

# TRANSPORTATION

## Series 600

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To afford more equal opportunity for public school attendance, the Board of trustees of Highland School District #305, shall where practicable, provide transportation for the public school pupils of the district, or pupils resident within adjoining districts, under conditions and limitations herein set forth. In approving the routing of any school bus, or other passenger equipment, or in the appointment or employment of chauffeurs, the primary requirements to be observed by the Board of Trustees are the safety and adequate protection of the health of the pupils. Nothing herein contained shall prevent any Board of Trustees from denying transportation to any pupil in any school bus or other transportation equipment operated by or under the authority of said Board, upon good cause being given in writing to the parents and/or guardian, or either of them of such pupil.



**LEGAL REFERENCE:**  
Idaho Code Sections 33-1501

**ADOPTED:** 9/19/77

**AMENDED:** 5/14/90

**REVIEWED:** 12/8/03

Under normal circumstances the Highland Board of Trustees shall not provide transportation for any pupil living less than one and one-half (1 1/2) miles from the school. The Board may require pupils who live less than one and one-half (1 1/2) miles from the nearest bus stop to walk or provide their own transportation to such bus stop. The distance shall be determined by the nearest and best route from the junction of the driveway of the pupil's home and the nearest public road, to the nearest door of the schoolhouse he attends, or to the bus stop, as the case may be. A day care center, family day care home, or a group day care facility may substitute for the students' residence for student transportation to and from school, providing that the child care facility is one and one-half (1 1/2) miles or more from the school to which the student is transported. School districts may not transport students between child care facilities and home. The Board may transport any pupil a lesser distance when in its judgment the age or health or safety of the pupil warrants.



**LEGAL REFERENCE:**

Idaho Code Sections 33-1501

ADOPTED: 9/19/77

AMENDED: 5/14/90

REVIEWED: 12/8/03

The Board of Trustees of each school district may establish and alter bus routes. Such routes shall be determined for each year not later than the regular August board meeting. No Board of Trustees shall be required to route school buses or other passenger equipment over any road not maintained as a part of the highway district, county, state, or federal highway system, or by the state or national forest service, except that the primary requirements to be observed by the Board of Trustees are the safety and adequate protection of the health of the pupils.

The Superintendent will be responsible to the Board for establishing and altering bus routes.



**LEGAL REFERENCE:**

Idaho Code Section 33-1502

**ADOPTED:** 9/19/77

**REVIEWED:** 12/8/03

The Board of Trustees of the Highland School District may establish and alter non-transportation zones. Such zones shall be determined for each year not later than the regular August meeting of the Board. A non-transportation zone shall comprise an area of a school district designated by the Board of Trustees which is impracticable, by reason of sparsity of pupils, remoteness, or condition of roads, to serve by established bus routes.



**LEGAL REFERENCE:**

*Idaho Code Sections 33-1502*

ADOPTED: 9/19/77

REVIEWED: 3/8/2004

- a. Whenever any pupil lives more than one and one-half (1 1/2) miles from any established bus stop, or from the school but at a greater distance from the nearest bus stop than from the school, and such pupil is regularly transported by private vehicle not under contract with the school district, the Board shall pay to the parent or guardian an amount per month not less than ten dollars (\$10.00) per vehicle plus mileage at the current rate established by the State Board of Examiners for each round trip approved. The Board of Trustees may limit payment to one (1) private vehicle for one or more families.
  
- b. Whenever in the judgment of the Board of Trustees any pupil residing within the area of a non-transportation zone, and otherwise eligible to transportation, cannot be transported in any manner herein authorized, the said Board may pay to the parent or guardian thereof such amount of the cost incurred by the parent or guardian for the board and lodging of the pupil as may be authorized by the Board of Trustees.

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**LEGAL REFERENCE:**

Idaho Code Sections: Section 33-1503  
State Board Policy

ADOPTED: 9/19/77

REVIEWED: 3/8/2004

All school buses shall at all times conform to standards of construction therefore specified by the State Board of Education. No contract shall be negotiated or executed for the purchase or sale of any school bus, body, or chassis, where the same is to be used as, or a part of, a school bus which said contract would provide for construction standards not in conformity with those specified by the State Board.

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**LEGAL REFERENCE:**

*Idaho Code* Section 33-1505  
State Board  
Transportation Manual

ADOPTED: 9/19/77

REVIEWED: 3/8/2004

All school buses shall at all times conform to the standards of construction prescribed therefore by the State Board of Education.

