

# Administrative Procedures



## AP 802- School Bus Safety

**References:**

*Bus Drivers' Manual*  
*AP 422-Video Surveillance*

**Related:****Tracking:**

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**Status:**

### SCHOOL BUS SAFETY

The Board of Education makes provision for a school bus safety program to facilitate the safe transportation of students.

#### Procedures

##### 1. *Safety Program*

- a. An on-going school bus safety program is to be maintained and kept current by the Supervisor of Transportation.

##### 2. *Workshops*

- a. Bus driver workshops are to be held annually. All bus drivers are required to attend. Workshops may include, but are not limited to, the following topics:

- Defensive driving
- Bus driving skills
- Emergency accident procedure
- First Aid
- Driver assertiveness training
- Training in dealing with children with special needs
- Review of policy and procedures

##### 3. *Student Awareness*

- a. The Supervisor of Transportation is responsible for maintaining a student awareness program regarding bus safety. Principals are to cooperate and assist in the maintenance of the program.

##### 4. *Driver Instruction*

- a. Prospective new bus drivers are required to complete four (4) to six (6) hours of driver instruction. Driver training instructions are to be given by the Supervisor of Transportation or designate.

##### 5. *Driver's Manual*

- a. The Supervisor of Transportation is to develop and keep current a *Bus Drivers' Manual*. The manual is to outline the duties of bus drivers, current Board procedures relevant to student transportation, and relevant information and forms required by drivers. Each driver is to receive a copy of the *Bus Drivers' Manual* and ensure that it is kept current.

## **6. Evaluation**

- a. The Supervisor of Transportation is responsible for ensuring that evaluation of school bus drivers is conducted on an on-going basis. A *Driver's Evaluation report* is to be completed for each driver on a rotational basis.
- b. The Supervisor of Transportation is responsible, on an annual basis for assessing the Board's school bus safety program.

## **7. GPS on School Buses**

### *Access to Information*

Access to the GPS website is restricted to those employees who require the information to perform their duties.

Information concerning routes may be shared with families on the route but personal information such as driver speed and parent and student information will not be shared.

### **a. Use of GPS Information:**

- i. Locate buses and direct rescue vehicles in emergency situations.
  - ii. Generate data regarding student ride times for monitoring and reporting.
  - iii. Assist in planning of efficient bus routes and verify routes are driven as planned.
  - iv. Monitor safe driving practices.
  - v. Monitor bus idle times.
  - vi. Generate and verify distances.
  - vii. Investigate and respond to inquiries.
- b. Refer to AP 422 for additional information on video surveillance.

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