the individualized education program for each student requiring special education and related services. The following additional guidelines apply to special education students:

- 1. Normal transportation time shall not exceed one hour each way to and from a special education facility. Decisions relating to travel time shall consider the nature and severity of the student's exceptionality and the student's age. If an appropriate placement cannot be made within the one hour travel time limit, written parental consent to longer travel time shall be obtained prior to implementing the transportation service.

Business/Non-Instructional Operations

Transportation

Special Education Students (continued)

2. Operators of vehicle shall be given in-service training, as necessary, concerning the specific needs of students being transported.
3. Transportation aides shall be provided by the Board of Education for a student whose individualized education program specifies the need for such an aide.
4. If a parent transports his/her child to and from school, as per the student's Individual Educational Plan (IEP), the parent shall be reimbursed for the cost of such transportation at a mileage rate approved by the Superintendent of Schools. No parent shall be required by the school district to provide transportation.

Educational and Extracurricular Trips

Educational and extracurricular trips must be approved by the Superintendent or his/her designee. The general policy of the Board is to use a commercial carrier with full public liability and property damage insurance. Funds may be allotted to the schools for these trips.

Baby-Sitter Requests

Requests to have students picked up and/or dropped off at a baby-sitter's home must be made in writing to the building Principal. These requests will be honored provided there is an existing bus route assigned to that location in the district and that there is seating space available on that bus. Seating priority will be given to students whose residences are on an existing bus route. Parents should minimize the number of baby-sitters used and the number of changes in baby-sitters during the school year.

Day Care Centers

Transportation to and from day care centers, will be provided only upon written request of the parents. These requests will be honored provided there is an existing bus route assigned to that location and that there is seating space available on that bus. For the purpose of this policy a day care center is defined as one so licensed by the State of Connecticut with an enrollment of 13 or more children. Such written requests must be made to the elementary school by July 7 of each year. Any such request made after July 7 will be addressed on a space available basis.

Exceptions to Transportation Policy

The Superintendent of Schools may grant an exception to this policy if required by factors or combinations of factors which are not covered by this policy. Any exceptions made shall be reported to the Board of Education and appropriate policy changes recommended as needed.

Business/Non-Instructional Operations

Transportation (continued)

Legal Reference: Connecticut General Statutes

10-76d re transportation for special education program services.

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads. Immunity from liability.

10-273a Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for students in non-profit private schools outside school district.

10-281 Transportation for students in non-profit private schools within school district.

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business/Non-Instructional Operations

Transportation

Bus Routes

The bus contractor shall develop bus routes for approval by the Superintendent of Schools or his/her designee annually by August 1.

Bus routes shall be published prior to the opening of school and parents shall be notified in advance of any changes in routes.

The Superintendent of Schools or his/her designee is authorized to arrange for special education transportation for students as required.

Legal Reference: Connecticut General Statutes

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads.

10-233a and 10-233c Suspension of students.

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business/Non-Instructional Operations

Procedures for Emergencies; Safety - Transportation

Procedures to be Followed in the Event of an Accident to a Bus

1. In the event of an accident (any kind of impact) the driver shall contact, by radio or other means as soon as possible, the Office of the Superintendent and inform them of the location and information on injuries, if any, who will then contact the State Police. If the driver is unable to contact the Office of the Superintendent, he/she shall contact the State Police. The driver shall remain at the accident scene until a representative arrives from the office.
2. If necessary, the Office of the Superintendent or State Police will contact emergency medical services. If anyone is in need of immediate medical attention and/or hospitalization, they will be taken to the nearest hospital.
3. The driver and/or administrators on the scene, will take student names, seating arrangements, and provide police with appropriate information.
4. Bus drivers are not to release students until directed by an administrator or State Police.
5. Parents of students in need of medical attention will be notified as soon as possible by an administrator. An administrator, at an appropriate time, may send written correspondence to parents briefly describing the situation. However, due to possible litigation, only information pertaining to location, date, time, and seriousness of reported injuries should be transmitted.
6. The bus company, as directed by the Office of the Superintendent, will arrange, if necessary, alternate transportation from the scene of the accident to home or school as appropriate.