Before any newly acquired school bus is used for transporting pupils, it shall be inspected by a duly authorized representative of the State Department of Education, and if, upon inspection, it conforms to prescribed standards of construction, or such other standards prescribed by law or regulation, it may be used for transporting pupils; otherwise, no such school bus shall be used for that purpose.

Prior to the beginning of school in each school year, all school buses shall be inspected before being placed in operation for that school year. The Board of Trustees of each school district shall provide for an annual inspection by district personnel or upon contract. The district, over the signature of the superintendent, shall file with the State Department of Education its report of inspection of the school buses operated by the authority of the school district. At intervals of not more than sixty (60) days during the same school year the Board of Trustees shall cause inspection to be made of all school buses operating under the authority of the Board. In addition, the State Department of Education shall conduct random, spot inspections of school buses throughout the school year.

Whenever any school bus is found, upon inspection, to be deficient in any of the prescribed standards, or is found in any way to be unsafe or unfit for the transportation of pupils, such vehicle shall be withdrawn from service and shall not be returned to service until district certifies the necessary repairs have been made.

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**LEGAL REFERENCE:**

Idaho Code Sections 33-1506

ADOPTED: 9/19/77

AMENDED: 4/13/81; 4/9/84

REVIEWED: 3/8/2004

The Board of Trustees of Highland School District may purchase or lease, and maintain and operate school buses and vans, which vans shall not have a seating capacity in excess of fifteen (15) persons; may enter into agreements or contracts for the use of a charter bus or buses; may enter into contracts with individuals, firms, corporations, or private carriers; or may make payments to parents or guardians, subject to the limitations provided for in Idaho law, when transportation is not furnished by the district.

All contracts entered into by the Board of Trustees for the transportation of pupils shall be in writing in a form approved by the State Superintendent of Public Instruction. No contract shall be executed covering a period of time exceeding five (5) years.

Before entering into such contracts, the Board of Trustees shall invite bids as provided by law and shall award the contract to the lowest responsible bidder.

A copy of the contract for transportation services will be filed with the Supervisor of Pupil Transportation in the Department of Education.

It shall be the duty of the school bus contractor to comply with all requirements of Idaho law, State Board of Education rules and regulations and policies of the Highland Board of Trustees.

The school bus contractor shall maintain liability insurance and workmen's compensation insurance as prescribed by law.



***LEGAL REFERENCE:***

I.C. § 33-1501 Transportation Authorized

I.C. § 33-1510 Contracts for Transportation Service

IDAPA 08.02.02.190.05 Contract for Transportation Services

ADOPTED: 6/14/90

AMENDED: 3/8/2004, 7/11/2016

It shall be the duty of the school bus contractor to comply with all requirements of Idaho law, State Board of Education rules and regulations and policies of the Highland Board of Trustees.

The Board of Trustees may cancel contracts of contractors who fail to comply with the above or with regulations adopted by the Idaho Department of Law Enforcement.

Specific duties of the contractor include:

1. Conduct the inspection of school buses as provided in Policy 608. Copies of the yearly inspection shall be presented to the superintendent at least five (5) working days prior to the first day of school. The inspection shall be on all regular and spare buses.

The superintendent will provide a signed annual inspection sticker to be placed in the lower, right-hand corner of the right side windshield of those buses for which inspection reports are provided.

If the superintendent or other school personnel detects an improper or un-inspected bus being used, the students shall be removed from the bus and parents will be called to come and get them.

2. Certify to the Board at their regular August board meeting all applicants for a school bus driving permit, signed by the superintendent. Such a permit must be carried by any person operating a school bus transporting district students. If the certification is not presented to the Board, the superintendent is authorized to approve, temporarily, a bus driver if all requirements are met. Substitute drivers must meet all requirements.

In order for a bus driver permit to be issued, the school must have

- 1) An application to drive a school bus on file.
- 2) A copy of yearly physical examination.
- 3) A copy of current Class B commercial drivers' license.
- 4) A statement signed by the contractor and by the driver that the driver has received the required school bus driver's training.
- 5) A copy of a Vehicles on report from State Department of Motor driver's record.

If the superintendent or other school personnel becomes aware that a person who does not have a permit is driving a bus transporting district students, the students shall be removed and parents notified to come and get them.

