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| Book | Policy Manual |
| Section | 800 Operations |
| Title | Transportation |
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Legal

- [1. 24 P.S. 1361](#)
- [2. 24 P.S. 1362](#)
- [3. 22 PA Code 23.1](#)
- [4. 22 PA Code 23.2](#)
- [5. 22 PA Code 23.4](#)
- [6. 67 PA Code 447.1 et seq](#)
- [7. 24 P.S. 1374](#)
- [8. 22 PA Code 23.3](#)
9. Pol. 103
- [10. 24 P.S. 1517](#)
- [11. 67 PA Code 71.3](#)
- [12. 24 P.S. 111](#)
- [13. 22 PA Code 8.1 et seq](#)
- [14. 23 Pa. C.S.A. 6301 et seq](#)
- [15. 22 PA Code 23.6](#)
16. Pol. 218.1
17. Pol. 222
18. Pol. 233
19. Pol. 113
- [22 PA Code 15.1 et seq](#)
- [24 P.S. 1331](#)
- [24 P.S. 1365](#)
- [24 P.S. 1366](#)
- [24 P.S. 2541](#)
- [24 P.S. 2542](#)
- [35 P.S. 4601 et seq](#)
- [49 CFR Part 37](#)
- [49 CFR Part 38](#)
- [67 PA Code 71.1 et seq](#)
- [67 PA Code 212.101](#)
- Pol. 121

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Purpose

Transportation for students shall be provided in accordance with law and the guidelines below.

Authority

Within the provisions of this policy, the district shall provide the necessary transportation of students to and from school, and for field trips, athletic trips, and other school activities.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Delegation of Responsibility

Safety shall be the primary concern of everyone who shares in the responsibility for and operation of the school transportation system. Instruction programs about safety within the system shall be provided for students and bus drivers at least annually by the school district and/or the transportation contractor. The school district shall also oversee annual inservice designed to educate bus drivers in appropriate student management.

Guidelines

Transportation service will be provided for resident students who live more than two (2) miles from the assigned secondary school or more than one and one-half (1½) miles from the assigned elementary school.

Transportation service may be provided to students who live on roads which have been certified as hazardous by the Pennsylvania Department of Transportation.[\[2\]](#)[\[6\]](#)

Public Schools

Students who attend the public schools and meet the criteria for distance or safety shall be provided transportation service within the attendance areas served by their assigned schools. If permission is requested and granted to attend a school outside of the normal attendance area because of a change of family residence during the school year, the parents/guardians must provide transportation for the students. Tuition students will not be afforded transportation.

Nonpublic Schools

Students who attend nonpublic schools shall be provided transportation service in accordance with the criteria of distance and safety.[\[1\]](#)

Transportation shall not be provided for nonpublic schools located more than ten (10) miles beyond the boundaries of the school district.

Special Education Program

Students who are approved for placement in approved special education facilities shall be provided transportation service appropriate to their special needs.[\[7\]](#)[\[8\]](#)[\[9\]](#)

Walking Distance

Students may be required to walk up to one and one-half (1½) miles to the location of the stop for transportation service.[\[2\]](#)

Drivers' Duties

The specific duties of the school bus driver are:

1. To understand the workings of the parts of the bus and to maintain the bus in proper working condition.
2. To attend all conferences or training classes for bus drivers.
3. To keep the school bus clean and properly ventilated.
4. To maintain a time schedule.
5. To assist in preparing bus routes, time schedules and necessary reports.
6. To observe safe driving practices.
7. To maintain the scheduled route when weather permits.
8. To be available for transporting students at times other than regular schedule in cases of emergency school closing.
9. To carry out bus evacuation drills twice a year.[\[10\]](#)

Rules and Regulations

All transportation carrier employees are required to meet the Department of Transportation requirements relating to commercial driver physical examinations. DOT physical cards are required to be kept with the drivers at all times when operating a transportation vehicle for the Woodland Hills School District.[\[11\]](#)

All transportation carrier employees are required to have their Act 34, Act 151 and FBI clearances on file with the district prior to their first day of work.[\[12\]](#)[\[13\]](#)[\[14\]](#)

Transportation routes may be established with the advice and approval of the Board. Bus drivers shall not deviate from the established bus route except for hazardous driving conditions or upon written consent by the Board.[\[5\]](#)

Students shall be taken on and discharged from the school bus only at the designated stops. All stops should be made where the bus can be easily seen. The driver shall give proper signals when slowing and stopping the bus. The driver shall keep the bus stopped until all students are across the highway and safely on the other side after being discharged. The driver will not proceed until all students are seated.

