

## TRANSPORTATION

**8.1 TRANSPORTATION** *Approved and amended by the LCBOE in session 2/24/03.*

*Policy approved and amended by the LCBOE in session August 11, 2014.*

*Policy approved and amended by LCBOE in session December 27, 2017.*

- 8.1.1 Bus Routes                    BUS ROUTES
- 8.1.2 Bus Routes                    Bus route establishment - New school bus routes are not ordinarily established where the distance involved is two miles or less one way and only then by action of the board of education upon the recommendation of the transportation supervisor and superintendent.
- 8.1.3 Bus Routes                    Bus route elimination - Where transportation service exists, the route may not be permanently discontinued until such action is directed by the board of education upon the recommendation of the superintendent.
- 8.1.4 Bus Routes                    Bus stops - Regular established school bus stops shall be designated.
- 8.1.5 Bus Routes                    Pupils living less than two miles from school - Public school pupils who live on a regular school bus route, two miles or less from their designated school, may be transported on a school bus, provided their enrollment on the bus does not exceed the seating capacity of the bus so assigned.

### 8.2 EXTRACURRICULAR TRANSPORTATION

- 8.2.1 Extracurricular Trans.      Definition – **(§18A-4-16)** - Extracurricular duties shall mean, but not limited to, any activities that occur at times other than regularly scheduled working hours, which include the instructing, coaching, chaperoning, escorting, providing support services or caring for the needs of students, and which occur on a regular basis.
- 8.2.2 Extracurricular Trans.      Legal uses - The use of public school buses for curricular trips is limited to those activities which are directly related to classroom work and are authorized upon written applications submitted by the teacher through the principal and approved by the superintendent or transportation supervisor in his absence. Out of state request require board approval.
- 8.2.3 Extracurricular Trans.      Supervision - Any group of school pupils on a curricular trip must be accompanied by a teacher, principal, or other certified personnel, who are regularly employed by the board of education, and who will act as a chaperone for the trip.
- 8.2.4 Extracurricular Trans.      Chaperones allowed to ride Lewis County school buses will include parent/community volunteers and approved by LCBOE.
- 8.2.5 Extracurricular Trans.      Substitute drivers - Refer to WV Code §18A-4-15.
- 8.2.6 Extracurricular Trans.      Driver's pay for Extracurricular Runs – Refer to WV Code §18A-4-8a. To be set at a minimum of fifteen (\$15.00) dollars per hour each, starting with the 2014/2015 school year and for this hourly rate to be revisited at least every other year to evaluate increment increases. The goal being to maintain an hourly rate that is at least an average calculation between the highest and lowest hourly rate paid to currently employed drivers.
- 8.2.7 Extracurricular Trans.      Extracurricular assignments – Refer to WV Code §18-4-8b - A maximum of two extracurricular runs may be awarded to any driver based upon bid and seniority. (As voted on by 100% vote of drivers dated 4/15/14, not to override any presently held positions prior to this vote and pending complete acceptance of policy changes as requested.

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### 8.2.8 Extracurricular Trans.

Fred Eberle Technical Center, (in Buckhannon) hereafter called FETC. Bus service shall be available to run from LCHS to FETC five (5) days per week, in accordance with both Upshur and Lewis County school calendars.

- Main Morning Run: Departing from LCHS at approximately 8:00am, arriving at FETC at approximately 8:30am and remaining at FETC until returning with morning students. Departing from FETC at approximately 11:05am and returning to LCHS at approximately 11:30am.
- Main Afternoon Run: Departing from LCHS at approximately 11:45am and arriving at FETC at approximately 12:15pm and remaining at FETC until returning with afternoon students departing from FETC at approximately 2:25pm and arriving at LCHS at approximately 2:50pm.
- Overload Runs: Overload Runs are established on year to year as needed basis. Times and duties remain the same as the main runs. All runs will be based upon bid and seniority of bus drivers as needed. Once awarded an overload run that driver shall be available for service for that run the first day of school each year and shall remain on that run until the overload run is not needed. Driver shall be available to transport students on first day of school, if overload is not needed driver shall be compensated two (2) hour show up time and not return until the need for a second bus.
- Drivers Duties: While at FETC to include being on call to run bus service for classes as needed (i.e.; nursing clinicals) but not to conflict with schedule times.