3. Maintain liability insurance and workmen's compensation insurance as prescribed by law.



**LEGAL REFERENCE:**

Idaho Code Sections 33-1509  
State Board Rules, Board Action

ADOPTED: 6/14/90

AMENDED:

All new drivers shall complete the Idaho School Bus Drivers Development Series, have 10 hours observation and behind-the-wheel training, and demonstrate driving proficiency before being allowed to drive a school bus loaded with students. (SDE Rule 08.02.G.4,1a).

All experienced drivers shall complete at least 6 hours refresher drivers training each year before school begins in the fall. In addition, 4 hours training shall be held at intervals during the school year. (SDE Rule 08.02.G4,I.b).

I hereby affirm that \_\_\_\_\_ has the training required in the rules stated above.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Contractor's Signature

The Board of Trustees of each school district owning and operating vehicles for the transportation of pupils, and any transportation contractor, shall have in effect at all times for each vehicle as used, insurance purchased from a company or companies licensed to operate in this state in amounts not lower than the minimums set by the State Board of Education, indemnifying the insured against claims for any injury to or death of a pupil arising out of the operation of the school transportation system.

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**LEGAL REFERENCE:**

Idaho Code Sections 33-1507  
State Board Transportation Manual

ADOPTED: 9/19/77

AMENDED:

School bus passengers must be trained in safe procedures. The main emphasis should be on the reasons for the rules and regulations as they have been adopted. The following rules of safety will be followed by all bus passengers of the district.

1. Have a strong sense of responsibility for the safety of himself and others.
2. Enter bus with least possible confusion, be seated and remain seated until bus stops for passenger to unload.
3. Keep all parts of body inside bus except when unloading.
4. If necessary to cross road,
  - a. Cross 15 feet in front of bus.
  - b. Wait at left front of bus for signal from driver before proceeding into other traffic lane.
5. Stay away from bus except when loading or unloading.
6. Be on time for the bus.
7. Follow driver's suggestions promptly and cheerfully.
8. Treat others and equipment with respect.

In addition to the above rules, the transportation director may adopt any reasonable rule for the bus passenger to further the safety factor.



**LEGAL REFERENCE:**

ADOPTED: 9/19/77

AMENDED: 7/11/2016

Riding a school bus is not an undeniable right. It is a privilege which each rider is responsible for retaining by maintaining appropriate behavior while loading, riding and unloading.

School bus discipline is covered fully under Policy # 426.3

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**LEGAL REFERENCE:**

*Idaho Code Sections 33-1501, 33-1509*

ADOPTED: 1/8/90

AMENDED:

It shall be the duty of the teacher to help with the safety of the school transportation program by performing the following duties:

1. Train all pupils in good safety habits including school bus procedures.
2. Supervise the loading and unloading of students according to the rules and regulations by the district.
3. Help in every possible way to improve the transportation program and increase safety.
4. Understand the part transportation plays in the total education program and encourage cooperation in efforts toward safety.



**LEGAL REFERENCE:**

State Board Transportation Manual

ADOPTED: 9/19/77

AMENDED:

**1. Use by School Organizations**

School gymnasiums, play fields, and other special purpose rooms are primarily designed for school purposes. These facilities are to be used without charge for the following purposes:

- a. For meetings of students
- b. For meetings for the benefit of teachers
- c. For meetings and entertainment by teachers, clubs, alumni associations, parent-teacher associations, and other organizations affiliated directly with schools.
- d. For entertainment for the benefit of the schools given by organizations recognized by the school authorities.

Such meetings shall have precedence over all others and may be held by arrangement with the principal of the building. The principal assumes the responsibility, therefore, and provides the supervision for the activity. All school activities shall end at 12:00 midnight.

**2. Use by the Public**

- a. The use of school facilities by the public is permitted for meetings of an educational, patriotic, philanthropic, civic, musical, recreational, or social nature intended to promote the public welfare.
- b. These meetings shall not conflict with the aforementioned school uses or with the regular program of the school.
- c. These meetings will be permitted only if sponsored by non-profit, non-discriminatory organizations within the district.
- d. Political meetings will not be permitted.

**3. Use by Religious Organizations**

- a. Churches and religious organizations may be granted occasional use of the school building if other community facilities are not available.
- b. Application will not be considered for a series of religious meetings.
- c. All use by religious organizations are subject to district rental fees unless waived by the Board.