Business/Non-Instructional Operations

Procedures for Emergencies; Safety - Transportation

Procedures to be Followed in the Event of an Accident to a Bus

If a school bus is involved in a traffic accident, the following procedures shall be followed:

1. In the event of an accident, the school office and the Superintendent are to be notified immediately by the bus contractor identifying bus route numbers and location. Any bus or van involved in an accident will remain at accident scene until a representative from central office arrives.
2. If the bus is en route to a school, the students will, upon arrival at school, be examined by the school nurse or school physician before returning to class.

If injuries require further examination, the students will be immediately transported to the nearest hospital.
3. If a bus is en route from school and an accident occurs, the students will be returned to school for the examinations by the school nurse. In the event of a serious accident requiring immediate medical attention and/or hospitalization, the students will be taken to the nearest hospital.
4. Bus drivers are not to release anybody until all students and drivers have been accounted for and released by appropriate medical staff and school bus supervisor.
5. All parents of students in need of medical attention will be notified as soon as possible by school officials.
6. The bus contractor will be responsible for supplying transportation from the scene of accident to home for students who have been released.
7. The school Principal will be responsible for having staff available on the scene for the purpose of identification of students.
8. In the event of a serious school bus or school van accident, parents may call the school for further information.

Business/Non-Instructional Operations

Transportation Equipment

All motor vehicles used in transporting school children shall comply with all current regulations of the Commissioner of Motor Vehicles.

Legal Reference: Connecticut General Statutes

14-257 Crowded seats; riders on outside of vehicle. Aisle seats.

14-262 Width and length of vehicles.

14-273 Operation of public service motor vehicles.

14-274 Hours of operation of public service and commercial motor vehicles.

14-275 Equipment and color of school buses.

14-275a Use of standard school bus required, when.

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business/Non-Instructional Operations

Transportation Equipment

Privately Owned Vehicles

The Board of Education recognizes that, in special incidental, unplanned and/or emergency circumstances, district employees may need to use private vehicles for school purposes. In particular, the Building Principal or designee may authorize the transportation of students in private vehicles for the following reasons:

1. to transport a student or students to a hospital or other medical facility, in the event of a medical emergency; and/or
2. to transport a student or students to district-sponsored events when regular district transportation is unavailable.

Prior authorization may not be necessary in the event of an emergency. The district assumes no liability unless the employee has prior authorization for such transportation.

District administrators will exercise caution in authorizing transportation of students in private vehicles, since the district potentially assumes liability for any accident claim which exceeds the driver's automotive liability coverage. Any teacher or parent using a private vehicle to transport students on a regular basis must provide evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent of Schools or the School Business Administrator.

The incidental, unplanned and/or emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.

(cf. 3541.22 – Drivers)

(cf. 4133.1/4233.1 – Use of Board of Education Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes
 14-1(i) Motor vehicles: definitions.
 14-212 (8) Definitions - "Student transportation vehicle."
 14-212 (2) Definitions - "Carrier."
 PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement.
 Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
 Andover, Connecticut

Business/Non-Instructional Operations

Transportation

Use of Private Automobiles on School Trips (by school employees)

The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

Private automobiles may be used for school programs to transport students under the following circumstances:

1. Trip is approved by Principal in advance.
2. If a field trip, proper field trip form is submitted and approved by Principal and central administration.
3. Use of private automobile is approved by Principal.
4. No more passengers, including the driver, may be transported in the private vehicle than the vehicle was designed to carry and the number of seat belts provided.
5. A limited number of students are involved.
6. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.
7. The Principal will maintain a file of the above noted forms. (Include photocopy of the driver's license and insurance documentation)
8. Parent authorization forms must include notification that staff member will be driving other than a school vehicle.
9. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the Principal and/or parents.
10. In an emergency, the Principal can authorize the transportation of student(s) without parental permission.