### 8.3 TRANSPORTATION REGULATIONS

8.3.1 Transportation regulation While the driver is still considered the chief executive of the school bus and shall aid in the maintenance of good conduct, it is expected that the chaperone, sponsor, coach, supervisor, or other school personnel shall bear the major responsibility in maintaining good conduct on the bus. Refer to board minutes – book #3. Page 131, May 1, 1967.

### 8.4 SALARY AND FRINGE BENEFITS

8.4.1 Salary/fringe benefits School bus drivers' salaries shall be in accordance with the minimum pay scale established by the West Virginia School Laws and any county supplement approved by the Lewis County Board of Education. (Refer to School Laws of WV §18A-4-8 and §18A-4-8A).

### 8.5 EMPLOYMENT

8.5.1 Employment School bus drivers are employed by 10-months' contracts as per Chapter III of the policy manual.

### 8.6 SUBSTITUTE BUS DRIVERS

8.6.1 Substitute Bus Drivers Refer to WV Code §18A-4-8 and WVDE Policy 4336.

8.6.2 Substitute Bus Drivers Guidelines for school bus substitute operators (Refer to §18A-4-15). Employment of service personnel substitutes.

8.6.3 Substitute Bus Drivers A substitute for the absence of a regular employee is called on the seniority, rotation basis. The transportation office will call him/her at two good numbers provided by the substitute within a 10 minute interval before calling the next substitute. In case of an emergency, the transportation supervisor or designee may call the next substitute. The substitute then fills the run for the regular employee absent for the ½ or full day absence for that day only and then return back to the rotation until the absent employee returns to work or the job is posted and filled. If a regular employee does not accept

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the run, then the substitute continues to drive that run until the absent employee returns or the job is posted and filled.

- 8.6.4 Substitute Bus Drivers Rotation sheets will be kept in a permanent file for three years. Drivers will have the opportunity to review under the supervision of the supervisor or transportation secretary for runs that have been bid.

### 8.7 EXTRA-DUTY ASSIGNMENT RUNS

- 8.7.1 Extra-Duty Assignment Runs will be posted on a bulletin board in the drivers' meeting room at least 24 hours before departure time of each run, if possible. The drivers should promptly refuse or accept extra-duty assignments that it is offered them.
- 8.7.2 Extra-Duty Assignment The transportation supervisor/transportation secretary/chief mechanic will post daily (at the same approximate time) the extra-duty runs made by the regular and/or substitute drivers. The postings will be kept on file for at least one month for anyone to review.

### 8.8 RESIGNATIONS - See Chapter III of this manual.

### 8.9 OTHER EMPLOYMENT

**The policy of the board of education will not allow Lewis County school bus drivers to neglect any part of their duties and responsibilities because of other employment.**

