

Louisiana Department of Education

School Transportation Handbook

Bulletin 1191

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SECTION I

STATE ADMINISTRATION

Acting under the authority of the State Board of Elementary and Secondary Education, the State Superintendent of Education is responsible for carrying out such policies as may be adopted by the Board. The legal responsibilities of the State Department of Education are defined by Louisiana law or policies of the State Board of Elementary and Secondary Education.

Aside from matters concerned with the financial aspects imposed upon it by law, the primary responsibility of the State Department of Education in pupil transportation is to provide strong leadership and assistance in the development of a comprehensive pupil transportation program for statewide application.

The responsibilities listed below are assumed directly by the State within the framework of a total cooperative effort whereby the state and the local school system work together to ensure a safe, efficient and economical transportation system:

1. Develop and implement clear and concise pupil transportation policies.
2. Develop and implement a statewide system for the management of pupil Transportation.
3. Assist local school systems to promote pupil transportation safety programs utilizing the community, the media, law-enforcement agencies and other agencies concerned with pupil transportation. (See also Bulletins 1475: Operational and Vehicle Maintenance Procedures and 1886: Special Education Transportation Guide.)
4. Develop and implement educational programs and materials for school bus drivers, transportation supervisors, school administrators and school bus passengers.
5. Monitor and assist local school systems to evaluate transportation systems and provide direction where applicable.
6. Plan and conduct workshops, seminars and/or conferences for pupil transportation personnel.
7. Coordinate services with other divisions of State Government to ensure adherence to all federal and state regulations.

8. Establish chassis, body and equipment standards that would be conducive to better and safer bus performance. **(See Bulletin 1213: Minimum Standards for School Buses in Louisiana.)**
9. Provide advisory services to local school systems on technical issues relative to the operation of school transportation programs.
10. Collect and compile appropriate statistical data and maintain a cost accounting system for all expenditures in the area of pupil transportation.
11. Study and make recommendations regarding legislation and appropriate research in the field of pupil transportation.
12. Encourage institutions of higher education throughout the state to provide courses in pupil transportation operation and safety.
13. Develop and direct a statewide management information system for the collection and analysis of pupil transportation data (i.e.), operational costs, accidents and injuries, driver certification, etc.)
14. Develop manuals or handbooks for local pupil transportation supervisors, school administrators and bus drivers containing instructions for implementation of the state's pupil transportation policy and state pupil transportation regulations.
15. Annually visit local school systems to evaluate transportation systems and provide direction as necessary.

SECTION II

LOCAL ADMINISTRATION

ROLE OF LOCAL SCHOOL BOARD

Local school boards are empowered with all authority except those specifically reserved for the state. Duties and responsibilities are as follows:

1. Oversee purchase and ownership of buses.
2. Establish bus routes.
3. Employ drivers in accordance with all applicable statues and policies and enter written employment agreements.
4. Operate and maintain student transportation services.
5. Determine policy not specifically regulated.
6. Establish a system for the supervision of the local transportation program.
- 7 . Provide for pre-service and inservice training of school bus drivers in accordance with the guidelines established by the Louisiana Department of Education.
- 8 . Maintain a safe, efficient and economical school transportation program.
9. Develop and implement a plan for the evacuation of school(s) requiring the use of school buses in case of an emergency or natural disaster.

ROLE OF LOCAL SUPERINTENDENT

The local superintendent, who has the authority of the local school board, is responsible for the administration of the overall local school transportation program. Duties and responsibilities are as follows:

1. Present recommendations to the local school board on all phases of the transportation program.
2. Administer and follow through on all policies affecting the transportation program.
3. Recommend and/or appoint personnel to supervise the school transportation program.
4. Develop, adopt and enforce rules and regulations governing students riding school buses.

ROLE OF LOCAL SUPERVISOR OF TRANSPORTATION

The local supervisor, who receives authority from the local superintendent and local board, has the following duties:

1. Recommend employment, suspension and/or termination of bus drivers and bus attendants.
2. Recommend prospective bus routes.
3. Recommend rules and regulations affecting school transportation.
4. Assist local school principals, bus drivers, pupils and parents in resolving transportation issues.
5. Arrange, conduct, supervise and/or monitor pre-service and inservice training of school bus drivers.
6. Keep records and prepare reports relative to local school bus transportation services.
7. Investigate and report accidents and other problems associated with pupil transportation programs. Appoint an accident review board to assist transportation personnel in investigating all school bus accidents to determine preventability and recommend remedial action in accordance with Board of Elementary and Secondary Education policy. **(See definition of terms, Appendix B.)**
8. Supervise and evaluate all school transportation personnel as authorized by the local system's superintendent.
9. Present recommendations to the local superintendent on all phases of the pupil transportation program.
10. Ensure compliance with semi-annual vehicle inspections and coordinate additional spot inspections as may be deemed appropriate.
11. Exercise discretionary powers which are necessary and proper for the performance of the duties of the Supervisor of Transportation.

ROLE OF SCHOOL PRINCIPAL

The principal, as the representative of the local school board at the school level, is responsible for the supervision of all buses serving the school. As a part of his/her duties, the principal should maintain close contact with each school bus driver, and assist bus drivers as much as possible in reaching the handling of any disciplinary problems. It is the principals responsibility to work with the drivers through frequent meetings where problems concerning the transportation program can be discussed. Equally important is the principal's responsibility to inform teachers of their roles in safe transportation and to assist them in developing a classroom program that will result in better understanding on the part of both pupils and parents as to their responsibility in the successful program of transportation. The principal should be given authority to act on matters concerning the transportation program in the same manner as with other supervisory duties. The principal responsible for the collection of transportation information from each bus driver, and for the transmittal of such information to the local transportation supervisor. He/she is responsible for the promotion of safety instruction among bus drivers, an important factor in a successful pupil transportation program.

The principal has the following specific duties and responsibilities:

1. Be responsible for handling disciplinary problems.
2. Maintain contact with drivers to handle individual transportation problems and promote safety instruction.
3. Conduct meetings with teachers to inform teachers of their role in school transportation services.
4. Develop safe loading and unloading zones and procedures for each school.
5. Provide adequate supervision for pupils whose bus schedules require them to arrive at school before classes begin and/or remain after classes terminate, and supervision for passenger loading and unloading at school.
6. Collect transportation information from drivers and transmit it to the local supervisor and/or superintendent.
7. Develop and ensure compliance with mandatory classroom programs promoting safe transportation habits. **(See Section VII.)**
8. Conduct emergency evacuation drills as required. **(See Section VII.)**

9. Inform students and parents of rules and regulations adopted by the local school system.
10. Maintain verification on file that students and parents have read, understand and agree to abide by the school bus transportation rules and regulations as a condition for services being rendered.
(See Appendix D.)
11. Provide to drivers names, addresses and emergency information for all passengers. (See also Bulletin 1886: Special Education Transportation Guide with respect to providing information pertaining to passengers with special needs.)

ROLE OF SCHOOL STAFF

Teachers must help students recognize their responsibilities within the school transportation program. The fundamental responsibility of teachers with respect to the school transportation program is to develop desirable attitudes toward safety within their students to ensure proper behavior when the students are passengers on the school bus.

IN ORDER TO DO THIS, TEACHERS MUST:

1. Be thoroughly familiar with local rules and regulations for the students riding the bus with particular emphasis on the school bus stop law and emergency evacuation procedures. **(See Appendix D, Form T-8.)**
2. Provide classroom instruction in safe riding practices as directed by the principal. Such instructions should be given during the first week of each semester and periodically during the school year as needed. **(See Appendix D, Form T-7.)**
3. Encourage students to obey safety regulations while waiting for, boarding, riding, unloading and moving away from the bus.
4. Maintain control of the bus loading zones during loading and unloading, as assigned by local school administrators.
5. Maintain the discipline of students on field trips and while on any extra-curricular activities requiring school bus transportation.
6. Prepare passenger rosters and seating charts for students participating in all activity trips.

ROLE OF SCHOOL BUS DRIVER

The school bus driver has the most important role in the transportation program, transporting children safely to and from school. The bus driver is responsible to the parish school board, the superintendent, the transportation supervisor and the principal for all actions relating to the safe and efficient handling of the bus.

DUTIES AND RESPONSIBILITIES ARE AS FOLLOWS:

1. Have concern for the **SAFETY** of the children. (Bus drivers are morally, as well as legally, responsible for transporting children using every precaution for maximum protection.)
2. Conduct pre-trip, en-route and post-trip checks on the vehicle and its special equipment. Particular attention should be given to checking for passengers who may have remained on board after each run or trip has been completed.
3. Know the policies of the school board concerning transportation.
4. Know state and local traffic laws and ordinances governing motor vehicle operation.
5. Participate in all required meetings, conferences and training courses to improve transportation skills.
6. Maintain proper care, repair and inspection of the bus.
7. Complete and submit required reports within specified time lines.
8. Be punctual and reliable in the operation of assigned routes.
9. Avoid the use of obscene language, tobacco, alcohol and narcotic drugs while operating bus. **(Commercial Driver License DOT regulations and Drug Free School Zone regulations must be followed.)**
10. Instruct passengers on all local and state rules and regulations and maintain orderly conduct.
11. Use standard school bus behavior report form as required. **(See Appendix D.)**
12. Maintain good relations with school and home, central office, and general public. **(See Bulletin 1475 for detailed information.)**

ROLE OF BUS ATTENDANT OR AIDE

The special needs bus attendant, or aide, is a very important member of the transportation team. With the bus driver, the attendant shares the responsibility for safely transporting passengers to and from school and school-related activities. Special training is required for persons placed in this important position, and personnel selection should be made with great care. Section X of this bulletin and Bulletin 1886 (Special Education Transportation Guide) contains a more comprehensive description of job performance requirements, but the basic requirements are listed below.

DUTIES AND RESPONSIBILITIES ARE AS FOLLOWS:

1. Be on the bus route at all times during the bus route, except as authorized by the Transportation Department.
2. Occupy a seat on the bus where student riders can easily be assisted.
3. Ensure that required protective safety devices are in use and are fastened properly. (In instances when an attendant is not available, this shall be the responsibility of the bus driver.)
4. Assist such students on and off the bus at school, at designated bus stops, and otherwise when it is necessary for their safe entrance and exit from the bus.
5. Arrange for a substitute bus attendant in the event the regularly assigned attendant must be absent, unless local procedures specify another procedure.
6. Assist the driver with post-trip inspection procedures, checking especially for passengers, special equipment, medication, etc. that may have been left on board the bus.