Each student shall be assigned to a bus. Persons other than a school student, employee or official shall not ride in a school bus on a regular route.[\[15\]](#)

The bus driver shall not leave the bus while the motor is running.

Bus doors shall be closed while the bus is in motion.

Bus doors shall be opened at railroad crossings.

Bus drivers are not required to stop and wait at bus stops with no students present.

The bus driver shall not drive the bus backward on school grounds without the direction of a person on the ground.

Advertising shall not be displayed on the school bus.

No student is permitted to ride any bus other than the one regularly scheduled, unless the driver receives a signed note from the principal or his/her designee. The principal must have a signed note from the custodial parent/guardian, and verify the request by a telephone call.

Students who reside more than one and one-half (1½) miles from the school may be transported by school bus when hazardous conditions exist.

The Transportation Director shall be notified of any overloading of school buses.

Student transportation is an important part of the total school program. In many instances, it may be the only means of interpreting the schools to the public.

Safety and Conduct

Student bus transportation is a privilege and convenience that is provided by the Woodland Hills School District to eligible students. This transportation is governed by Section 1361 and 1362 of the Pennsylvania Public School Code. Although we do know that the vast majority of our students are responsible young people, we have a few who do not behave on a bus or at the bus stop. Therefore, this Safety and Conduct Code has been established.[\[1\]\[2\]](#)

When Waiting at a Bus Stop –

1. Report to the bus stop ten (10) minutes ahead of schedule.
2. Stand in orderly and safe groups avoiding traffic.
3. Remain at a safe distance until the bus stops.
4. Board the bus quickly and carefully. All regular seats may need to accommodate three (3) students.
5. Remain seated while the bus is in motion.
6. Do not distract the driver.
7. Keep hands, arms and head inside the windows.
8. Disembark quickly and carefully and move away from the bus.
9. If you must cross the street, walk in front of the bus and watch for traffic.

When Boarding –

1. Students may not bring animals, alcoholic beverages, firearms or any considered weapon or explosives onto the bus.[16]

2. All foods and beverages must be in a container and are not consumed on the bus. Glass containers must be safely packed and encased in a break-resistant container.
3. Students may board only the assigned bus. Students will not be permitted to board a later bus either going to school or returning home.

When Riding –

1. Students must conduct themselves in an acceptable manner at all times. Vulgarity, profanity, fighting or other improper conduct is not permitted.
2. Students may not block the aisle or emergency door with musical instruments, lunch boxes, books or other possessions.
3. Students must not extend arms or heads out of windows at any time.
4. Students must remain seated while the bus is in motion or if the bus is delayed on the road.
5. Students may not operate the bus door or tamper with the emergency door.
6. Students may not use the emergency door except in the case of an emergency.
7. Students may not eat, drink, smoke, or play radios on the bus.[17]
8. Every student who rides a bus must get on and off at the assigned bus stop. Exceptions will be made only through the assistant principal/principal's office when a written parental request has been made and is signed by the principal or his/her designee and the request verified in writing.
9. Any student who wishes to ride a bus other than his/her regular school bus must have a written request signed by the assistant principal/principal's office when a written parental request has been made and has been signed by the principal or assistant principal and the request verified in writing.

When Departing –

1. Students may not depart the bus in the morning before it arrives at the designated school of the student.
2. Students may not depart the bus in the afternoon except at their designated bus stop.
3. Students who must cross a street after alighting from the bus shall cross only in front of the bus on the signal by the driver.

Discipline Procedures

Students are subject to suspension per Policy 233 if they are involved in disrupting action jeopardizing the safety and welfare of their fellow students or any infraction of the stated rules of conduct.[18]

All discipline problems will be handled between the school bus driver, the student, the principal, parents/guardians, and when necessary, the Director of Transportation.