

***West Chester Area
School District***

SECTION: **BUSINESS MANAGEMENT**

TITLE: **BUS DRIVER'S RESPONSIBILITY**

ADOPTED: April 28, 1969

REVISED: Jan. 1980, 6/25/07, 11/24/08

EDG-R BUS DRIVER'S RESPONSIBILITY

The professional school bus driver has important responsibilities in the educational system. In many instances the driver is the first representative of the school system to meet the children in the morning and the last to see them at night. The school bus driver is responsible for efficient and economical vehicle operation, passenger and vehicle safety, and order and discipline. The responsible school bus driver successfully accomplishes this assignment and is respected and appreciated as a person performing a difficult and necessary service.

The responsible school bus driver shall:

1. satisfy requirements of the Federal, State, District, and contractor laws and policies concerning operation and handling of a bus prior to employment.
2. continue to satisfy the requirements of the Federal, State, District, and contractor laws and policies concerning operation and handling of the bus during employment.
3. complete a practice run of the bus route prior to the beginning of each school year.
4. maintain passenger/vehicle safety and efficient/economical vehicle operation.
5. complete additional required training programs successfully.
6. dress properly and set a good example for students by using patience, courtesy and respect.
7. treat students in a civil manner, seeing that no student is mistreated while in his/her charge.
8. not touch or physically contact a student unless making a reasonable attempt to ensure his/her safety.
9. not provide food, candy, beverages or other items that may be consumed by students.
10. keep order, maintain discipline among students on the bus, and enforce disciplinary policies EDCB, EDCB-R, EDCBA-R for Student Bus Conduct, as may be amended from time to time.



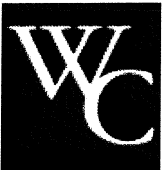
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11. maintain the bus schedule as prepared by the school administration unless regard for pupil safety, traffic, and road conditions, require slower operation of the bus or detours.
12. make no change in the location of any stops, time of pickup, or order of route to connect the stops without having authorization from the District transportation office.
13. permit pupils to board or leave the bus only at regular stops except when written permission is received from the principal's office.
14. report unsafe conditions – location of stops, road conditions – immediately to the driver supervisor's office.
15. make suggestions for improvements of routes and schedules – location of stops, time and path, etc., to the driver supervisor's office.
16. report overloads – defined as over bus size capacity for elementary, and more than reasonable numbers for secondary, in consideration of size of pupils immediately to the driver supervisor's office.
17. work with elementary school principals to assign all elementary age students a permanent seat on the school bus.
18. never leave the school bus unattended while students are loading, unloading or on board.
19. never leave the school bus without checking for the presence of overlooked students.
20. never disclose personal or confidential information other than to the school administrator or driver supervisor.
21. submit required forms and reports on time.
22. immediately report any injury to a student that has occurred on a school bus to the driver supervisor's office.
23. comply with Policy EDC-R, Emergency Safety Procedures, and state/local emergency evacuation procedures.
24. shall not interfere with the operation of video/audio cameras installed on the bus.
25. comply with Policy EDAF, Transportation Video/Audio Monitoring.

Reports of Bus Driver Breach of Responsibility

During the school year, the transportation office, principals, or bus contractor may receive a report of an incident involving a driver who breaches his/her responsibilities. When the reported incident indicates that the driver's behavior could harm the health, safety or welfare of the student, communication between the transportation office, principal and bus contractor is essential.

1. If the principal (or designee) becomes aware of a breach in responsibility, he/she shall immediately contact the District transportation office. The transportation manager shall review the bus video/audio tape along with the bus supervisor if appropriate.



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2. If the transportation office becomes aware of a breach in responsibility, the office shall inform the building principal and shall work with the driver supervisor as instructed above.
3. If the bus contractor becomes aware of a breach in responsibility, the driver supervisor shall inform the District transportation manager who will contact the building principal. The bus contractor shall work with the District transportation office as instructed above.
4. Reports of egregious breaches of responsibility, including but not limited to acts punishable under the law, shall be immediately communicated to the Superintendent and Directors of the School District. The bus contractor's senior management shall provide a written report of any investigations to the School District, and will work cooperatively with the School District on preparing official communications for all matters regarding the incident.

This policy EDG-R has been re-written to adequately describe current practice and procedures and to address any breach in driver responsibilities.

West Chester Area School District, West Chester, Pa