Business/Non-Instructional Operations

Transportation

Use of Private Automobiles on School Trips (by school employees) (continued)

(cf. 3541.22 – Drivers)

(cf. 4133.1/4233.1 – Use of Board of Education Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes

14-1(i) Motor vehicles: definitions.

14-212 (8) Definitions - “Student transportation vehicle.”

14-212 (2) Definitions - “Carrier.”

PA 07-224 An Act Concerning Operator’s Licenses Bearing a School Bus Endorsement.

Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner, DMV

Business/Non-Instructional Operations

Transportation

Safety Complaints

The Superintendent of Schools will develop procedures for reporting of all complaints relative to school transportation safety.

The school bus contractor is required to maintain a log relative to any complaints regarding school transportation safety and to submit said information to the Superintendent within two weeks after the conclusion of the school year. The Superintendent will submit a written report of any such complaints to the Commissioner of Motor Vehicles within 30 days after the conclusion of each school year. The school bus contractor shall immediately notify the Superintendent verbally, and then in writing within 5 calendar days, regarding the circumstances of any accident within its jurisdiction and knowledge involving a motor vehicle and a pedestrian who is a student which occurs at a designated bus stop or in the immediate vicinity thereof. The Superintendent shall submit a written report of any such accidents to the Commissioner of Motor Vehicles within 10 calendar days.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business/Non-Instructional Operations

Transportation

Bus Drivers

Annually, the bus contractor will provide the Superintendent of Schools with a list of qualified drivers. The Superintendent of Schools shall require each regular driver to participate at least annually in a first aid seminar provided by the contractor of at least three hours duration. Whenever practical, substitute bus drivers shall also be required to participate in the first aid experience.

Bus Operators

1. The school bus operator must:
 - a. Hold a proper state driver's license.
 - b. Have a public service operator's license, or hold a certificate of qualification from the Board of Education. This should require evidence of:
 1. Age
 2. Previous driving experience
 3. Certificate of physical examination by physician licensed to practice in CT
 4. Educational background
 5. Good moral character as shown by references
2. The school bus driver must:
 - a. Know and observe the statutes and rules and regulations pertaining to operation and equipment of school buses.
 - b. Make a daily inspection before starting out, checking brakes, windshield wipers, stop lights, directional signals, tires and make sure that the windshield, lenses on lights, rear window and inside of bus are clean.
 - c. Follow state regulations in refueling bus.
 - d. Report promptly the need for repairs or any irregularity in mechanical performance.
 - e. Be familiar with principles of first aid treatment.

Business/Non-Instructional Operations

Transportation

Bus Operators (continued)

3. The school bus operator should refuse to take out a bus that is known to be in unsafe condition.
4. The school bus operator must:
 - a. Be in complete charge of the bus and all passengers while the bus is in operation.
 - b. Report in writing persistent violation of rules and regulations on behavior of passengers. Disciplinary measures are the responsibility of school authorities.
 - c. Be careful not to exceed the capacity of his/her vehicle.
 - d. Be aware at all times of the position of his/her bus on the highway.
 - e. Inspect the bus to insure that no child is left on board after each bus run.
5. The school bus operator must not stop his/her bus in an intersection to receive or discharge passengers.
6. School bus operators have no control over traffic except that given by displaying traffic signals.
7. The school bus operator must not endanger the children by insistence on right of way, regardless of the legality of his/her position.

Bus Contractor

When the Board of Education contracts for service, the contractor must:

1. Maintain buses in safe condition in accordance with statutes and Motor Vehicle regulations.
2. Submit to the Board of Education within one month of the award of a contract, a list of persons who are to operate the school buses.
3. Employ drivers who are qualified and have a public service license and submit the names of the persons who may drive a school bus for the contractor.
4. Not substitute non-licensed drivers with or without permission.
5. Provide that no portion of a contract is to be subcontracted without knowledge and consent of the Board of Education.

