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Yinghua Academy Policy YA-709

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709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

- A. Yinghua Academy shall provide students enrolled in grades kindergarten (K) through 8 with age-appropriate school bus safety training of the following concepts:
1. transportation by school bus is a privilege, not a right;
 2. school district policies for student conduct and school bus safety;
 3. appropriate conduct while on the bus;
 4. the danger zones surrounding a school bus;
 5. procedures for safely boarding and leaving a school bus;
 6. procedures for safe vehicle lane crossing; and
 7. school bus evacuation and other emergency procedures.
- B. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school will receive the school bus safety training by the end of the third week of school. All students in grades 7 and 8 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 8 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.
- C. Yinghua Academy will provide students enrolled in grades K through 3 school bus safety training twice during the school year.

- D. Yinghua Academy will conduct a school bus evacuation drill at least once during the school year.
- E. Yinghua Academy will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
- F. Yinghua Academy may contract with a licensed school bus transportation company to deliver part or all of the safety training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Yinghua Academy emphasizes the importance of the partnership between The School, parents, and students which is essential in creating a safe environment during bus transportation. Riding a school bus is a privilege and not a right, For those reasons, students are expected to abide by the Yinghua Academy expectations for appropriate student behavior while on the bus and at the bus stop, as outlined in The School's *Student and Family Handbook*.
- B. If a student strays from appropriate behavior expectations it will result in disciplinary consequences. Serious misconduct may result in the immediate suspension of bus and school privileges. In addition, all school bus/bus stop misconduct will be reported to Yinghua Academy's Director of Students, Families and Communities (DSFC). Serious misconduct may be and criminal conduct will be reported to local law enforcement.
 - 1. School Bus and Bus Stop Rules.
Behavior expectations can be summarized in the *Yinghua Academy Great Expectations* which are:
 - 1) Always Try
 - 2) Do Your Best
 - 3) Cooperate & Help Others
 - 4) Respect People & Property
 - 5) Manage Yourself

Practical examples of abiding by these expectations while waiting for and riding a bus include, but are not limited to:

- a. treating the Bus Driver & Student Life Bus Prefects with courtesy and respect;
- b. following all directions and requests made by the Bus Driver & Bus Prefects promptly and politely;
- c. following all bus safety procedures;
- d. boarding and exiting the bus properly;

- e. treating fellow student riders with courtesy and respect;
- f. remaining seated while the bus is moving and remembering “No Physical”; and
- g. using appropriate language and appropriate voice levels.

2. Consequences

Consequences for misconduct will apply to all regular routes. Decisions regarding a student’s ability to ride the bus for co curricular or extracurricular events (for example, field trips or competitions) will be at the sole discretion of Yinghua. The School will follow the procedures outlined below when addressing behavior concerns regarding student bus riders:

First Infraction – The student will receive a warning, which may include being written up on a *Student Behavior Infraction Form*, a meeting with the Director of Students, Families, and Community (DSFC), and a phone call to a parent/guardian. The incident may also be documented and referred to the Executive Director.

Second Infraction – The student will be written up on a *Student Behavior Infraction Form*, the DSFC will meet with the student and call a parent/guardian, the incident will be documented, and the student will be referred to the Executive Director. The Director may meet with the student, and the student may be suspended from bus privileges for (3) three school days.

Third Infraction – The student will be written up on a *Student Behavior Infraction Form*, the student will meet with the Executive Director and the DSFC; Parents/guardians will be contacted and may be required to come to school for a conference with the Executive Director and DSFC, and the student may be suspended from bus privileges for (30) thirty school days.

Fourth Infraction – Repeat of the consequences listed under the “Third Infraction” above, and the student will be suspended from bus privileges for the remainder of the school year.

a. Records

Records of school bus/bus stop misconduct will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by Yinghua Academy to the Department of Public Safety in

accordance with state and federal law.

b. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

c. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually. Parents will be required to sign and return to the Main Office a *Bus Behavior Agreement* certifying they and their student have reviewed the rules. Students will not be allowed to ride a bus to or from school, or during field trips, unless a *Bus Behavior Agreement* has been signed and turned in to the Main Office at Yinghua Academy.

IV. PARENT AND GUARDIAN NOTIFICATION AND RESPONSIBILITIES

A. Notification

1. Yinghua Academy school bus and bus stop rules will be provided to each family annually. Parents and guardians are asked to review the rules with their children and sign and return to the Main Office a *Bus Behavior Agreement* for each student riding the bus each year.
2. If buses are running abnormally late, Yinghua will notify parents via email or phone as soon as possible.

B. Responsibilities of Parents/Guardians

1. Register for bus service on a timely basis.
2. Pay for the busing service when the student is picked up outside the Minneapolis city limits.
3. Communicate safety concerns to school administrators.
4. Have their children to the bus stop 10 minutes before the bus arrives,
5. Have their children properly dressed for the weather.
6. Have a plan in case the bus is late.
7. Transport their student(s) to school if they miss the bus.
8. Meet their student(s), at bus stop returning from school. No child is to be

left at a bus stop if a parent or guardian is not there; nor is a child allowed to walk home from the stop unsupervised unless the school has received written notification the student is allowed to walk home from the stop. If parents miss their child's afternoon bus, the student will continue riding the bus through the end of the route. Parents or guardians who routinely miss their child's afternoon drop-off may be subject to additional fees and/or bus service suspension for the remainder of the school year.