ROLE OF PARENTS

Parents should be informed of and should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

RESPONSIBILITIES OF PARENTS ARE AS FOLLOWS:

1. Be familiar with and follow local board and school level policies for school bus transportation.
2. Have children ready and at their designated pickup points along the route.
3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
4. Assist when there are disciplinary problems.
5. Avoid detaining the driver on the route.
6. Avoid contacting drivers to change schedules, routes assignments, bus stops, etc. (If a problem arises contact the principal or Supervisor of Transportation.)
7. Assist the school district in monitoring safe access to passengers by keeping bus loading and unloading zones free of parked vehicles, trash or debris, by keeping vegetation trimmed, etc.

RULES FOR SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus will not wait.
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of windows and doors.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus.
13. Take no glass objects or other objects on the bus if prohibited by state, federal law or local school board policies.
14. Take no band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat. They will not be permitted on the bus.
15. Refrain from damaging the bus in any way.
16. Be courteous, and safety-conscious. Protect your personal riding privilege, and enjoy the ride.

SECTION III

SELECTION AND CONTINUED EMPLOYMENT: FULL-TIME, SUBSTITUTE AND ACTIVITY BUS DRIVERS AND SPECIAL EDUCATION BUS ATTENDANTS

The most important single factors in student transportation is the school bus driver and the bus attendant. They must be in good physical condition, of sound moral character and skilled in the performance of their duties. They must be able to develop good relations with students, parents and supervisory personnel, able to adjust to varying job conditions and must possess positive attitudes toward safety.

EMPLOYMENT REQUIREMENTS

Any parish or city school system employee who is required to transport or assist in the transportation of students to and from school or school-related activities must meet certain requirements. This applies to full-time school bus drivers, substitute drivers, activity bus drivers and bus attendants. Mechanics, supervisors or other personnel who are licensed to drive school buses but do not actually transport students must fulfill requirements of the Louisiana Commercial Driver's License Program. They may not otherwise be required to fulfill all requirements specified in this section.

Employment applications and job descriptions must meet the requirements of the Americans With Disabilities Act and should include as a minimum the following information:

- 1. Name, address and telephone number of applicant**
- 2. Education and specialized training**
- 3. General physical condition**
- 4. Armed Services record (if applicable)**
- 5. Personal and business references**
- 6. Record of criminal convictions (R.S. 15:587.1 and R.S. 17:15)**

Specific job requirements necessitate specialized training for driving personnel and for bus attendants or aides before they are employed and during the entire terms of service in the transportation program. The minimum requirements are listed here; however, local school districts may establish additional criteria for driving personnel and/or bus attendants.

SCHOOL BUS DRIVERS

The term "school bus drivers" included in this section includes anyone who is certified to transport students to and from school and school-related activities. Full-time drivers, substitute drivers (including bus attendants who may also be certified to drive in emergency situations), activity bus drivers (teachers, coaches, custodians, etc.) and any other employee who at any time transports students must be certified (R.S. 17:491). These requirements are as follows:

INITIAL CERTIFICATION

1. Age: **21 years minimum**
2. Criminal record check (**finger printing required**)
3. Driving record check (**Louisiana Department of Motor Vehicles**)
4. Commercial Driver's License (**CDL**)
 - a. **Issued by state of residence**
 - b. **Type C or B (B recommended)**
 - c. **Passenger endorsement required**
 - d. **Air brakes authorization (may be required)**
5. Physical examination (**CDL physical requirements as a minimum**)
6. Pre-service training--classroom instruction (**30 hrs.**) to include:
 - a. **First aid course**
 - b. **Defensive driving course**
 - c. **Louisiana school bus driver course**
 - d. **State/local laws, policies and procedures**
 - e. **Transporting passengers with special needs**
 - f. **Passenger management/student discipline**
 - g. **Other topics authorized in Bulletin 1191, Section IV**
7. Pre-service training--on bus (**10 hrs**)
8. Drug/alcohol inservice and screening

ANNUAL CERTIFICATION

1. Driving record check (**Louisiana Department of Motor Vehicles**)
2. Current CDL with appropriate endorsements/authorizations
3. Physical and eye examination
4. Applicable drug/alcohol testing

BIANNUAL CERTIFICATION

Eight-hour inservice training (may be replaced with **four-hour annual** inservice training)

Note: Additional requirements (e.g., annual inservice training, periodic safety meetings, psychophysical examination, written tests, interviews, annual or biannual personnel evaluations, etc.) may be imposed by local school districts.

Certain items included in the previous listing are further explained here. Additional information may be obtained from the Department of Education.

DRIVING RECORD CHECK

Safe driving records are essential factors in driver selection. Prospective drivers, therefore, must submit documentation as a part of their permanent file attesting to their driving record. **No driver shall be employed if a major chargeable driving offense has occurred in the previous five years.** Specifically, applicants shall be disqualified from consideration as bus drivers if within the past five (5) years, they have been convicted of, or have forfeited a bond on, any charge of: DUI; transportation, possession or use of a Schedule I drug*; leaving the scene of an accident involving an injury or fatality; or any felony involving the use of a motor vehicle. In addition, any applicant must come under close scrutiny if the driving or criminal record indicates that a concern should exist for the welfare of children in the applicant's charge.

The driving records of all full-time and substitute bus drivers and activity bus drivers must be reviewed by the Supervisor of Transportation annually. Additionally, these drivers must report moving violations convictions in accordance with Louisiana Commercial Driver's License Statutes. (See sample form Appendix D.)

The Department of Public Safety and Corrections, Office of Motor Vehicles, shall provide for the examination of driving records, as provided in **R.S. 17:491.1**.

*A **Schedule I** drug is a controlled substance consisting of drugs and other substances **by** whatever official name, common or unusual name or chemical name brand listed in the **Code of Federal Regulations (CFR), Title 49: Chapter III, Subchapter B, (Appendix G)**. Each drug is assigned a DEA controlled substance number. **Categories are "marijuana," "depressants," "stimulants."**

PHYSICAL CONDITION

The Commercial Driver's License physical examination (**See Appendix D**) is a minimum requirement. A copy of the examination form must be filed with the school district's Transportation Office before the beginning of each school year. More extensive and/or more frequent examinations may be required by the local district. **All** school bus drivers must be certified as having normal use of both hands, both arms, both feet, both legs and must possess normal or **corrected vision of 20/40 in both eyes, with a field of vision of at least 150 degrees**. They must have corrected or normal hearing, be free of communicable disease and of mental, emotion or functional disorders.

After a heart attack or other serious illness, a certificate of health and permission to return to work from a licensed physician must be presented and filed with the Transportation Office and maintained in the driver's record. Local school boards may require such certification, as well as all annual physical examinations, to be approved by board-appointed physicians.

PSYCHOPHYSICAL EXAMINATION

Local school districts may include a psychophysical examination in the annual requirements. If administered, the psychophysical examination should include a test of depth perception (not to exceed three inches total in three trials) and a test of reaction time (not to exceed an average of 3/8 seconds in three trials). Individuals who exceed these maximums should be referred to a licensed physician for evaluation. A return to work certificate must be submitted to the transportation supervisor.

BUS ATTENDANTS (AIDES)

Bus attendants must be physically and emotionally able to assist the bus driver in all activities required to safely transport the student with special needs, except for actually driving the bus. (The attendants may also be certified to drive.) This may require the ability to perform some lifting activities, manual dexterity for assisting and securing students with assistive devices, supervising passengers and other essential tasks.

Local school districts have more latitude in selection criteria for bus attendants than for bus drivers. Nevertheless, annual physical examinations are recommended because of the nature of tasks to be performed. Additionally, preservice and biannual (or more frequent) inservice training should be mandated to cover student exceptionalities, management of the special needs passenger, first aid, loading and unloading techniques, emergency evacuation of the special needs bus and related topics.

TERMINATION OF SERVICES OR REMOVAL OF CERTIFICATION

Full-time bus drivers who have served the **mandatory three-year probationary period** and have acquired tenure may be terminated for cause, but only in accordance with the terms of **R.S. 17: 493**. Reasons for dismissal include willful neglect of duty; incompetence; immorality; intoxication while on duty; physical inability to perform duties; failure to keep the school bus in a safe, comfortable and practical operating condition; being a member of or contributing to any group, organization, movement or corporation that is prohibited by law or enjoined from operating in the State of Louisiana.

Additionally, the abolition, discontinuance or consolidation of bus routes may require a reduction in force, or lay-off of one or more bus drivers. The procedure prescribed in **R.S. 17:493** must be followed.

The requirements for termination of services for non-tenured driving personnel and for bus attendants is less structured, but due process requirements and local policies and procedures must be followed. It is possible, also, that an activity bus driver may be denied driver certification without the employee's primary employment (e.g., teacher, custodian, etc.) being terminated. That would be a local decision.

SECTION IV

INSTRUCTIONAL PROGRAM FOR SCHOOL BUS DRIVERS

The application of federal and state minimum safety standards for school buses has greatly improved the safety of school children riding school buses within the state. Recent improvements in driver selection and training procedures resulted in employing safety-minded drivers. Emphasis in driver training programs has reduced the school bus accident rate in which the school bus driver is at fault. These high standards must be continued. The driver training program must continue to offer a means of educating drivers in safe, economical and efficient school transportation operations.

Local school systems, as well as the State Department of Education, must accept the responsibility for designing and implementing training programs that will continue to develop the driver's potential for safe, accident-free driving.

Instructional programs for school bus drivers are designed to prepare each driver for the unusually difficult task of safely transporting school children to and from school and school-related activities. Local school districts are authorized to design specific course content for two distinct categories of drivers: (1) full-time and substitute bus drivers who transport students on daily routes to and from school and (2) activity bus drivers who transport students occasionally to and from school-related activities (athletic events, parades, field trips, etc.).

If separate classes are scheduled, course content should be suited to specific needs of trainees.

EXAMPLE: Activity bus drivers need more training in planning and driving trips out of town and less training in transporting students on daily routes. Full-time and substitute drivers need more training in student management and discipline procedures than do teachers who are training to be activity bus drivers.

TWO TYPES OF DRIVER TRAINING MAKE UP THE SCHOOL BUS DRIVER INSTRUCTIONAL PROGRAM:

PRESERVICE TRAINING, which is designed to develop minimum skills in driver applicants: and

INSERVICE TRAINING, which is designed to improve skills, attitudes and knowledge of all who drive school buses in the State.

PRESERVICE TRAINING (Approximately 40 hours)

In order to ensure safe operation from the onset, all driver trainees must complete the preservice phase of the school bus driver training program. Recent experience in driving a school bus may be considered when scheduling applicants for preservice training. **Also, trainees may be credited with previously completed courses or with job-related experience at the discretion of the local supervisor of transportation.**

Instructors for this training may be transportation supervisors, driver training instructors, specifically appointed, experienced school bus drivers who are also skilled in instructional methods or other approved instructional resource persons. State Department of Education personnel may be called on to assist in the classroom phase of preservice training.

