

## **Business/Non-Instructional Operations**

### **Transportation**

#### **Responsibilities and Duties of Board of Education**

The Board of Education shall comply with state law by providing reasonable transportation for school children.

Negotiations for the bus contract shall be delegated to the Superintendent or his/her designee, except that an Ad Hoc Committee of the Board may be appointed, if requested by the Chairperson or Superintendent, to aid in negotiations. Final selection of the bus contractor will be made by the Board of Education.

Bus contracts may be for a maximum period of five years.

When specifications for bus contracts are drawn up, the age of buses that are to be used shall be specified.

Bus contracts shall be figured on a minimum base mileage. All additional mileage shall be computed at a definite rate per mile.

The Board may award bus contracts to one or more contractors.

(cf. 3541 – Transportation)

Legal Reference: Connecticut General Statutes  
 10-186 Duties of local and regional boards of education  
 10-220 Duties of boards of education  
 14-275 Equipment and color of school buses  
 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.  
 14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.  
 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: April 28, 2010

POMFRET PUBLIC SCHOOLS  
 Pomfret, Connecticut

*A new policy to consider.*

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#### **Routes and Services**

The Superintendent shall annually review the bus routes in order to provide the safest, shortest routes which will get all students to school in the most economical way. Routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and bus loads and to provide for the full use of buses. Arrangements shall provide each student transportation to school within the prescribed time limits. As a guideline, bus routes shall begin no earlier than 60 minutes before school opens and students shall not be in transit from school more than 60 minutes.

Copies of each official route shall be made prior to the opening of school, and one shall be kept on file in the Superintendent's office. Only the Superintendent has the authority to change the official bus route according to the interests of safety, efficiency and economy. Bus stops shall be planned so that children do not cross major thoroughfares. Parents shall be notified of any major change to the bus route during the school year. Students shall not be allowed off the bus until they reach their approved destination.

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.

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## **Business/Non-Instructional Operations**

### **Privately Owned Vehicles**

#### **Use of Private Vehicles by District Employees on School Business**

The Board of Education recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the school system, employees and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the permission of the Superintendent or his/her designee.
2. The school system shall assume no responsibility for liability in case of accident unless the employee has the authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his/her designee.

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.

## **Business/Non-Instructional Operations**

### **Records and Reports**

#### **Transportation Complaints**

All complaints concerning school transportation safety will be made to the Superintendent's office. The Superintendent or his/her designee will maintain a written record of all such complaints, and will conduct investigations as appropriate.

The Superintendent will send written records, those required by law, to the Commissioner of Motor Vehicles.

Legal Reference: Connecticut General Statutes

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

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