V. SCHOOL BUS DRIVER DUTIES, RESPONSIBILITIES AND TRAINING

Yinghua Academy shall contract with a licensed school transportation company in the state of Minnesota. Under the contract, the transportation company will ensure driver qualification, licensure and training in accordance with state laws.

VI. OPERATING RULES AND PROCEDURES

- A. Yinghua Academy will provide an option of free transportation to all students living in the Minneapolis School District boundaries. Families living outside the Minneapolis District boundaries will be required to pay if they sign up for optional bus transportation.
- B. Yinghua Academy uses a Hub Route System, a system commonly adopted by schools serving a widely distributed population, which is designed to pick up many students at a single stop. Bus routes/stops are determined by Yinghua Academy in coordination with the bus company annually.
- C. No child will be left at a bus stop if a parent or guardian is not there; nor will a child be allowed to walk home from the stop unsupervised unless the school has received written, signed and dated notification the student is allowed to walk home from the stop unsupervised. Notification will be required annually.
- D. If parents miss their child's drop-off time, the student will continue riding the bus through the end of the route. Parents then have the option of either trying to catch the bus at a later stop, or picking their child up at Yinghua Academy. All students remaining on the bus at the end of the route will be brought back to The School to await pick-up. The School officially closes at 6:00 and all students must be picked up by that time. The School will call parents and/or emergency contacts for any bus rider waiting for pick-up after 6:00pm. Parents who routinely miss their child's drop-off time may be subject to additional fees and/or lose their busing privileges for the remainder of the school year.
- E. The bus will wait only 1-2 minutes past its scheduled stop time before continuing on its route. Parents or guardians will need to transport their student to school if they miss the bus.
- F. Only students assigned to the school bus by Yinghua Academy shall be transported. The number of students or other authorized passengers transported in

a school bus shall not be more than the legal capacity for the bus

- G. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
- H. To the extent practical, Yinghua Academy will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
- I. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.
- J. Parents who wish their student(s) to walk or bike to school must fill out the *Walk/Bike To School Authorization Form* and submit it to the Main Office annually before allowing their children to walk or bike to school.
- K. Yinghua Academy may contract with a licensed school transportation company. Under the contract, the transportation company will ensure buses and type III vehicles are operated in compliance with all state and federal laws.
- L. Yinghua Academy reserves the right to determine the type of vehicle used to transport students with disabilities. The decision on the type of vehicle, including type III vehicles will be based on the disabling condition of the child and all vehicles used to transport students with disabilities will comply with MN Statutes.

VII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. Yinghua Academy will provide the contracted transportation company with an after hours contact number for emergencies and extreme disciplinary issues.
- B. The contracted transportation company will ensure school bus drivers meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. In the event of an accident or other on site emergency involving the bus while students are on board, the driver will notify the transportation company dispatcher. The dispatcher will contact the Yinghua Director of Students, Families and Communities (DSFC) or after-hour emergency number. The dispatcher will also call “911” where appropriate or required by state/federal regulations. Continuation of route service will occur after the mutual consent of the transportation company administration and Yinghua Academy administration. No students will be released on his/her own or to parents until a school administrator

or a police officer has arrived.

- D. In the event a student gets on the wrong bus or misses getting off at his/her bus stop, the transportation company will notify Yinghua Academy. The bus will continue on its regular route. If the child has not been picked up by the last stop, the student will be returned to Yinghua Academy.
- E. Each driver and assistant assigned to a vehicle transporting pupils with a disability must:
 - 1. be instructed in basic first aid and procedures for the pupils under their care;
 - 2. within one month after the effective date of assignment, participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities;
 - 3. assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and
 - 4. ensure that protective safety devices are in use and fastened properly. (Minnesota Rule 7470.1700, subpart. 3)
- F. Yinghua Academy case managers are required to complete a Bus Emergency Card for all students who need special transportation. The Bus Emergency Card will be made available to the bus driver and/or bus assistant assigned to the student/bus either through hard copy or immediately accessible through a two-way communication. When the Emergency Card is in the vehicle, it will be kept in a locked place.
- G. The Emergency Card will contain the following information:
 - 1. the pupil's name and address;
 - 2. the nature of the pupil's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the pupil's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency. (Minnesota Rule 7470.1700, subpart. 2.)

VIII. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

Yinghua Academy will contract with a licensed school bus transportation company which will ensure all school transportation vehicles are maintained in safe operating conditions through a systematic preventive maintenance and inspection program in

conformance with federal and state laws.

IX. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated the Director of Students, Families and Communities (DSFC) to serve as Yinghua Academy's school transportation safety director. The DSFC shall have day-to-day responsibility for student transportation safety when provided by Yinghua Academy. The DSFC will assure that this policy is periodically reviewed to ensure that it conforms to law. The DSFC shall certify annually to the school board that the private contractor utilized by the school has verified each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The DSFC also shall annually ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for Yinghua Academy in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of Executive Director, the DSFC also shall certify to the Executive Director that students have received school bus safety training in accordance with state law. The name, address and telephone number of the DSFC are on file in Yinghua Academy office. Any questions regarding student transportation or this policy may be addressed to the DSFC.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)

Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)

Minn. Stat. § 171.321 (Qualifications of School Bus Driver)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)

Minn. Stat. Ch. 245C (Human Services Background Studies)

Minn. Stat. § 609.02 (Definitions)

Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)