Preservice instruction will consist of the following three phases: classroom instruction, vehicle familiarization and operation (behind-the-wheel), and on-the-road training. **Unless exempt by the local supervisor of transportation because of job-related experience and/or training, every driver trainee** must complete at least 40 hours of instruction before being allowed to operate a school bus loaded with children. **Examples of exemptions are segments of curriculum regarding student management and discipline procedures for certified teachers, first aid for first aid teachers, vehicle maintenance for school bus mechanics, transporting students with disabilities and daily loading/unloading procedures for activity bus drivers, etc.** (Drivers who become certified within a year after preservice training do not have to complete additional inservice training that same school year unless so required by local school systems.)

PRESERVICE INSTRUCTION MUST INCLUDE, BUT NEED NOT BE LIMITED TO THE FOLLOWING:

CLASSROOM INSTRUCTION (30 HOURS TOTAL):

Unless exemptions are authorized in accordance with preceding paragraphs, preservice classroom instruction must include instruction in the following courses:

1. Louisiana First Aid Course
(Any approved first aid course) 4-8 hours
2. Drug/Alcohol Awareness Policy and Testing Procedures 2 hours
3. National Safety Council School Bus Driver Defensive Driving Course,
("Coaching the School Bus Driver") 6-8 hours
4. Appropriate units of Louisiana Department of Education School Bus
Driver Instructional Program 6-8 hours
5. Assertive Discipline/Passenger Management 1-2 hours

- 6. Transporting Students with Disabilities 1-2 hours
- 7. Applicable federal and state laws and regulations, local ordinances, state and local policies governing school bus transportation 2-4 hours
- 8. State and local reporting procedures 2 hours

(See Appendix E for specific topics to be covered in each course.)

ADDITIONAL CLASSROOM INSTRUCTION MAY INCLUDE THE FOLLOWING TOPICS:

- 1. Drug Abuse Prevention Awareness
- 2. Recognizing and Reporting Child Abuse
- 3. Preventive Maintenance
- 4. Commercial Driver's License (CDL) Pre-Test Training
- 5. Special activity trip requirements.
- 6. Other topics approved by the State Department of Education

MINIMUM TOTAL CLASSROOM INSTRUCTION 30 HOURS

VEHICLE FAMILIARIZATION AND OPERATION TRAINING (MINIMUM 4 HOURS)

This instruction must be conducted in the type of vehicle(s) the applicant will drive and should cover at least the following operational topics:

- 1. Pre-trip, enroute and post-trip inspection procedures
- 2. Starting, stopping and turning procedures
- 3. Proper use of school bus signals
- 4. Proper backing procedures
- 5. Loading and unloading passengers
- 6. Emergency procedures, including emergency evacuation
- 7. Procedure at railroad crossings
- 8. Student safety instruction

ON-THE-BUS TRAINING (MINIMUM 10 HOURS)

This phase of the training cycle is designed to introduce the driver to the actual school bus driving task. Supervised on-the-bus training should include, but need not be limited to, the following, unless the trainee has previous school bus driving experience:

- a. Observe regular driver2 hour
- b. Drive empty bus..... 2 hour
- c. Drive loaded bus.. 6 hours

Additional training on the bus may be required as determined by the supervisor of transportation.

INSERVICE TRAINING (minimum 8 hours within a two-year period.)

Inservice training, which is designed to improve the driver's skills, attitude and knowledge, is a vital part of the total school bus safety effort. Training helps to ensure that drivers are kept up-to-date on any changes in laws, rules, regulations and policies, as well as to provide a ready refresher of materials covered in preservice training. As a minimum, at least eight (8) hours of inservice training must be provided to all drivers within a two year period; however annual in service training is encouraged. **(THE REQUIRED EIGHT HOURS MAY BE DIVIDED INTO TWO (2) ANNUAL FOUR- HOUR BLOCKS, IF SO DESIRED BY THE LOCAL TRANSPORTATION SUPERVISOR.)**

Bus driver participation in in service training sessions is mandatory for the driver to maintain certification. Training topics should be selected from the following courses on the basis of local school system needs:

- 1. Appropriate units of the Louisiana Department of Education School Bus Driver Instructional Program
- 2. National Safety Council Defensive Driving Course: "Coaching the School Bus Driver"
- 3. Approved first aid course with emphasis on activities designed to meet school bus drivers' needs
- 4. Assertive discipline/passenger management training
- 5. Drug abuse prevention awareness training
- 6. Transporting students with disabilities
- 7. Recognizing and reporting child abuse
- 8. Commercial Driver's License (CDL) training
- 9. Special activity trip requirements
- 10. Other topics approved by the State Department of Education.

REMEDIAL TRAINING

In addition to pre-service and inservice training, supervisory personnel should be aware that school bus drivers may require remedial training if their performance does not meet standards set by state and local policy. Remedial training should be designed to improve specific areas of performance.

THE FOLLOWING EXAMPLES REFLECT A NEED FOR REMEDIAL TRAINING:

1. Involvement in preventable accidents
2. A record of traffic violations
3. Inability to solve student behavior problems
4. Vehicle abuse
5. Discourteous behavior
6. Unreasonable schedule delays
7. Inappropriate driver attitude or performance
8. Changes in physical fitness
9. Failure to comply with state and local policies and procedures

ADDITIONAL TRAINING BY LOCAL SCHOOL SYSTEMS IN ALL PHASES OF STUDENT TRANSPORTATION OPERATIONS IS ENCOURAGED.

SECTION V

VEHICLE OPERATION

Student transportation is a service to the student, the school and the community. This service must be measured in terms of service provided in relation to environmental, social, legal and other factors that affect safety, dependability and cost.

Bulletin 1475, Operational and Vehicle Maintenance Procedures, approved by the Louisiana Board of Elementary and Secondary Education and published by the Louisiana Department of Education, enumerates various operational procedures for Louisiana school bus drivers.

ALL SUPERVISORY AND SUPPORT PERSONNEL SHOULD REVIEW AND FAMILIARIZE THEMSELVES WITH THE INFORMATION CONTAINED IN BULLETIN 1475 TO HELP ENSURE SAFE AND COMFORTABLE RIDES FOR THE STUDENTS OF LOUISIANA.

SECTION VI

MAINTENANCE AND INSPECTION

Proper maintenance of school vehicles is vital for a safe, efficient and economical transportation program. Each local system shall adhere to the following procedures:

1. All school vehicles must be maintained in safe operating condition through a systematic preventive maintenance program.
2. All school vehicles **must be inspected** during the months of **June, July, or August** and certified as safe by the appropriate authority prior to the beginning of each school session.
3. All school vehicles must be **inspected by** an approved Louisiana Commercial Motor Vehicle Inspection Station during **December, January or February** of each school year.
4. Accurate maintenance records must be kept for each school vehicle.
5. School vehicle drivers must conduct pre-trip inspections before beginning each trip, whether morning, mid-day or afternoon. Inspection must include **ALL ITEMS LISTED IN BULLETIN 1475 AND THE LOUISIANA DRIVERS MANUAL FOR COMMERCIAL VEHICLE DRIVER LICENSING (CDL)**.
6. Any defects or deficiencies in the areas listed above that may affect the safety of the vehicle's operation or result in its mechanical breakdowns must be reported verbally and in writing to the proper authorities (and approval must be granted by the proper authorities to continue operation of the vehicle).
7. A written report shall be made at the completion of each trip or tour of duty regarding any defect, deficiency, malfunction or questionable performance of a school vehicle.
8. Post-trip inspections must be conducted after each trip or individual run to check for passengers, equipment, medication, etc. that may have been left on the bus.

SECTION VII

PUPIL INSTRUCTION

SAFE RIDING PRACTICES

Because of the increased number of pupils being transported and the ever increasing number of accidents on the highways, there is a need to instruct pupils on safe riding practices and on proper evacuation of a school bus in case of an emergency.

Twice during the school session, intensive classroom instruction must be given on safe riding practices. This instruction must be presented once during the first six (6) weeks of each semester and should be coordinated to involve bus drivers, bus attendants, teachers and principals. Once the instruction has been completed, the principal must complete **FORM T-7**, certifying that the instruction has been performed and shall submit it to the local transportation supervisor. **(See Appendix D, Form T-7.)**

INSTRUCTION MUST INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. Student behavior
2. Identifying individuals who have authority over passengers
3. Loading and unloading procedures
4. Seat assignments
5. Acceptable conduct on the bus, e.g. talking, moving around and use of windows
6. Keeping the bus clean
7. Care of the bus and its equipment
8. Emergency procedures, including evacuation drills
9. Meeting the bus, waiting for the bus, leaving the area after unloading
10. All other applicable local and state rules and regulations

EMERGENCY EXIT DRILLS

In an emergency it is possible for pupils to jam the emergency door by all trying to get out of the door at the same time. In order to help avoid a situation of this type, schools should organize and conduct emergency exit drills for all pupils who may ride a school bus. (See Appendix C and D.)

One emergency exit drill must be held during the first six (6) weeks of each school semester. The following guidelines are given for conducting the emergency exit drills:

1. Have a local written policy covering the drills.
2. School officials should schedule drills with drivers.
3. Practice drills on school grounds, during school hours, in a safe place, and under supervision of school officials.
4. Allow for individual differences in jumping out of the emergency door. Instruct helpers to offer a helping hand palm up and avoid grasping a child's hand or arm. Children will hold on if they want help.
5. Time each drill.
6. Practice exiting the bus through the service (front) door and the emergency rear and/or side door. Instruct students on use of other available emergency exits.
7. Ensure that the principal completes **FORM T-8** and forwards it to local transportation supervisor.

SECTION VIII

EVALUATION OF THE PUPIL TRANSPORTATION SYSTEM

Each school system should have a plan for annually evaluating its pupil transportation operation. There are several criteria which can be applied to obtain some estimates of the operation's effectiveness. These criteria relate to such factors as safety, efficiency and economy.

SAFETY CRITERIA INCLUDE, BUT MAY NOT BE LIMITED TO:

1. Injuries to pupils, the driver and other highway users
2. Frequency and severity of property damage accidents in which buses are involved
3. Frequency and severity of moving traffic violations for which drivers are cited
4. Frequency and nature of complaints from parents, the motoring public, school administrators and pupils
5. Frequency and nature of vehicle breakdowns, road failures and other emergency situations involving buses.
6. Hazardous situations on bus routes.

EFFICIENCY AND ECONOMY CRITERIA INCLUDE, BUT MAY NOT BE LIMITED TO:

1. Bus route operation within the framework of established school hours
2. Minimizing the actual time pupils are on the bus
3. Routes designed to achieve maximum utilization (i.e., full capacity within reason), and elimination of unnecessary mileage and duplication
4. Annual review of all routes and routing procedures, including stop-times.