Business/Non-Instructional Operations

Transportation

Bus Contractor (continued)

6. Provide an adequate number of reserve drivers.
7. Require each driver to hold a public service operator's license, and to be familiar with the rules and regulations concerning the operation of school buses.
8. Establish a regular schedule for serving buses. Indicate items to be covered: oil, grease, tires, battery, etc,

Legal Reference: United States Code, Title 49
 2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)
 Code of Federal Regulations, Title 49
 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs
 382 Controlled Substance and Alcohol Use and Testing
 395 Hours of Service Drivers
Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540.
International Brotherhood of Teamsters v. Department of Transportation 932 F. 2d 1292 (1991)
American Trucking Association, Inc. v. Federal Highway Administration, (1995) WL 136022 (4th circuit)
 Connecticut General Statutes
 PA 95-140 An Act Authorizing Drug Testing of Drivers of Certain Commercial Motor Vehicle.
 10-220 Duties of boards of education
 Regulations of the Commissioner of Motor Vehicles 14-275-32
 United States Code, Title 49; Omnibus Transportation Employee Testing Act of 1991

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
 Andover, Connecticut

Business/Non-Instructional Operations

Transportation

Student Behavior

School transportation privileges are extended to school children conditional upon their satisfactory behavior on the bus.

Student Responsibility

1. While waiting for the school bus and boarding it:
 - a. On the way to school students should:
 1. Be at the stop at least 5 minutes before the designated time. The bus runs on schedule.
 2. Wait for the bus on the shoulder of the highway (or on the sidewalk) and not on the paved roadway.
 3. Wait until the bus comes to a full stop before trying to get on board.
 4. Wait their turn. There should be no crowding.
 - b. While riding in the bus students should:
 1. Converse quietly. They should not shout at other students or the driver.
 2. Not throw objects in the bus.
 3. Not destroy or deface seats or equipment.
 4. Secure permission of driver before opening windows on the bus.
 5. Use appropriate language on the bus just as carefully as they do in school.
 6. Not eat on the bus.
 7. Not smoke on the bus.
2. When leaving the school bus:
 - a. At school students should:
 1. Take their turn, and exit in an orderly manner.

Business/Non-Instructional Operations

Transportation

Student Responsibility (continued)

2. Go directly to their room or the place previously designated.
- b. At the home bus stop students should:
 1. Watch their step getting off the bus.
 2. If across the highway from home, stand on the shoulder of the road at the road at the front of the bus until the driver signals that it is safe to cross, then cross in front of the bus.
 3. If it is not necessary to cross the highway, stand aside on the shoulder of the road until the bus has moved on, then, when they can see traffic in both directions walk on the shoulder of the road (or on the sidewalk) to their home.
 4. At the designation of a trip away from school, students shall obey the instructions of the teacher(s) and the driver.
 5. Unsatisfactory student behavior on the bus shall be cause for temporary or permanent suspension of the school transportation privileges. The Principal may suspend temporarily; permanent suspension shall only be by the Board of Education.

Parent's Responsibility – START HERE

1. Parents should keep at hand for ready reference the school schedule showing when the bus is due at their stop.
2. Parents should make sure that children reach the school bus stop five (5) minutes prior to schedule.
3. Parents should accompany younger children to the bus stop.
4. Parents should instruct children to:
 - a. To walk facing traffic, if they must walk on the highway.
 - b. To look both ways before crossing a road.
 - c. To wait on the shoulder, off the pavement.

Business/Non-Instructional Operations

Transportation

Parent's Responsibility (continued)

5. Parents who meet the school bus should wait on the side of the street.
6. Parents should at all times set a good example in observing traffic rules and regulations.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

10-221 Boards of education to prescribe rules, policies and procedures

10-233a Definitions

10-233b Removal of pupils from class

10-233c Suspension of pupils

4-177 through 4-180 re: contested cases.

