

## **SCHOOL BUS DRIVERS TRANSPORTATION PROCEDURES**

The health and safety of all students riding on your bus rests heavily in the bus drivers' hands. Strict adherence to the following guidelines will be expected. Personal variations on part of a bus driver can lead to problems, particularly complaints that the bus driver is discriminating among students.

It is the responsibility of the bus driver to check his/her vehicle prior to beginning his/her daily runs in order to ensure safe operating order. The bus contractor should be notified immediately of any problems noted.

All bus drivers are expected to know and comply with all motor vehicle laws of the Commonwealth of Massachusetts and rules/regulations of the State Board of Education and the School Committee.

In case of accidents, full and complete reports regarding each incident must be filed with the Police, Bus Contractor, and the Business Manager.

The bus driver is responsible for enforcing all rules and regulations governing the conduct of students from the time they enter the bus until they leave same. The driver's relationship with the students should be similar to that of a teacher. The bus driver should encourage respect through his/her personal behavior.

The bus driver will give full instructions to all students on his/her bus concerning proper procedures for entering and leaving the bus.

The bus driver shall keep a set of the local rules and regulations for bus students posted in a conspicuous place in the bus.

The bus driver must report all cases involving violation of student rules and regulations and any other acts of misconduct to the principal of the appropriate school as soon as possible after each occurrence. Proper identification of the violator is essential. If it is felt that inadequate action is taken by the principal, the driver, and/or contractor should communicate the facts to the Superintendent.

No physical handling of a student is permitted.

A student is the school department's responsibility delegated to the contractor from the time he/she enters the bus in the morning until he/she leaves at the proper stop in the afternoon. Therefore, no student will be ejected from a bus as discipline action in the middle of a run. Students will be dropped off at the proper stop, and a report filed immediately with the principal (if in the morning) or with the principal or business manager (if in the afternoon). Disciplinary action will then be taken. In an emergency, when a bus cannot be operated safely with a student(s) on it, the bus driver may return to the school or the Granby Police Department and have that student(s) removed.

Throughout the year, the school department will conduct scheduled meetings that all drivers must attend.

The Granby Public School reserves the right to request removal, suspension, or transfer of any driver(s) who, in its opinion, is not abiding by local and/or state rules and regulations, or meeting the professional expectation of the Granby Public Schools.

In accordance with state laws, there will be no smoking by bus drivers at any time while on the bus.

A bus driver shall have nothing on or about his/her person which will impede his/her operating of the bus.

All bus drivers will run the bus route in the order it is published by the bus contractor and will not add or delete stops, streets, or sections of streets or change the route in any way without permission from the Bus Contractor, Superintendent, Business Manager, or Transportation Committee.

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