Adequate planning is essential to the completion of a comprehensive evaluation of a transportation program. The planning procedures should include the establishment of essential short and long-range goals, with provisions for periodic evaluation of progress along predetermined time schedules and a point-by-point comparison of the system's present program with state policies and standards to identify deficiencies.

SECTION IX

RECORDS AND REPORTS

Files on all school bus drivers, including substitutes and activity drivers, must be maintained in the local system's central office. The following documents must be included in these records:

1. Vehicle data
2. Driver data
3. Vehicle accident/incident records
4. Vehicle inspection and maintenance records
5. Complaints
6. Liability insurance policy verification for contract drivers
7. Documentation of completion of bus driver's training courses (preservice and in service).
8. Medical examination reports.

A map and/or a description of each driver's routes (current and of adequate quality) must be kept in the local system's central office. Maps must indicate the following:

1. Location of driver's home or point of departure
2. Beginning point, individual stops and final destinations of each route or daily trip or daily runs
3. School or schools being served

Statistical data and reports on all bus-related accidents must be maintained by the local transportation supervisor. A written report of each accident may be made upon request by the Louisiana State Department of Education. **(See accident report form, Bulletin 1475, Appendix C.)**

Cost and expenditure data for pupil transportation facilities, equipment, and staff must be maintained at the local level and provided to the State Department of Education upon request.

Accurate maintenance records must be kept for all buses, including those of contract drivers.

When a school bus collision occurs and there is one or more fatalities to occupants, or if occupants are in such critical condition that one or more fatalities seem imminent, notification

should be made by the investigating police agency by telephone, to the National Response Center in Washington, DC **1-800-424-8802 or 8803 or to Ron Engle, National Highway and Traffic Safety Administration (NHTSA 202-366-2717).**

NHTSA may dispatch personnel to investigate accidents. It is essential that prompt notification occur to provide the investigators with an opportunity to cover each accident site before perishable information has been destroyed and while vehicles are still available for inspection by automotive specialists and other accident reconstruction specialists.

Police agencies having jurisdiction are not expected to hold the scene of these accidents for a Federal investigation team. The team will not interfere with or supersede the agency having original jurisdiction. It is desired that this will be a cooperative effort.

Bus drivers may be required to file SR-10 form with Louisiana Department of Motor Vehicles after an accident.

SECTION X

SCHOOL BUS ROUTES

The term "route" shall apply to the combined total daily trips (or runs) regularly assigned to the bus driver. The statutory authority governing the establishment and continuation of school bus routes in Louisiana is **R.S. 17:158 and R. S. 17:497**. The State Board of Elementary and Secondary Education (BESE) has been granted the authority under the provisions of **R. S. 17:164** to establish and adopt regulations relating to the operation of school buses in the transportation of students to and from school.

The State Board (BESE) also adopts overall regulations relative to pupil transportation programs. The following policies were adopted by BESE to provide guidelines in setting up and continuing school bus routes in the state.

The primary responsibility for establishing and continuing school bus routes rests with the local school board. Local school boards are responsible for maintaining safe, efficient, economical school transportation programs by establishing and continuing only those routes that are needed to assure timely arrivals and departures within the framework of established school hours; by designing routes to achieve maximum utilization of buses and the elimination of unnecessary and duplicated mileage; and by consolidating and eliminating bus routes when no longer needed. The establishment of new routes and the continuation of existing routes shall be governed by the following policies:

ACCURATE MEASUREMENT OF BUS ROUTES

1. Routes begin at the farthest point from the school or schools served and proceed on the shortest charted course. Exceptions exist when local school officials determine it is more economical to do otherwise and/or when there are hazardous conditions.
2. Bus routes are measured in terms of "one-way mileage." Paid one-way mileage for contract drivers begins when the first child is picked up and ends when the final destination or school is reached.
3. When one-way mileage differs in the afternoon from that of the morning route, the one-way mileage for the morning and afternoon is totaled and divided by two. The result is the average one-way mileage for that particular route.

FUNDING FOR SCHOOL TRANSPORTATION SERVICES

The State Department of Education and the Board of Elementary and Secondary Education shall develop procedures and forms for local school districts to report transportation data and for receiving state funding for transportation. Local school districts may be required to provide any or all of the following information to the Department of Education:

1. **AN ANNUAL REPORT** of publicly and privately owned buses, including names of drivers, vehicle data, number of daily trips, number of students, number of daily miles, costs. Reporting forms or formats for electronic transmission of data will be provided by the Department of Education.
2. **RECORD OF CONTRACT OWNERS** who are covered by applicable frozen mileage statutes. (See no. 3 below.)
3. **FROZEN MILEAGE** (R.S. 17:497) is the mileage recorded on **FORM T-10** to indicate the route mileage approved by the Supervisor of Transportation at the time the school bus is placed into service. Frozen mileage guarantees that the contract owner/operator cannot be penalized by a reduction of compensated mileage (except as may be requested by the owner/operator) for a period of seven (7) years when a new bus is purchased or five (5) years when a used bus not more than five (5) model year old is purchased. If route mileage is increased, operational mileage compensation must be increased accordingly, if route mileage is decreased because of circumstances beyond the control of the owner/operator, operational mileage compensation shall not be reduced below the mileage level indicated on **FORM T-10**. Every effort should be made by the Supervisor of Transportation to assure that route mileage is not reduced below the frozen mileage level. If a driver requests and is granted less mileage than the frozen mileage, **ACTUAL MILEAGE** shall be compensated. Frozen mileage applies only when the owner/operator makes a purchase of a new or used bus not more than five years old. **The transfer of a bus from spouse to spouse, acquisition as a gift, etc., other than a purchase does not afford frozen mileage to the person who acquires the bus.**
4. **SELLING OF SCHOOL BUSES (FORM T-10)** is used by the seller (i.e., chassis and bus body dealers, individuals, etc.) To furnish a record of all buses bought and sold to public school bus drivers and/or school boards. The sellers, by signing this form, certifies that the bus meets all Federal Motor Vehicles Safety Standards (**FMVSS**), and the requirements of **State Department of Education Bulletin 1213, MINIMUM STANDARDS FOR SCHOOL BUSES IN LOUISIANA**. All information requested on the form must be carefully provided.
5. **THE SELLER AND THE PURCHASER** should agree on such items as chassis and body condition, etc. The transportation supervisor shall record approved one-way mileage on FORM T-10. **The completion of this form is mandatory.** Forms shall be submitted in a timely manner and should be forwarded to the Department of Education upon request. (T-10 FORMS are available, upon request, from the Department of Education.)

SECTION XI

BOARD POLICIES

ELIGIBLE STUDENTS

In accordance with **Louisiana Revised Statute 17:158**, each parish and city school board shall provide free transportation for any student who attends a school of suitable grade approved by the State Board of Elementary and Secondary Education if the student resides more than one mile from such school, and the school is within the jurisdictional boundaries of the parish or city school board.

For the purpose of administration, the distance shall be determined as extending from the student's driveway or entrance to the nearest public road, to the walking entrance of the school building. (The distance shall be measured by the most direct route and may be along roads and walkways.)

No person other than assigned students and authorized persons approved by the local Transportation Supervisor or other authorized school official are allowed to board the bus.

TRANSPORTATION OF STUDENTS LIVING WITHIN ONE MILE OF SCHOOL OF ATTENDANCE

The State Board of Elementary and Secondary Education allows the local system to transport students living within one-mile of the school they attend if there are "exceptional" or hazardous walking situations. The transportation of these students requires special permission from the State Board. Approval of requests for the transportation of students living less than one mile from the school they attend will not be approved unless the request for such approval is accompanied by a plan or procedure to eliminate the exceptional conditions (if possible) by providing safe walking areas or conditions.

The plan must identify the problem, list proposed solutions, outline procedures to correct the problem, and include the time schedule for completion. When an emergency exists the State Superintendent of Education can authorize transportation, not to exceed 30 days. The conditions must be reviewed for continued approval. All exceptional conditions shall be reviewed by June 30 of each school year by the local school system to determine whether corrective actions can be made in order to relieve the need for this transportation.

(Act 6 of the 1986 Special Legislative Session amended **R.S. 17:158 (A)** and thus allows 15 local school systems to transport within one mile if hazardous conditions exist, but at no cost to the state.)

SECTION XII

SPECIAL EDUCATION TRANSPORTATION

RESPONSIBILITY OF THE LOUISIANA LEGISLATURE

Provide appropriate funds for the implementation of all mandated transportation programs.

RESPONSIBILITY OF THE STATE DEPARTMENT OF EDUCATION

Seek funding from the Louisiana Legislature to provide compensation to the local educational agencies for specially equipped school buses and bus attendants (aides).

Seek the necessary funds from the Louisiana Legislature to fully fund all transportation for students with special needs.

Seek funds from the Louisiana Legislature to employ the necessary personnel to develop and provide pre-service and inservice training programs for bus operators and attendants who transport students with special needs.

Provide current information to local school districts regarding changes in State and Federal laws, policies and procedures that affect student transportation services.

RESPONSIBILITY OF LOCAL BOARD OR AGENCY

Assure that the students being transported spend only a reasonable amount of time on the bus. (The locations of the domicile and the school facility will be the determinate factors in the amount of travel time.)

Assure that supervision of students at transfer points (if applicable) will be in compliance with local educational agency policy.

Employ adult (i.e., 18 years of age or older with approved training as required by local board policy) attendant(s) as needed on all school buses transporting students with disabilities and for students with special needs.

Assure that all school buses used to transport students with special needs comply with current Louisiana State Department of Education Bulletin 1213, Minimum Standards for School Buses in Louisiana.

Assure that appropriate safety measures are used in the transportation of students with special needs. Such safety measures shall include the designation of roads, bus area, and any special bus stop location(s).

Assure that specialized equipment used to transport students to and from educational sites comply with all Federal Motor Vehicle Safety Standards, where such standards are applicable.

Develop, implement and post evacuation procedures for each school bus in accordance with requirements.

Suspend or terminate student transportation services upon the submission of appropriate documentation for the following reasons, with parents having the right to initiate due process proceedings:

- A. When parents(s) or appointed designee does not assume responsibilities as outlined in Responsibility of Parents Section.
- B. When the child's unacceptable behavior is related to the child's disability, and a mutually agreed upon alternative method of transportation will be implemented.
- C. When the child's unacceptable behavior is not related to the disability, and the local disciplinary policies and procedures provide for suspension or termination of school bus transportation.

The local school superintendent (or designee) shall make a reasonable and timely effort to provide notification when it is known that there will be an interruption in bus service or a change in the bus schedule.