### 8.10 SCHOOL BUS DRIVERS DUTIES AND RESPONSIBILITIES

- 8.10.1 Duties/Responsibilities The school bus driver is directly responsible to the transportation supervisor/superintendent, but must work cooperatively with the principals and teachers of the schools he/she serves.
- 8.10.2 Duties/Responsibilities Breakdowns or other problems are to be reported immediately to the transportation supervisor/chief mechanic/transportation secretary.
- 8.10.3 Duties/Responsibilities Bus accidents - (Refer to School Bus Accident Report)
- 8.10.4 Duties/Responsibilities Bus drivers are held responsible for the maximum safety of all concerned and for the maximum efficiency in the operation and care of the vehicle to which he/she is assigned.
- 8.10.5 Duties/Responsibilities The bus driver shall stand in the place of the teacher, the parent, or the guardian in exercising authority and control over the children while they are in transit on his or her bus to and from school.
- 8.10.6 Duties/Responsibilities Behavior of pupils on the bus. (Refer to Chapter 5, Student Responsibilities and Expected Behavior in Safe and Supportive Schools)
- 8.10.7 Duties/Responsibilities The bus driver shall be familiar and comply with regulations governing the transportation of pupils, as stated in the West Virginia School Transportation Regulations, published by the Division of School Transportation, State Department of Education.
- 8.10.8 Duties/Responsibilities Each bus driver will carry an accurate timepiece and shall not (unless under emergency conditions) deviate from assigned route, schedule or stop of his/her bus, unless so ordered by the supervisor/superintendent.
- 8.10.9 Duties/Responsibilities The bus driver shall report all problems, grievances, irregularities and suggestions promptly to his/her supervisor.
- 8.10.10 Duties/Responsibilities He/she shall clean and sweep inside the bus daily.
- 8.10.11 Duties/Responsibilities He/she shall fill out a work order for the needed repairs and/or adjustment for his or her bus.

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- 8.10.12 Duties/Responsibilities He/she shall do a pre-trip and post trips inspection as per Department of Transportation Regulations before beginning and ending each run.
- 8.10.13 Duties/Responsibilities The bus driver will maintain the following equipment in acceptable condition.
- First Aid Kit that meets Department of Transportation Regulations.
  - Fire Extinguisher (inspected daily)
  - Body Fluid Clean Up Kit
  - Reflectors (3)
  - Tire Chains
  - Broom
  - Seat belt cutter installed within reach of the driver.
  - Spare fuses 10c. in the glove box. One for each size needed.

### 8.11 SCHOOL BUS SUSPENSION

- 8.11.1 School Bus Suspension Refer to Chapter 5, LCBOE Policy Manual, Student Responsibilities and Expected Behavior in Safe and Supportive Schools and WVDE Policy 4336.
- 8.11.2 School Bus Suspension When a pupil poses a serious threat to the safety of pupils or threatens and/or assaults another pupil or the bus driver, immediate suspension may be the only alternative. If this is the case, extreme caution must be exercised to protect the pupil who was removed from the bus. Exercising protection for the pupil who was removed may mean detaining that pupil outside the bus until the driver radios and waits for assistance from local law enforcement to transport the child to his/her parent or guardian or other proper destination if necessary. Final resolution of the problem may involve a meeting of all concerned: pupil, parents or custodial guardians, principal, bus driver, transportation supervisor and superintendent. In particular, the parents or custodial guardians should be involved.

### 8.12 REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES

- 8.12.1 Regulations for Pupils Transported pupils behavior shall be in compliance with the following responsibilities and safety practices:
- 8.12.2 Regulations for Pupils It is the responsibility of parents to have the student at the designated bus stop at the scheduled time for bus arrival. The bus cannot wait for those who are tardy.
- 8.12.3 Regulations for Pupils The school bus operator is in charge of the bus and pupils and may assign seats and the pupil will be held responsible for damaged seats should retaliatory damage occur.
- 8.12.4 Regulations for Pupils Pupils will observe the following:
- Walk on the left side of the road facing traffic,
  - Never stand or play on the roadway while waiting for a school bus,
  - Cooperate with the bus driver in an effort to keep the bus clean. Clean shoes before entering the bus,
  - Avoid unnecessary conversation with the driver,
  - Observe classroom conduct in the bus in order to avoid distracting the driver's attention, and
  - Refrain from profane or immoral language.
  - The use of tobacco, alcohol and controlled substance is prohibited on the school bus.
  - Arms and heads must be kept inside the bus windows at all times.
  - Any damages to the bus or property of students are to be reported promptly to the bus driver.
  - Get on or off the bus only when it is not in motion.
  - No objects of any nature shall be thrown inside the bus or passed into or from the bus window at any time.
- 8.12.5 Regulations for Pupils Pupils to be transported shall provide required information to the bus driver (School Bus Information Form).