**4. Application for Use of School Facilities**

- a. Application for public use of school facilities shall be requested from the building Principal or superintendent.
- b. Applications shall be acted upon by the superintendent and building principal, who may require any information of applicants, may reject any application, and may cancel any permit previously issued.
- c. When a permission is granted, the principal shall be responsible for the following arrangements:
  1. See that a custodian is available one-half hour before and until the use of the facility is completed.
  2. Charge the custodian with the following responsibilities:
    - a. Opening and closing the facilities.
    - b. Heating, lighting, and ventilation.
    - c. Assisting in maintaining order on the school premises.

#### 5. General Regulations

- a. The Board shall determine the rental rates and all rules for the use of school facilities. Any deviation from the rental fees can only be made with the approval of the Board. In general, the minimum rental charge shall be sufficient to cover the cost of the utilities and custodial service demanded. For non-profit groups who do their own custodial work, fees can be waived by the superintendent.
- b. The Board reserves the right to reject any or all applications for the use of school facilities.
- c. School facilities shall not be used for private gain or by any group which in the opinion of the Board advocates the over-throw or change of our government by force.
- d. Any advertising for any event scheduled to use a school facility must indicate the sponsoring agent.
- e. Whenever school facilities are used, sufficient supervision, including police attendance, if necessary, shall be provided by those persons granted a use permit. This is to insure good order, the protection of property, the observance of these rules and regulations, and the prevention of people being elsewhere in the premises other than the facilities engaged and their direct approaches. All groups must be under the supervision of a responsible adult.

- f. As a general rule, facilities should be vacated by 10:30 p.m. unless other arrangements for a later closing time are made in advance.
- g. No alcoholic beverages are allowed on school premises. No tobacco products are allowed on the school grounds.
- h. All organizations using district facilities must furnish their own equipment and see that the equipment is removed after the event.
- i. Any damages to school facilities shall be charged to the organization using the facilities during the time the damage is done.
- j. All organizations sponsoring events on school property must take full responsibility for injuries to persons or property during the event .



**LEGAL REFERENCE:**

Board Action

ADOPTED: 9/19/77

AMENDED: 11/11/2002

Reviewed: 4/10/00

**Private Service Providers Working with Students**

1. Private Service Provider means a person, group, agency, or organization that meets the following two conditions:
  - a. Is not an employee of Highland School District #305 or a public agency with a legal jurisdiction over the circumstances related to their involvement with the student and
  - b. Is paid/reimbursed for services provided to students

Examples of Private Service Providers are: Nurses, Assistive Technology Consultants, Physicians, Physical Therapists, Optometrists, Social Workers, Psycho-social rehabilitation workers, educational consultants etc.

2. Private Service Providers may do the following in Highland School District #305 for students:
  - a. Refer a student to the school's pre-referral team for consideration for evaluation
  - b. Submit evaluation report to a school team for consideration related to the referral or an evaluation being conducted by the evaluation team.
  - c. Be invited to a meeting by either the school or parents
    - i. The determination of eligibility for special education and the provision of a Free and Appropriate Public Education (FAPE) are the responsibility of the IEP/504 or school referral team and cannot be prescribed by any other entity
    - ii. All educational decisions regarding educational methodology, materials, and personnel are the responsibility of the school district.
  - d. Provide services in the school to students under the terms of agreement with the school district officials and representatives.
    - i. Contracts may be established when the school district is paying for the service. Documentation of licensure/certification to perform the prescribed services as agreed to with the district will be present with the school district by the private provider. Contracts will specify terms and lengths of services, define liability insurance issues as prescribed by the district, and define financial payment fees and schedules, with termination and change provisions included for the contract.
    - ii. Parents may enter into private contracts with private providers. Services may be offered during school time, with the agreement and discretion of the school administration or child study team (IEP, G&T review, 504 etc.)
  - e. Memorandum of Understanding for services provided by the private providers within the school without payment may be created.
    - i. The Memorandum of Understanding will describe services provided, relation of the private service provider with school employees in discussion of professional issues, time incurred, and provision for time, space and equipment that might shared with the district and the provider as called for within the agreement.

- ii. The district reserves the right to terminate the Memorandum of Understanding at any time.
- f. School records and information from the Private Service Provider may be shared:
  - i. When there is a release of information signed by parents or written consent of a student who is 18 years or older.
  - ii. If the private service provider is under contract or a Memorandum of Understanding for professional consultation, which has been approved by the Board of Trustees.
- g. Parents may acquire private service providers' services. Removal of students from school for work with parent financed private service providers will be at the discretion and review of the child study teams and/or administration of the district.



**LEGAL REFERENCE:**

Board Action

**ADOPTED:** 12/8/2003

**AMENDED:**