PROVIDE TO EACH SCHOOL BUS DRIVER CONFIDENTIAL EMERGENCY INFORMATION FOR EACH STUDENT TO INCLUDE AT LEAST THE FOLLOWING INFORMATION:

- 1. Student's name and address
- 2. Nature of student's disability
- 3. Emergency health care information
- 4. Name and telephone number of student's physician, parent, guardian and/or custodians who can be contacted in case of an emergency
- 5. Provisions for student's welfare when and if the student is unable to be met at the designated bus stop (i.e. additional drop off location(s))
- 6. A small photograph of the student if available
- 7. Any other information deemed necessary by the local agency.

RESPONSIBILITY OF THE BUS OPERATOR AND ATTENDANT

Assure that students with special needs are supervised on board at all times.

Ensure that the protective safety devices are in use and fastened properly. (In instances where an attendant is not available, this shall be the responsibility of the bus operator.)

Assist students on and off the bus at the designated bus stop when it is necessary for their safe entrance and exit from the bus. Conduct post-trip inspection of the bus, checking especially for passengers, special equipment, medications, etc. that may have been left on board the bus.

Maintain on his/her vehicle confidential emergency information for each student

The bus operator shall deliver the students to the same bus stop from which they were picked up. Special circumstances may allow a change in this procedure, but it must be approved by the local superintendent (or designee).

The attendant must be on the school bus at all times during the bus route if required by the I.E.P. Exceptions are to be made only by the local supervisor of transportation.

The bus operator will be responsible for providing the parent with appropriate emergency phone numbers to contact the driver.

RESPONSIBILITY OF THE PARENTS OR APPOINTED DESIGNEE

Provide the local educational agency with pertinent written information regarding any special care the student may need while on the bus.

Have the child at the designated bus stop at the regularly scheduled time and provide the necessary supervision until the bus arrives.

Secure the child into any specialized carrying equipment or assistive device prior to the arrival of the bus.

Meet the bus upon its return to the designated bus stop at the scheduled time, if specified in the I.E.P., or make appropriate provisions for the student's welfare when and if the student is unable to be met at the designated bus stop.

Take the child home in the afternoon if the parent takes or sends his/her child to school, unless otherwise provided for by local school board policy.

Make a reasonable and timely effort to notify the bus operator prior to the beginning of the morning run if the child is unable to attend school.

Keep the bus loading area free of debris and other obstacles

Any parent of a student with special needs who believes that the transportation services provided for that student are not in compliance with these regulations may utilize the due process procedure as established in the Special Education

regulations in accordance with R.S. 17:1941 et. seq. (See Bulletin 1886.)

TRANSPORTATION OF STUDENTS WITH SPECIAL NEEDS WHO CANNOT BE TRANSPORTED BY A REGULARLY EQUIPPED

SCHOOL BUS

Parish and city school systems should meet the following requirements in providing transportation for students who cannot be transported by regularly equipped school buses or the regular, established transportation system:

1. Transportation routes will be established by the local school system. These routes must be well planned to ensure economy and efficiency. All existing transportation requirements of the local school system must be considered prior to establishing an additional route.
2. The special education program or class to which students will be transported must meet the requirements of **R. S. 17:1941 et. seq.**
3. Drivers of vehicles on the special routes will neither be subject to provisions of **R. S. 17:496** (minimum salary schedule) nor will they be eligible for tenure.
4. Vehicles used on these special routes (private cars, station wagons, vans, etc.) will be subject to safety inspections and carry the necessary insurance coverage required by the local school system.
5. Local school systems will reimburse drivers of vehicles (private cars, station wagons, vans, etc.) approved by the local school system for such purposes at the current state- approved rate for reimbursement of mileage on the basis of miles traveled for one round trip per vehicle for each day of attendance.

TRANSPORTATION OF RESIDENTIAL (BOARDING) STUDENTS

The local school system, as specified in **R. S. 17:1941, et. seq.**, has the responsibility of providing special education services to certain children residing within their geographic areas of responsibility. In providing these services the first priority should be to use the facilities and personnel of the local school system, itself.

If this is not possible, a request should be made for the child to attend the nearest school in Louisiana, approved by the Special Education Division of the Louisiana State Department of Education, where the child can obtain the required services. If it is not possible to obtain the required services in Louisiana, a request may be made for the child to attend the nearest out-of-state school approved by the Special Education Division of the Louisiana Department of Education.

Parish and city school systems must meet the following requirements for transportation of special needs students who cannot be transported on bus routes which are subject to provisions of **R. S. 17:495** (School Bus Drivers' Salary Schedule).

1. The special education program or class to which students will be transported must meet the provisions of **R. S. 17:1941 et. seq.** and Regulations for Implementation of **R. S. 17:1941 et.seq.**
2. Drivers of vehicles on these routes shall not be subject to provisions of **R. S. 17:495** nor will they be eligible for tenure.
3. Vehicles used on these special routes (private cars, station wagons, vans, etc.) shall be subject to safety inspections and shall carry the necessary insurance coverage as determined by the local school systems.
4. Funds for such transportation services may be used by school systems for transportation to the nearest facility approved by the Louisiana Department of Education only if the local school system is unable to provide the services required by the student with special needs. This need should also be verified by the student's Individual Educational Plan (I.E.P.).
5. Payment for such transportation services shall be made by the local school system at the current state approved rate for the reimbursement of mileage for transportation within the state for a maximum of nine (9) round trips per school year.
6. Payment for such transportation shall be made by the local school system at the current state approved rate for the reimbursement of mileage for transportation out-of-state for two (2) round trips per year providing there is no program within the state that can adequately provide for the special needs of the student.

Bulletin 1886, Special Education Transportation Guide, provides a detailed description of special education transportation services and guidelines governing such services.

SECTION XIII

REFERENCE SOURCES FOR SPECIFIC TOPICS

The topics listed herein after are not intended to be all-inclusive, covering every facet of student transportation services in Louisiana. The list is intended to provide Louisiana sources of reference for information regarding some of the topics most frequently questioned and discussed. It is recommended that every school bus driver consult with the local Supervisor of Transportation if additional information or further clarification is required.

Louisiana Department of Education Bulletins referenced below are as follows: Bulletin 1191: *School Transportation Handbook* (rev. 1998), Bulletin 1213: *Minimum Standards for School Buses in Louisiana* (rev. 1998), Bulletin 1475: *The Louisiana School Bus Driver Operational and Vehicle Maintenance Procedures* (rev. 1998), and Bulletin 1886: *Special Education Transportation Guide* (rev. 1998).

ELIGIBLE (FOR SCHOOL BUS TRANSPORTATION) STUDENTS

1. ONE MILE OR MORE FROM SCHOOL
 - RS 17:158
 - RS 17:2003
 - RS 17:3381
 - Bulletin 1191, Section XI
 - Bulletin 1886, Section II
2. LESS THAN ONE MILE FROM SCHOOL
 - RS 17:158
 - Bulletin 1191, Section XI
3. POST-SECONDARY VOCATIONAL TECHNICAL FACILITIES
 - RS 17:2003
4. COLLEGE STUDENTS
 - RS 17:3381

EMERGENCY PROCEDURES

- RS 9:2793
- RS 32:398
- RS 37:1732 ("Good Samaritan Law")
- Bulletin 1191, Section VII, Appendix C
- Bulletin 1475, Section V, Appendix B
- Bulletin 1886, Sections II, III
- Louisiana CDL Manual, pp. 2.13-2.16

FIRST AID PROCEDURES

- Bulletin 1475, Section IX
- Bulletin 1886, Section V

GUARANTEED ("FROZEN") MILEAGE

- RS 17:497
- Bulletin 1191, Section X
- Bulletin 1213, Section I, Appendix B

HABITUAL OFFENDER DEFINED

RS 32:1472

INSURANCE AGAINST INJURY TO STUDENTS TRANSPORTED TO SCHOOL

RS 17:159

RS 17:159.1

RS 17:159.2

RS 32:601

RS 32:604

MINIMUM INSURANCE COVERAGE

RS 45:162 (17)(18)

PASSENGER MANAGEMENT/DISCIPLINE

RS 14:95.2 (Illegal Weapons)

RS 17:223

RS 17:240 (Smoking)

RS 17:416

Bulletin 1191, Sections II, IV, VII, Appendix D

Bulletin 1475, Sections VI, VIII, Appendix D

Bulletin 1886, Sections II, IV

Louisiana CDL Manual, pp. 4.2-4.3

PUBLIC INTIMIDATION (OF SCHOOL BUS DRIVERS)

RS 14:122

ROLES AND RESPONSIBILITIES

1. OVERVIEW

RS 17:24 (State Department of Education)

RS 17:41 (Attorney General and State Superintendent of Education)

Bulletin 1191, Sections I, II, XII

Bulletin 1475, Section I

Bulletin 1886, Section I

2. PARISH AND CITY SCHOOL BOARDS

RS 17:51

RS 17:81

RS 17:104

RS 17:105

RS 17:111

RS 17:491 (Payment for Physical Examinations)

RS 23:897 (Payment for Physical Examinations)

Bulletin 1191, Section II

Bulletin 1475, Section VII

3. BUS DRIVERS

RS 17:168 (Extra Duties)

RS 17:491 (Definition of "School Bus Operator")

RS 32:52

RS 32:53

RS 32:58

RS 32:80

- RS 32:171 (Railroad Crossing)
- RS 32:173 (Railroad Crossing)
- RS 32:281 (Backing the School Bus)
- RS 32:282
- RS 32:328
- RS 32:398
- RS 32:402
- RS 32:404
- RS 32:1301
- Bulletin 1191, Sections II, VI
- Bulletin 1475 (All)
- Louisiana CDL Manual, Sections 1-4 and 5 (if appropriate)
- 4. SPECIAL NEEDS DRIVERS AND BUS ATTENDANTS (AIDES)
 - Bulletin 1191, Section XII
 - Bulletin 1886 (All)

RULES AND REGULATIONS: REQUIREMENTS AND AUTHORITY

- RS 17:164
- RS 17:165
- RS 17:166
- RS 17:494

SCHOOL BUS DRIVERS

- 1. COMPENSATION
 - RS 17:495
 - RS 17:496
 - RS 17:496.1
 - RS 17:497
 - RS 17:497.1
 - RS 17:497.2
 - RS 17:498
 - RS 17:499
 - RS 17:500.1
 - RS 17:500.2
- 2. DRIVER SELECTION REQUIREMENTS
 - RS 15:587.1 (See Also RS 17:578)
 - RS 17:15
 - RS 17:491
 - RS 17:491.1
 - RS 17:493.1
 - RS 17:691
 - RS 32:52
 - RS 32:402
 - RS 32:408
 - RS 32:417
 - Bulletin 1191, Section III
 - Bulletin 1475, Section II
- 3. PROBATION/TENURE FOR BUS DRIVERS
 - RS 17:432
- 4. REMOVAL FROM DUTY
 - RS 17:493