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business and Non-Instructional Operations

Transportation

Student Bus Assignments

All school buses have a definite approved seating capacity which cannot be exceeded legally. It shall be the policy of the school district that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made only when necessary to implement the educational program of the student. These exceptions must be approved by the school principal who will ensure that the changed bus assignment will not be for such purposes as overnight visits, birthday parties, pajama parties, scout meetings, etc. Bus drivers are instructed to refuse transportation to any student not a regular passenger unless the student has received prior approval from the school principal.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business and Non-Instructional Operations

Transportation

Accident Procedure

An up-to-date list of children on each bus will be kept on file in the school office and with the bus company.

In case of an accident involving a school bus, the following procedures shall apply:

1. Any accident involving student transportation shall be reported to the Superintendent or his/her designee as soon as possible and not later than twenty-four (24) hours from the time of the accident. A written report must be submitted to the Board of Education as soon thereafter and, not later than two (2) days after the accident.
2. The determination regarding the need for immediate medical intervention at the site of a school bus accident will be made by the State Police who will be summoned to the scene by the bus contractor. In the event that the police officer(s) do not determine the need for immediate medical intervention, the students will be subsequently transported to the designated school by a substitute vehicle provided by the bus contractor.
3. School Administrator's Responsibility:
 - a. Children will be checked against the bus list and absentees verified.
 - b. In the event that students involved in a school bus accident receive medical intervention as per the decision of the police, the administration using all available resources at his/her disposal will make every effort to contact each student's parent/guardian as soon as possible.
 - c. Should a parent or guardian not be reached and the child complains of injury, the school may call a physician to examine the child.
 - d. If students are transported to Andover Elementary School or RHAM Middle/High School following a bus accident, the administration will have the school nurse examine each child involved in the accident-as soon as possible after they reach school. Following said examination, the administration will make every effort to contact the parent/guardian informing them of the accident and the nurse's medical recommendations, if any, as soon as possible.

Legal Reference: Connecticut General Statutes
10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business and Non-Instructional Operations

Transportation

Daily Operations/Accident Procedures

Since all regular transportation bus routes for students are completed prior to 4:00 p.m., school offices are to be open until 4:00 p.m. to cover the period of time when buses are completing their normal transportation routes.

Since late buses complete runs following the close of the business day (4:00 p.m.), parents will be advised by the schools to contact the bus company (phone numbers to be provided) or State Police (phone numbers to be provided) regarding a lost or missing student. State Police will be provided with a list of administrators to be contacted regarding a late bus emergency.

Bus Emergency Procedures:

Each school administrator is responsible for developing a procedure for identifying, locating and responding to a lost or missing student. In all circumstances of a lost child - prior to the close of the business day or after the business day - the Building Principal or his/her designee conducts the preliminary investigation regarding a lost child or bus emergency. In the event that the lost child is not found within fifteen minutes of the inquiry, the parents/guardian is to be notified.

If a student is not found within a reasonable amount of time and the circumstances warrant it, the Building Principal or designee will determine the necessity for notifying law enforcement personnel. The Superintendent is to be notified of the outcome of the search as well as the need to contact law enforcement.

Accident Procedure:

Bus drivers are to notify the bus depot in the event of a bus accident consistent with the emergency procedures of the carrier. The bus supervisor notifies the school Principal/his or her designee and the Superintendent. To the extent possible Building Principals and his or her designee shall report to the scene of the accident. The Principal is responsible for notifying the Superintendent of Schools. In all emergencies the Superintendent of Schools office should be the spokesperson for dealing with transportation emergencies.

Business and Non-Instructional Operations

Transportation

Daily Operations/Accident Procedures (continued)

Follow-up investigations of the accident are to be completed by the bus company/State Police and reported it to Superintendent of Schools and Building Principal.

Note in the absence of the Superintendent, the Principal is the contact person.