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8.12.6 Regulations for Pupils Should student persist in violating any of these regulations after due warning has been given by the driver, that person's right to ride the school bus may be suspended. In case of such suspension, the school bus driver may not transport that person until directed to do so by the county superintendent or transportation supervisor. (Refer to West Virginia School Transportation Regulations).

### 8.13 OPERATIONAL

- 8.13.1 Operational Pupil Exclusion - Except in extreme cases of misbehavior, no pupil passenger should be removed from the bus until the assigned destination for that pupil is reached. The school bus driver shall be responsible for informing the parent or guardian, principal and transportation director about a student(s) whose transportation was terminated prior to reaching his/her assigned destination and shall be responsible for contacting and waiting for parents/guardian or local law enforcement to transport the child to his/her destination. The school bus driver shall not exclude pupils from the bus without first having a conference with the school principal, transportation supervisor and parent or guardian. In any extreme cases, the transportation supervisor will have authority to bridge this policy until an investigation can be made.
- 8.13.2 Operational Reports - The driver shall deliver promptly to the transportation supervisor complete reports at times specified by the supervisor. Failure to report promptly shall be considered a neglect of duty.
- 8.13.3 Operational Meeting attendance required - The failure of drivers to attend general meetings called by the transportation supervisor shall be interpreted as neglect of duty.
- 8.13.4 Operational First Aid/CPR Certification - Each school bus driver, whether he or she is a regular or substitute, shall be instructed in First Aid/CPR and shall hold a valid certification. The instruction is to be completed during the training process prior to employment.

### 8.14 SCHOOL BUS ACCIDENT REPORT

- 8.14.1 Accident Report Sch Bus A preliminary school bus notification will be made from the scene of the accident to the supervisor of transportation. The transportation supervisor/transportation secretary/chief mechanic will promptly inform the county superintendent and 911 Center. Immediately after the investigation by the police, a school bus accident report form shall be completed by the driver and delivered to the transportation supervisor. The transportation supervisor shall promptly deliver a copy of the report to the county superintendent. The county superintendent will deliver a copy of the accident report to the members of the board of education.
- 8.14.2 Accident Report Sch Bus All school bus accidents must be reported to the State Department of Transportation monthly. Any accident involving bodily injury, a fatality, extensive property damage or structural damage to a school bus must be immediately reported via phone to the State Director. A written report is to follow to the State Director within one week. (In accordance with policy 4336, updated February 13, 2015)
- 8.14.3 Accident Report Sch Bus Failure to comply with this regulation may result in the revocation of the driver's commercial driver's license and West Virginia Transportation Bus Operator Certification.
- 8.14.4 Accident Report Sch Bus When any part of a bus bumps, scrapes, or touches any other object, causing damage to the bus or the other object, an accident has been defined. All accidents, regardless of scope must be reported to the transportation supervisor and then to the county superintendent and board of education and state transportation director in the above described manner.

### 8.15 GOVERNING POLICIES

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8.15.1 Governing Policies The board of education expects its bus drivers and all others associated with school transportation to be fully acquainted with the transportation of pupils as approved by the Lewis County Board of Education, State Department of Public Safety (State Police) and State Department of Motor Vehicles Commission and the West Virginia School Transportation Regulations.