- 5. SICK LEAVE
 - RS 17:500
 - RS 17:500.1
 - RS 17:500.2

SCHOOL BUS ROUTES

- 1. DEFINITION
 - Bulletin 1191, Section X
 - Bulletin 1475, Section VII
- 2. DESIGN/MEASUREMENT/ASSIGNMENT
 - RS 17:493.1
 - RS 17:1747(E)
 - Bulletin 1191, Section X, Appendix B
 - Bulletin 1475, Section VII
 - Bulletin 1886, Section II, Appendix C
- 3. DISCONTINUANCE FOR ECONOMICALLY JUSTIFIABLE REASONS
 - RS 17:158
 - RS 17:492
- 4. FILLING VACANCIES
 - RS 17:493.1
 - RS 17:493.1(D)
 - RS 17:500

SCHOOL BUSES

- 1. CAPACITIES
 - RS 17:158.4
 - RS 17:32:293 ("Standee Law")
 - Bulletin 1213, Sections III, VII
 - Bulletin 1475, Section IV
- 2. DEFINITION/TYPES
 - Bulletin 1213, Section II, Appendix A
 - Bulletin 1475, Appendix C
- 3. INSPECTION
 - RS 32:53
 - RS 32:1301
 - RS 32:1302
 - Bulletin 1191, Sections II, VI
 - Bulletin 1475, Section III, Appendix A
 - Louisiana CDL Manual, pp. 2.1-2.12, 4.1-4.2, 4.5
- 4. MAXIMUM SPEED LIMITS
 - RS 32:62
 - Bulletin 1475, Section IV
- 5. PURCHASES
 - RS 17:158.1
 - RS 17:158.2
 - RS 17:158.3
 - RS 17:158.4
 - RS 17:158.5
 - RS 17:162 (Private Use)
 - RS 17:163
 - RS 17:493
 - RS 17:497
 - RS 47:301 (Sales Tax Exemption for Certain School Buses)

6. SPECIFICATIONS

RS 17:158.5
RS 17:161 (See RS 17:163)
RS 17:164
RS 17:164.1 (Crossing Control Device)
RS 30:751 (Alternative Fuels Requirement)
RS 30:752 (Alternative Fuels Requirement)
RS 32:53
RS 32:282
RS 32:308
RS 32:318
RS 32:375
RS 32:378(D) (Audible Backing Alarm)
RS 32:1301
RS 39:362.1 (Alternative Fuels Requirement)
Bulletin 1213 (All)
Federal Guide 17
Federal Motor Vehicle Standards for School Buses

SPECIAL FUELS (LPG AND CNG) TAX REDUCTION

RS 47:802(F)
RS 47:803

SPECIAL PROVISIONS FOR SPECIAL EDUCATION STUDENTS WHO CANNOT BE TRANSPORTED BY SCHOOL BUS

Bulletin 1191, Section XII
Bulletin 1886, Appendix D

TOLL-FREE FERRY AND BRIDGE PASSAGE FOR STUDENTS

RS 17:157

TRAINING REQUIREMENTS

RS 17:497.3
Bulletin 1191, Section IV
Bulletin 1475, Section II
Bulletin 1886, Section II
Public Law 105-17 (IDEA)

VEHICLE LICENSE FEES

RS 47:466
RS 47:468

VEHICLES MEETING AND OVERTAKING SCHOOL BUSES

RS 32:80

APPENDIX A

LOUISIANA REVISED STATUTES

The Louisiana Legislature from time to time enacts laws dealing with school transportation. Every school official (principal, supervisor, superintendent, etc.) should become familiar with the statutes affecting this program. The statutes referenced section represent the minimum knowledge of school transportation laws school officials should possess in carrying out their responsibilities for the safe transportation of school children.

This is not a legal document, nor is it intended to serve as a basis for legal interpretation. The statutes contained herein have been referenced only. School officials are urged to seek legal opinions of local school board attorneys, district attorneys throughout the state, State Department of Education Attorneys, and/or the State Attorney General prior to formulating policies affecting the school transportation program.

School transportation officials are urged to seek the advice of legal counsel prior to advising school boards with respect to school transportation laws, rules, regulations and policies.

Title 9 CIVIL CODE ANCILLARIES

Source: R.S. 9:2793 GRATUITOUS SERVICES AT SCENE OF EMERGENCY;
LIMITATION OF LIABILITY.

Source: R.S. 14:122 PUBLIC INTIMIDATION (OF BUS DRIVERS)

Title 14 CRIMINAL LAW

Source: R.S. 14:95 ILLEGAL CARRYING OF WEAPONS

Title 15 CRIMINAL PROCEDURE

Source: R.S. 15:578 FUNCTIONS, POWERS AND DUTIES OF THE BUREAU,
CRIME LABORATORY

Source: R.S. 15:587.1 PROVISION OF INFORMATION TO PROTECT CHILDREN

Title 17 EDUCATION

Source: R.S. 17:15 CRIMINAL HISTORY REVIEW

Source: R.S. 17:24 STATE DEPARTMENT OF EDUCATION: CREATION
DIVISION

Source: R.S. 17:41 ATTORNEY GENERAL AND STATE SUPERINTENDENT;
OPINION AND ADVISE

Source: R.S. 17:51 PARISH BOARDS AS BODIES CORPORATE; POWER TO SUE
AND BE SUED; SERVICE OF CITATION

Source: R.S.17:54	OFFICER OF BOARDS,ELECTIONS; PARISH SUPERINTENDENT,QUALIFICATIONS, APPOINTMENT AND REMOVAL
Source: R.S. 17:59	GENERAL FUND OF PARISH SCHOOL BOARDS
Source: R.S. 17:81	GENERAL POWERS OF BOARD
Source: R.S. 17:88	BUDGET OF EXPECTED REVENUES AND EXPENDITURES; BOARD DUTY TO ADOPT; SUBMISSION TO STATE SUPERINTENDENT OF EDUCATION WITH A COPY TO THE LEGISLATIVE AUDITOR
Source: R.S. 17:104	AUTHORITY AND RESPONSIBILITY OF LOCAL BOARDS; FACTORS TO BE CONSIDERED
Source: R.S. 17:105	ADMISSION TO SCHOOLS IN ADJOINING PARISHES
Source: R.S. 17:111	DISCRIMINATION IN PUBLIC SCHOOLS PROHIBITED; PUPIL ASSIGNMENT; RELIGIOUS EDUCATION INSTITUTIONS
Source: R.S. 17:157	FERRIES AND TOLL BRIDGES, ETC.; FREE PASSAGE TO SCHOOL CHILDREN
Source: R.S. 17:158	SCHOOL BUSES FOR TRANSPORTATION OF STUDENTS; EMPLOYMENT OF BUS OPERATORS; ALTERNATIVE MEANS OF TRANSPORTATION; IMPROVEMENT OF SCHOOL BUS TURNAROUNDS
Source: R.S. 17:158.1	PURCHASE OF SCHOOL BUSES; ATHLETIC DEPARTMENTS OF HIGH SCHOOLS
Source: R.S. 17:158.2	PURCHASE OF SCHOOL BUSES; RESALE TO BUS OPERATORS
Source: R.S. 17:158.3	PURCHASE OF SCHOOL BUSES; POOLING OF PURCHASES BY SCHOOL BOARDS
Source: R.S. 17:158.4	PURCHASE OF SCHOOL BUSES; NINETY PASSENGER CAPACITY
Source: R.S. 17:158.5	PURCHASE OF SCHOOL BUSES, SPECIFICATIONS REQUIRED
Source: R.S. 17:159	INSURANCE AGAINST INJURY TO PUPILS TRANSPORTED TO SCHOOL

Source: R.S. 17:159.1	INSURANCE ON PRIVATELY OWNED SCHOOL BUSES; WITHHOLDING AMOUNTS TO PAY PREMIUMS; GOVERNMENTAL IMMUNITY NO DEFENSE
Source: R.S. 17:159.2	INSURANCE PREMIUMS AS OBLIGATIONS OF BOARDS; PRIVATELY OWNED BUSES
Source: R.S. 17:161	SCHOOL BUSES TO BE PAINTED NATIONAL SCHOOL BUS CHROME YELLOW
Source: R.S. 17:162	SCHOOL BUSES PURCHASED FOR PRIVATE USE
Source: R.S. 17:163	PENALTIES
Source: R.S. 17:164	REGULATIONS RELATING TO CONSTRUCTION, DESIGN, EQUIPMENT, AND OPERATION OF SCHOOL BUSES
Source: R.S. 17:164.1	CROSSING CONTROL DEVICES FOR SCHOOL BUSES
Source: R.S. 17:165	PENALTY FOR VIOLATION OF REGULATIONS
Source: R.S. 17:166	PROMULGATION OF RULES AND REGULATIONS
Source: R.S. 17:168	CITIES OR PARISHES WITH 300,000 OR MORE POPULATION; EXTRA DUTIES OF SCHOOL BUS OPERATORS
Source: R.S. 17:223	DISCIPLINE OF PUPILS; SUSPENSION FROM SCHOOL
Source: R.S. 17:225	MINIMUM ATTENDANCE REQUIRED
Source: R.S. 17:240	SMOKING PROHIBITED
Source: R.S. 17:416	DISCIPLINE OF PUPILS; SUSPENSION; EXPULSION
Source: R.S. 17:428	SUPERVISORS, PRINCIPALS, TEACHERS AND OTHER EMPLOYEES PROHIBITED FROM SERVING ON EMPLOYING SCHOOL BOARDS; SERVICE ON NEIGHBORING OR OTHER SCHOOL BOARD
Source: R.S. 17:432	PROBATION/TENURE OF SCHOOL BUS DRIVERS
Source: R.S. 17:491	DEFINITIONS
Source: R.S. 17: 491.1	REEMPLOYMENT DRIVING RECORD EXAMINATION
Source: R.S. 17:492	PROBATION AND TENURE OF BUS OPERATORS

