

Policy 802.02

TRANSPORTATION

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Transportation Services

The Kimball Public Schools shall provide transportation services for pupils that is within the state statutes as defined Article 6 of the Nebraska State School Law and the guidelines as provided in the Reference Manual for Nebraska Pupil Transportation developed by the Pupil Transportation Division of the Nebraska Department of Education.

Transportation as used in this policy may be at the discretion of the Board of Education. It may mean a school owned vehicle, a commercial bus, a private contractor, or a privately owned vehicle.

Transportation or Mileage Provided- -The Board, at its discretion, will provide transportation services, pay mileage, or a combination of service/mileage to all parents/guardians who reside greater than four miles from the attendance center where the child/children of the parent/guardian reside. The determination to pay the statutory rate for mileage in lieu of providing transportation for pupils, shall be made by the Superintendent of Schools upon consideration of the recommendations from the Transportation Director who shall consider all aspects of time, distance, etc. in making his/her recommendation.

Students who reside outside of the city limits of Kimball, but who are within the statutory four mile limit, may be picked up by school transportation when and if doing so does not cause a significant change in cost, time and safety of any of the students affected, and adequate space is available on the vehicle provided for the route(s) affected. The Superintendent will make such determination upon recommendation of the Transportation Director who has the authority and responsibility for the planning and scheduling of all bus routes in the district.

The only transportation service generally provided on a regular basis to students residing within the city limits of Kimball, and aside from the necessary transporting of students within the district for school events, will be a “shuttle” or “cross-town” bus. No bus is to stop for a pick-up of students within the city limits of Kimball without expressed approval of the Transportation Director.

Private Driveways- -School buses going into private drives will be allowed at the discretion of the Transportation Director. In making his/her determination whether to allow a bus into a private drive for a pickup, considerations of time, safety, distance, driveway condition, and cost shall be considered. However, under no circumstances will a bus go into a private drive for a pupil pick-up if there is not, in the estimation of the Transportation Director, an adequate and safe turn-around area.

**Special Trips for Activities/Events-** -The Kimball Public Schools will furnish transportation for pupils who are traveling to activities that are school sponsored. Requests for school transportation shall be made through the building principal, to the Activities Director and then to the Transportation Director. The Transportation Director shall make determination of the availability of school owned vehicles for such special trips. In the event that such transportation is not available, the situation shall be referred to the Superintendent of Schools to make a determination on the matter. The use of buses for special trips shall not interfere with the regular pupil transportation routes to and from school that are regularly scheduled.

**Option Students-** -The Kimball Public Schools busses will not leave regularly scheduled bus routes and will not leave the district borders for the pick up of option or other non-resident students without the expressed approval of the Superintendent. In certain instances, routes may be modified, increased, or decreased and/or option students or other non-resident students may be allowed to meet a route bus at a determined time and designated place to board.

**Accident and Emergency Procedures-** -Accident and Emergency Procedures related to the transportation of pupils, shall be developed by the Transportation Director in accordance with the Nebraska Pupil Transportation Reference Manual. These Accident and Emergency Procedures shall be in writing, shall be distributed to all school transportation personnel who shall "sign off" as proof of receipt of these written procedures. In addition, all transportation personnel shall annually be in-serviced on these procedures by the Transportation Director or at another appropriate in-servicing activity.

These Procedures shall also be provided to all school administrators. Students, particularly those on regular route busses, shall also be in-serviced annually as appropriate concerning such Accident-Emergency Procedures.

**Transporting of Students by Private Vehicles-** -Any transporting of students in private vehicles is discouraged, and is allowed only with the expressed approval of the Superintendent of School or his/her designee.

**School Vehicles- -Rental or Loaning-** -No school owned vehicles will be loaned or rented to any individual or organization, or transportation in any way provided to non-students. This is to avoid any legal or liability problems. Any exception to this policy must be approved by the Board of Education.

If a school vehicle is allowed to be used for non-school activities, the following guidelines should apply.

1. The lessee and passengers will follow directions and instructions given by the vehicle driver.
2. Only a school district employee may operate the vehicle at any time.
3. School activities take precedence over other uses of school vehicles and if

- the vehicle needs to be used for school purposes, the non-school purpose must be abandoned.
4. If there will be passengers under the age of 18, adequate chaperones will be provided.
  5. Only other governmental entities, community service groups and similar organizations such as the Chamber of Commerce shall be permitted to use school vehicles.
  6. Vehicles shall not be used for political purposes.
  7. The expense of the driver shall be paid by the organization using the vehicle.
  8. The school insurance policy has a deductible. The organization using the vehicle must show capacity to pay that deductible in the event of the occurrence of damage of any nature during the use, whether by certified check or by proof of an applicable insurance rider.
  9. Use of the vehicle shall be deemed that period of time from when the first passenger boards the vehicle until the last passenger leaves the vehicle.
  10. The vehicle shall not be used to travel to any location which, in the sole determination of the school board or its representatives, includes roads or conditions that may cause damage to the vehicle.
  11. If in the opinion of the school board or its designated representative, the weather is such that the vehicle should not be driven, the agreement may be cancelled. This includes weather reports or threats of weather that are deemed to be hazardous.
  12. No alcoholic beverages will be consumed in school vehicles.
  13. Items carried on the vehicle must be able to be adequately stored outside of the aisles of the vehicle. The aisles must be kept clear for emergencies.
  14. Requests for the use of school vehicles shall be approved by the school board or its designee, who has full authority to approve or deny the use of the vehicle for any reasonable reason.
  15. If the use of the vehicle results in the driver being unable to fulfill his or her normal driving operations for the school district, the organization using the vehicle shall pay any additional expenses incurred for obtaining a substitute vehicle driver.
  16. The using organization shall be responsible for and indemnify the school district for any damage caused to the interior of the vehicle not otherwise covered by insurance.

**Student Conduct During Transport/Disciplinary Rules-** -The Transportation Director shall develop rules of conduct for students to follow during transport. These rules shall become part of the Student Handbooks and distributed to regular route students. The bus driver shall be the first line of authority, and shall use Bus Conduct Report forms to file reports of student misconduct with the Transportation Director. Suspension of riding privileges may be utilized as a disciplinary measure as outlined in the Kimball School Bus Regulations.

Emergency Situations/Policy Waiver- -In the event of some form of Civil Defense or other emergency situation, the Superintendent or his/her designee will have the authority to depart from this policy to provide school-owned transportation to help ease such an emergency or disaster situation. In the event of this occurring, the Superintendent shall make provisions for a disclosure report to be submitted to the Board of education at the earliest convenience outlining the details of the emergency situation and the actions taken that may have been a departure from this policy.

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