### 8.16 ATTENDANCE AREAS

8.16.1 Attendance Areas Leading Creek Elementary School – Grades PK-6 See Attendance Area Map  
8.16.2 Attendance Areas Jane Lew Elementary School – See Attendance Area Map  
8.16.3 Attendance Areas Peterson Central School – See Attendance Area Map  
8.16.4 Attendance Areas Roanoke School – See Attendance Area Map  
8.16.5 Attendance Areas Robert L. Bland Middle School – Grades 5 – 8 Attendance Area: Lewis County  
8.16.6 Attendance Areas Lewis County High School and Alternative Learning Center – Grades 9 – 12 Attendance Area: Lewis County  
8.16.7 Attendance Areas St. Patrick's School – See Attendance Area Map

### 8.17 SHUTTLE SERVICE POLICY

8.17.1 Shuttle Service Shuttle service will run in north, south, west, and east directions (4 buses) for the purpose of special services to students and/or employees participating in extracurricular activities. The buses will depart from Lewis County High School at 5:45 p.m., 4 days per week, Monday, Tuesday, Wednesday, and Thursday, as long as adequate need exists. Need shall be determined as five (5) students/bus per day for an aggregate of twenty (20) or an average daily usage of five (5) students per bus per day of service. The LCBOE will review average daily usage on a monthly basis and will make the final decision on any changes or elimination of run(s). If usage is below the above number for the four-day week, the run or runs will be discontinued until an adequate need is shown to re-establish said run/runs. Four bus runs will be based upon bid and seniority of bus drivers as needed (19 north – 2 hours, 19 south – 2 hours, 33 east – 2 hours, and 33 west – 2 hours). Paid at extracurricular contract agreement.

### 8.18 USE OF DRIVER EDUCATION VEHICLES

8.18.1 Driver Ed Veh. Use Of Refer to WVDE Policy 126-22-15

### 8.19 EXTRA DUTY TRIP PROCEDURE

8.19.1 Extra Duty Trip At the beginning of each school year, each regular bus operator intending on bidding on extra duty trips shall:  
8.19.2 Extra Duty Trip Indicate in writing a signed and dated form to the transportation supervisor/transportation secretary.  
8.19.3 Extra Duty Trip Any regular bus operator may have their name added or deleted from the extracurricular/extra duty trip list at any time during the year provided the proper form is submitted prior to the beginning of bidding on trips for that day.  
8.19.4 Extra Duty Trip Any regular bus operator being added to the extra duty trip list shall be placed on the list according to their seniority as per §18A-4-8b.  
8.19.5 Extra Duty Trip The transportation supervisor/transportation secretary shall make a list of all regular bus operators interested in bidding on extra duty trips in accordance with seniority with the most senior driver at the top of the list.  
8.19.6 Extra Duty Trip The transportation supervisor/transportation secretary/chief mechanic will offer for bid, extra duty trips in rotation, starting with the most senior bus operator on the list whose turn is due.

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- 8.19.7 Extra Duty Trip When a bus operator refuses a trip, the trip will be offered to the next most senior driver on the extra duty trip list.
- 8.19.8 Extra Duty Trip Trips will be offered and assigned the day before the date of the trip (with the exception of Sunday or Monday trips being offered on Friday and the last working day prior to a holiday or summer break), starting with the most senior bus operator for the trip.
- 8.19.9 Extra Duty Trip In event of late arriving approved trips after bidding has been completed the trip/trips will be offered to the next most senior bus operator(s) in rotation.
- 8.19.10 Extra Duty Trip In event that an assigned trip is cancelled (due to weather etc.), the bus operator assigned to that trip will be offered the next available trip.
- 8.19.11 Extra Duty Trip In the event, there is a county-wide/multi-school activity, which involves the transportation of many students to the central locations; the trip rotation will not be used. The transportation supervisor shall have the authority to assign the trip(s) to any regular operator who wishes to take the trip, offering such trips to those bus operators with their names on the extra duty list first.
- 8.19.12 Extra Duty Trip In the event, that two or more trips are scheduled for bid on the same day, the bus operator who is in rotation for the next trip shall have his/her choice of the trips that day.
- 8.19.13 Extra Duty Trip In the event that all regular bus operators on the trip list refuse a trip, the transportation supervisor/transportation secretary/chief mechanic shall offer the trip to a substitute bus operator.
- 8.19.14 Extra Duty Trip A substitute bus operator rotation list shall be kept in accordance to rules governing regular bus operators.