Source: R.S. 17:493	REMOVAL OF BUS OPERATORS; PROCEDURES; RIGHT TO APPEAL
Source: R.S. 17:493.1	TENURED BUS DRIVERS; ROUTE CLOSEST TO THEIR HOMES; VACANCIES
Source: R.S. 17:493.1(D)	VACANCIES: PERSONS WILLING TO ACQUIRE BUS
Source: R.S. 17:494	RULES AND REGULATIONS IMPAIRING PROVISIONS PROHIBITED
Source: R.S. 17:495	ESTABLISHMENT OF MINIMUM SALARY SCHEDULES
Source: R.S. 17:496	MINIMUM SALARIES
Source: R.S. 17:496.1	MINIMUM SALARIES
Source: R.S. 17:497	SCHOOL BUS OPERATIONAL SCHEDULES
Source: R.S. 17:497.1	OPERATION COMPENSATION FOR CERTAIN SCHOOL BUS OPERATORS
Source: R.S. 17:497.2	REMUNERATION FOR INSERVICE TRAINING PROGRAMS
Source: R.S. 17:497.3	IN-SERVICE TRAINING; SCHEDULE
Source: R.S. 17:498	OWNERSHIP OF BUSES; DETERMINATION OF SALARY
Source: R.S. 17:499	INSUFFICIENCY OF APPROPRIATION; EFFECT
Source: R.S. 17:500	SICK LEAVE FOR SCHOOL BUS OPERATORS
Source: R.S. 17:500.1	SCHOOL BUS OPERATOR; SICK LEAVE
Source: R.S. 17:500.2	SCHOOL BUS OPERATORS; SALARY WHILE ON LEAVE DEDUCTIONS
Source: R.S. 17:691	BUS DRIVER SELECTION REQUIREMENTS
Source: R.S. 17:1747(E)	DESIGN AND MEASUREMENT OF BUS ROUTES
Source: R.S. 17:2003	BUS TRANSPORTATION
Source: R.S. 17:3381	TRANSPORTATION FOR COLLEGE STUDENTS; TRANSPORTATION FOR OTHER STUDENTS SUBJECT TO RESTRICTIONS; AUTHORITY TO ESTABLISH AND COLLECT BUS TRANSPORTATION FEES

TITLE 23 MINERAL AND ENVIRONMENT

Source: R.S. 23:897 PAYMENT FOR PHYSICAL EXAMINATION

TITLE 30 LABOR AND WORKERS COMPENSATION

Source: R.S. 30:751 ALTERNATIVE FUEL REQUIREMENTS

Source: R.S. 30:752 ALTERNATIVE FUEL REQUIREMENTS

TITLE 32 MOTOR VEHICLE AND TRAFFIC REGULATIONS

Source: R.S. 32:1 DEFINITIONS

Source: R.S. 32:1 UNIFORM APPLICATION

Source: R.S. 32:52 DRIVER MUST BE LICENSED

Source: R.S. 32:53 PROPER EQUIPMENT REQUIRED ON VEHICLES

Source: R.S. 32:57 PENALTIES

Source: R.S. 32:58 REASONABLE AND PROPER CONTROL OF
VEHICLE

Source: R.S. 32:62 MAXIMUM SPEED VEHICLES LIMIT; CERTAIN VEHICLES

Source: R.S. 32:80 OVERTAKING AND PASSING SCHOOL BUSES

Source: R.S. 32:171 OBEDIENCE TO SIGNAL INDICATING APPROACH OF
TRAIN

Source: R.S. 32:173 CERTAIN VEHICLES MUST STOP AT ALL RAILROAD
GRADE CROSSINGS

Source: R.S. 32:281 LIMITATIONS ON BACKING

Source: R.S. 32:282 OBSTRUCTION TO DRIVER'S VIEW OR DRIVING
MECHANISM

Source: R.S. 32:293	SEATING CAPACITY OF SCHOOL BUSES; PROHIBITING STANDING OF SCHOOL CHILDREN UNDER CERTAIN CIRCUMSTANCES; LIMITING NUMBER OF CHILDREN TRANSPORTED AT ONE TIME
Source: R.S. 32:308	ADDITIONAL EQUIPMENT ON BUSES, TRUCKS, TRUCK TRACTORS, TRAILERS, SEMI-TRAILERS AND POLE TRAILERS
Source: R.S. 32:318	AUDIBLE AND VISUAL SIGNALS ON CERTAIN VEHICLES
Source: R.S. 32:328	SPECIAL LIGHTING EQUIPMENT ON SCHOOL BUSES
Source: R.S. 32:378	SCHOOL BUS BODY; BUMPERS; COLOR OF PAINT
Source: R.S. 32:393.1	RECORDS OF CONVICTIONS; EXTRACTS; FEES
Source: R.S. 32:398	ACCIDENT REPORT; WHEN AND TO WHOM MADE; INFORMATION AID; FEES FOR COPIES; FEES FOR ACCIDENT PHOTOGRAPHS
Source: R.S. 32:402	ALL DRIVERS MUST SECURE LICENSE
Source: R.S. 32:403.1	APPLICATION OF PERSONS SIXTY YEARS OF AGE OR ABOVE
Source: R.S. 32:404	OPERATION OF MOTOR VEHICLES BY NONRESIDENTS
Source: R.S. 32:408	EXAMINATION OF APPLICANTS REQUIRED; CLASSES OF LICENSE
Source: R.S. 32:414	SUSPENSION, REVOCATION AND CANCELLATION OF LICENSE; JUDICIAL REVIEW
Source: R.S. 32:417	ALLOWING UNLICENSED MINOR TO DRIVE PARENTS RESPONSIBLE; RENTALS TO UNLICENSED PERSONS; LESSOR RESPONSIBLE; HIRING UNLICENSED DRIVERS; EMPLOYER RESPONSIBLE
Source: R.S. 32:601	PUBLIC LIABILITY, BODILY INJURY AND PROPERTY DAMAGE INSURANCE
Source: R.S. 32:604	ACTIONS, PARTIES
Source: R.S. 32:1301	VEHICLE WITHOUT REQUIRED EQUIPMENT OR IN UNSAFE CONDITION
Source: R.S. 32:1302	INSPECTION BY OFFICERS OF THE DEPARTMENT

Source: R.S. 32:1472 HABITUAL OFFENDER DEFINED

**Source: R.S. 45:162
(17)(18)** MINIMUM INSURANCE COVERAGE

TITLE 37 PROFESSIONS AND OCCUPATIONS

Source: R.S. 37:1732 IMMUNITY FROM LIABILITY FOR EMERGENCY MEDICAL ASSISTANCE OR FIRST AID

TITLE 42 PUBLIC OFFICERS AND EMPLOYEES

Source: R.S. 42:691 COMPULSORY, RETIREMENT OF PUBLIC EMPLOYEES BECAUSE OF AGE

TITLE 47 REVENUE AND TAXATION

Source: R.S. 47:301 SALES TAX EXEMPTION FOR CERTAIN SCHOOL BUSES

Source: R.S. 47:466 COMMERCIAL PASSENGER VEHICLE LICENSE FEES

Source: R.S. 47:802(F) SPECIAL FUEL (LPG AND CNG) TAX REDUCTION

Source: R.S. 47:803 SPECIAL FUELS (LPG AND CNG) TAX REDUCTION

Source: R.S. 47:468 SCHOOL AND CHARITY BUSES

APPENDIX B

DEFINITION OF TERMS

ROUTE

The term *route* shall apply to the combined total daily trips (or runs) regularly assigned to the bus driver.

PLATOON TRIP (RUN)

Transportation of students from their home based school to another school and returning them to their home based school.

EXAMPLE: When instructional programs mandate that students be transported during the normal school day to a school other than the designated school of attendance.

Operational pay for platoon trip mileage must be started from zero mileage. No base salary is supplemented from the State Department of Education.

FEEDER TRIP (RUN)

Transportation of students in private vehicles or means other than conventional bus to a designated pick-up point on a route. Feeder trip drivers are not paid as regular school bus drivers.

TRIP

A trip (run) is that segment of a route in which passengers are picked up at the home bus stop and all passengers are discharged at school destination, or visa versa.

ELIGIBLE STUDENT

R.S. 17:158 States: "Each parish and city school board shall provide transportation for any student attending a school of suitable grade approved by the State Board of Elementary and Secondary Education if the student resides more than one mile from such school and the school is within the jurisdiction boundaries of the parish or school board."

PARAGRAPH F STATES:

"The provisions of this section shall apply to eligible public and nonpublic school students. However, these provisions shall not apply to any student who attends a school which discriminates on the basis of race, creed, color or national origin."

ONE-MILE MEASUREMENT

Walking distance from student's driveway or entrance to the nearest public road to the walking entrance of the school building. The distance shall be measured by the most direct route, and may be along roads or walkways.

TRANSPORTATION OF STUDENTS WITHIN ONE MILE OF SCHOOL

Refer to R.S. 17:158

SCHOOL BUS DRIVER

Any employee of any city or parish school board whose duty it is to transport students in any city or parish school bus or activity bus to and from any school of suitable grade approved by the Department of Education or to and from a school related activity, and who has met all the criteria established for certification and has been certified by the Department of Education. (R.S. 17:491)

SCHOOL BUS ACCIDENT

Any incident in which a school bus is involved that results in death, personal injury and/or property damage, regardless of who was responsible. This applies whether the school bus was in motion, temporarily stopped, parked, being loaded, or unloaded and on public or private property.

PREVENTABLE SCHOOL BUS ACCIDENT

Any accident involving a school bus resulting in death, injury or property damage, which the school bus driver failed to take all reasonable measures to prevent.

APPENDIX C

CONDUCTING EMERGENCY EXIT DRILLS

The ever increasing number of accidents on the highways necessitates that pupils be instructed on how to properly evacuate a school bus in case of an emergency. Schools shall organize and conduct emergency drills for all pupils who may ride school buses.

THERE ARE SEVERAL DIFFERENT DRILLS:

1. Everyone exits through the front entrance door.
2. Everyone exits through the rear or side emergency door(s).
3. Front half exits through the front door and rear half exits through the rear or side door.
4. Passengers utilize other emergency exits installed on specific buses.

NOTE:

There is possible danger when a pupil jumps from emergency door exits.

REASONS FOR EMERGENCY EVACUATIONS:

FIRE OR DANGER OF FIRE

The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Pupils should move to a safe place 100 feet or more from the bus and remain until the driver of the bus has determined that no danger exists. Being near an existing fire and unable to move the bus away, or being near the presence of gasoline or other combustible material should be considered as "danger of fire," and pupils should be evacuated.

UNSAFE POSITION

In the event that a bus is stopped due to an accident, mechanical failure, road conditions or human failure, the driver must determine immediately whether it is safe for pupils to remain in the bus or evacuate.

MANDATORY EVACUATIONS

The driver must evacuate if any of these conditions exist:

1. The final stopping point is in the path of any train or adjacent to any railroad tracks.

2. The stopped position of the bus changes and increases the danger. If, for example, a bus should come to rest near a body of water or near the edge of a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the pupils.
3. The stopped position of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 or more feet. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

IMPORTANT FACTORS PERTAINING TO SCHOOL BUS EVACUATION DRILLS:

1. Safety of pupils is of the utmost importance and must be considered first.
2. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.
3. The bus driver is responsible for the safety of the pupils; however, in an emergency, the driver may be incapacitated and unable to direct the pupil emergency evacuation. School patrol members, appointed pupils or adult monitors should direct these drills. It is important to have regular substitutes available.

PUPIL QUALIFICATIONS:

- a. Mature
- b. A good citizen, and
- c. Lives near the end of bus line

PUPIL SHOULD KNOW HOW TO:

- a. Turn off ignition switch
- b. Set emergency brake
- c. Summon help when and where needed
- d. Use kick out windows
- e. Set reflectors and flares
- f. Open and close doors and account for all pupils passing his station
- g. Help small pupils off bus
- h. Perform other assignments

Written consent from parents should be obtained before assigning a pupil as a leader.

School bus evacuation drills should be organized in a manner similar to fire drills held regularly in schools. The drills should be held more often during fall and spring months, preferably when the bus arrives at the school building with the pupils.

Drills should be held on school property and not on bus routes. The types of bus drills held should be varied.

Drivers should stay in the bus during evacuation drills, and be sure that the parking brake is set, ignition is off and the transmission in gear.

Drivers must not permit pupils to take lunch boxes, books, etc. with them when they leave the bus. Getting the pupil off safely in the shortest possible time and in orderly fashion is the objective.

The pupils should go to a distance of at least 100 feet from the bus in an "emergency drill" and remain there in a group until further directions by the leader.

All pupils should be given an opportunity to participate, including those pupils who only ride a bus on special trips.

Each pupil should be instructed in the proper safety precautions while riding the bus and in drill procedures.

Pupils should be instructed in how and where to get help in emergencies. Instructions and telephone numbers should be posted or otherwise carried in school buses.

Principals must fill out Form T-8 and forward all forms to the Transportation Supervisor.

APPENDIX D

SAMPLE FORM

PUPIL AND PARENT VERIFICATION FORM

TO: PARENTS OF CHILDREN RIDING THE SCHOOL BUS

FROM: _____ PARISH SCHOOL BOARD TRANSPORTATION
SECTION

Dear Parents:

In order for you to understand the regulations covering the conduct of your child riding a parish school bus, we are sending you a copy of **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES**. It is requested that **YOU** and **YOUR CHILD** read these regulations.

This will be used as a permanent record throughout you child's enrollment in the Parish Schools. Your cooperation with us will make it possible to provide a **SAFER AND MORE EFFICIENT TRANSPORTATION PROGRAM**.

**PLEASE SIGN AND RETURN TO THE PRINCIPAL BY _____
IN ORDER FOR YOUR CHILD TO CONTINUE RIDING THE SCHOOL BUS.**

FOR ALL STUDENT'S

I have read the **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES**, **BUSES** and and agree, as a passenger, to responsibility for my abide by said regulations.

FOR PARENT OR GUARDIAN

I have read the **REGULATIONS FOR PUPILS RIDING SCHOOL** agree, to assume full child's conduct on said buses.

Signature of Student

Signature Parent or Guardian

CALCULATION OF THE AGE OF SCHOOL BUSES

Calculation of the age of a school bus is to be made by excluding the current model year and counting the preceding year as the first model year and proceeding to count backwards. For example, in 1998, a 1993 model year bus would be five (5) years old. In this example-exlude the current model year (1998), count the prededing year as the first model year (1997), then proceed to count backwards to the 1993 model year. This makes the 1993 bus five years old in 1998.

CALENDAR YEARS

MODEL YEAR	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
2007										•
2006									•	1
2005								•	1	2
2004							•	1	2	3
2003						•	1	2	3	4
2002					•	1	2	3	4	5
2001				•	1	2	3	4	5	6
2000			•	1	2	3	4	5	6	7
1999		•	1	2	3	4	5	6	7	8
1998	•	1	2	3	4	5	6	7	8	9
1997	1	2	3	4	5	6	7	8	9	10
1996	2	3	4	5	6	7	8	9	10	11
1995	3	4	5	6	7	8	9	10	11	12
1994	4	5	6	7	8	9	10	11	12	13
1993	5	6	7	8	9	10	11	12	13	14
1992	6	7	8	9	10	11	12	13	14	15
1991	7	8	9	10	11	12	13	14	15	16
1990	8	9	10	11	12	13	14	15	16	17
1989	9	10	11	12	13	14	15	16	17	18
1988	10	11	12	13	14	15	16	17	18	19
1987	11	12	13	14	15	16	17	18	19	20
1986	12	13	14	15	16	17	18	19	20	21
1985	13	14	15	16	17	18	19	20	21	22
1984	14	15	16	17	18	19	20	21	22	23
1983	15	16	17	18	19	20	21	22	23	24
1982	16	17	18	19	20	21	22	23	24	25
1981	17	18	19	20	21	22	23	24	25	26
1980	18	19	20	21	22	23	24	25	26	27
1979	19	20	21	22	23	24	25	26	27	28
1978	20	21	22	23	24	25	26	27	28	29
1977	21	22	23	24	25	26	27	28	29	30
1976	22	23	24	25	26	27	28	29	30	31
1975	23	24	25	26	27	28	29	30	31	32
1974	24	25	26	27	28	29	30	31	32	33
1973	25	26	27	28	29	30	31	32	33	34
1972	26	27	28	29	30	31	32	33	34	35
1971	27	28	29	30	31	32	33	34	35	36
1970	28	29	30	31	32	33	34	35	36	37
1969	29	30	31	32	33	34	35	36	37	38
1968	30	31	32	33	34	35	36	37	38	39
1967	31	32	33	34	35	36	37	38	39	40
1966	32	33	34	35	36	37	38	39	40	41
1965	33	34	35	36	37	38	39	40	41	42

COMMERCIAL MOTOR VEHICLE SAFETY ACT OF 1986

Employer Notification Form

The Commercial Motor Vehicle Safety Act of 1986 requires drivers of commercial motor vehicles to possess only one driver's license and to be disqualified when operating a commercial motor vehicle in an unsafe manner. The undersigned employee acknowledges that he/she understands the requirements of Part 383 of the Federal Motor Carrier Safety Regulations and attest that the information contained on this form is correct to the best of his/her ability and knowledge.

Subpart B - License Requirements:

An employee operating a commercial motor vehicle can only have one valid driver's license issued by their state or jurisdiction of domicile.

Subpart C - Notification Requirements

An employee convicted of violating a state or local law relating to motor vehicle traffic control. (other than parking violations), in ANY type of motor vehicle, must notify their employer within 30 DAYS OF CONVICTION.

When an employee receives notice of suspension, revocation, cancellation, loss of privilege disqualification, and/or right to operate a commercial motor vehicle by any state or jurisdiction, the employee must notify their employer before the end of the business day following the day the employee received the notice.

Any employee violating Subpart B, License Requirements, and/or Subpart C, Notification Requirements, may be subject to fines not exceeding \$2,500 and/or criminal penalties up to \$5,000 including jail time.

Subpart D - Dirver Disqualifications and Penalties

An employee convicted of driving while under the influence, leaving the scene of an accident or commission of a felony while operating a commercial motor vehicle, may be disqualified for a period of time determined by agency of jurisdiction, or may be disqualified from driving a commercial vehicle for life for a second serious offense.

Name: _____ Bus Number: _____

CDL Number: _____ CDL Class/Type: _____

Describe violation for which convicted and penalty imposed, be specific (i.e.:speeding failure to yield, disregard of traffic control signal; fine, suspension, revocation, etc.); include date of occurrence: _____

Signature

Date

APPENDIX E

PRE-SERVICE AND INSERVICE TRAINING TOPICS FOR SCHOOL BUS DRIVERS IN LOUISIANA

LICENSING AND CERTIFICATION REQUIREMENTS

DRIVER ROLE AND RESPONSIBILITIES

VEHICLE INSPECTION AND REPORTING DEFECTS

- self (driver)
- Pre-trip
- Enroute
- Post-trip

BASIC DRIVING TECHNIQUES AND REGULATIONS

- Acceleration
- Deceleration and braking
- Turns
 - Left
 - Right
- Multiple lanes
- Curves and ramps
- Backing
- Railroad crossing
- Picking up and dropping off passengers

PASSENGER MANAGEMENT

- Driver's responsibilities
 - With aid or chaperones
 - Without aides or chaperones
- Preventive techniques
- Driver's attitude factor and personal response to disruptive behavior
- Reviewing rules
- Disciplinary procedures
 - Student/parent/school official procedure
 - Use of student bus behavior report
 - Follow-up techniques

DEALING WITH EMERGENCIES

- Sending or calling for help
- Securing the bus
- Emergency evacuation procedures
- Basic first aid procedures
- Accident or incident reporting and follow-up
- Dealing with investigating officers, insurance adjusters, attorneys and the news media

ALCOHOL AND CONTROL SUBSTANCE TESTING POLICY

LOCAL RULES AND REGULATIONS

SPECIAL NEEDS TRANSPORTATION

- Definition of terms
 - Overview of exceptionalities and behaviors
- Role and responsibilities
- Passenger information
- Passenger management for special needs students
- Reporting behavioral problems
- Use of assistive devices
- Wheel Chair securement
- Transportion of medication
- Dealing with emergencies
- Medical Problems
- Vehicle breakdowns
- Vehicle evacuations
- Failure of adult to be at the home bus stop when required

DEFENSIVE DRIVING

- Cushion of safety
- Following distance
- Dealing with tail-gaters
- Moving and turning in the driver's seat
- Special Condition's
- Rural driving
- Urban driving
 - Weather conditions

ACTIVITY TRIPS

- Planning ahead (route, maps, money or credit card, etc.)
- Parking
- Securing the cargo
 - Emergency information
- Passenger rosters and seating charts

COMPARTMENTALIZATION VS. SEAT BELTS

INTRODUCTION

This handbook was developed by the Louisiana Department of Education, with the assistance and cooperation of the Louisiana Association of School Transportation Officials and the Louisiana Transportation Improvement Committee. It is designed to provide information and direction to local school system personnel involved in school transportation in Louisiana.

The Department of Education is especially indebted to these two Transportation Supervisors for their committee leadership:

Diana “Dee” Duhon,
Felix Thomas,

Vermilion Parish, Chairperson
Grant Parish, Co-Chairman

Appreciation is also extended to the Transportation Supervisors and others who have donated their valuable time and effort to the revision of this important document.

Shelton Eubanks
Jimmy Sibille

Allen Parish
St. Landry Parish

George Horne, Horne Enterprises
Dale Boudreaux, Jefferson Parish

Additional information is contained in Louisiana Department of Education Bulletins 1475 (Operational and Maintenance Procedures), 1213 (Minimum Standards for School Buses in Louisiana), and 1886 (Special Education Transportation); in the Louisiana Commercial Driver’s License Program; in various federal and state statutes and regulations, as well as in local policies and directives.

THE PURPOSES OF THIS BULLETIN ARE:

- 1 to set forth policies and to reference statutes which govern the operation of transportation services;
- 2 to provide local school systems with information to be used in establishing pupil transportation policies;
- 3 to provide foundations for continued improvement in the overall transportation program.

