

EEA – STUDENT TRANSPORTATION SERVICES

The District shall provide transportation for pupils to schools in the District consistent with state law.

General Operating Policy

1. Transportation is a home-to-school and school-to-home activity.
2. Routes will be developed annually and posted. Bus stops will be established prior to the school year under the direction of the Superintendent.
3. The Superintendent is authorized to make bus stop changes to increase efficiency and to address safety issues, new students, transferred students, parental concerns, and other issues as needed during the school year. Policy changes and restructuring of one or all bus routes and the associated bus stops will be brought to the School Board for approval.
4. Bus stops will be established for all students living more than one (1) mile from school.
5. Bus stops will be established for students living less than one (1) mile from school per the following guidelines. a. Bus stops will be established for students living on and east of Route 125. b. Bus stops will be established for students living on Route 27. c. Bus stops will be established for elementary students. d. Bus stops will be established as feasible for middle and high school students. Select bus stops will be established along Main Street, Elm Street, and Prescott Road for middle and high school students to access transportation.
6. Students living within one (1) mile of the school have the option of walking to the closest designated bus stop.
7. Where appropriate, students will walk no further than one (1) mile to an established bus route stop. When feasible, elementary students will walk no further than one-half ($\frac{1}{2}$) mile to an established bus stop.
8. Full-day kindergarten students will ride the regular elementary school bus to and from school. Part-day kindergarten students will be provided an option for mid-day transportation. Mid-day kindergarten drop off and/or pick up locations will be established when feasible in close proximity to the student's residence.
9. Bus stops will be established when feasible at licensed day care facilities within the District.
10. Students are responsible for being at the designated bus stop at the appropriate time.
11. Drivers may not load or unload students at other than authorized bus stops.
12. Students in kindergarten, grade one (1), and grade two (2) will be dropped off at their designated bus stop only with an adult present. In cases where an adult is not present, the bus driver will notify the school and the student will be brought back to the school. The Elementary School Principal will be responsible for implementing this policy. Abuse may result in disciplinary action up to and including suspension of bus transportation.
13. Elementary students will be separated as much as possible from middle and high school students. When feasible and space permitting, the Elementary School Principal may grant exceptions to permit elementary students to ride the middle and high school bus to accommodate participation in special programming such as band and/or tutoring prior to the start of the elementary school day. When feasible and space permitting, the Middle School Principal and High School Principal may grant exceptions to permit middle and high school students to ride the elementary bus to accommodate students missing their regular bus due

to special circumstances, not including after school disciplinary actions. Bus stops will not be altered to accommodate these exceptions, and all rules and regulations will apply.

Elementary parents are to provide written permission acknowledging that their student is riding with much older students. Middle and high school students may be subject to special seating arrangements.

14. The District reserves the right to mix elementary, middle, and high school students for transportation purposes due to an emergency school closing.
15. School year requests, for a change from the regular assigned bus stop based on the student's residence to another Epping bus stop for before/after school daycare or activities, will be considered on a case-by-case basis. A change in a student's regular bus assignment may be approved for the year, the half year, or the quarter. Intermittent requests for bus stop changes of shorter duration will not be honored. Emergency situations or one-day changes due to special circumstances may be authorized by the Principal. Requests must be submitted in writing and at the beginning of the school day. Requests not meeting this requirement may not be honored. Action on such requests will also take into consideration the school's and bus company's ability to safely implement the request and bus seat availability.
16. For students with one parent living in Epping and the other parent not living in Epping and subject to a legal parenting arrangement in which the student lives alternately with each parent during the school year, transportation will be provided to and from the Epping residence or the parent(s) may pick up/drop off the student at the school of attendance. Exceptions may be made as outlined in this policy. Requests must be submitted in writing, in advance, and signed by both parents per the legal parenting arrangement.
17. It is the parent's responsibility to provide transportation for students who arrive before school or remain after school for various school approved activities.
18. Students attending **Charter or** private schools will be entitled to the same transportation privileges within the District as are provided for students in public school.

Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report in writing misconduct to the School Principal. The School Principal will have the authority, delegated by the Superintendent, to suspend the riding privileges of students failing to conform to Board rules and regulations per Policy JICC.

Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies will direct that request to the School Business Administrator in the SAU Office. If the SAU Office ruling does not satisfy the parent, he/she may appeal the ruling within five days to the Superintendent. If the parent is again not satisfied by the ruling, he/she may appeal to the School Board.

Contracted Services

Student transportation may be provided by an approved school bus contractor. In such cases all persons employed by the school bus contractor to transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. All contracted school buses/vehicles must be approved by the NH Department of Safety as meeting all applicable school bus safety standards. All persons providing transportation under a contract must comply with any and all applicable federal and/or state laws and regulations for physical examinations and drug and/or alcohol testing and have a criminal background check at the contractor's expense.

Hired Vehicles Driven by School Employees

Employees providing student transportation with a private or rental vehicle must receive prior permission from the School Principal. Employees must hold a valid driver's license appropriate for the classification of the vehicle to be driven. Transportation by private or rental vehicle must meet district insurance requirements. The School Business Administrator must be contacted to provide such information. Private vehicle transportation is subject to Policy EEAG.

Vans

Use of fifteen-passenger vans is not permitted. Statutory/Regulatory/Policy/Handbook Cross References

RSA 189:6 (Transportation of Pupils) RSA 189:8 (Limitations and Additions) RSA 189:9 (Pupils in Private Schools) RSA 189:9-a (Pupils Prohibited for Disciplinary Reasons) RSA 193:12 (Legal Residency Required) Policy EEAG (Use of Private Vehicles to Transport Students) Policy JICC (Student Conduct on School Buses) Handbook (Referenced in Student and Personnel Handbook)

APPROVED/REVISED: June 14, 2007, August 20, 2009, May 19, 2011, April 4, 2013, December 4, 2014, October 20, 2016

PREVIOUS POLICY: October 7, 1980 "Transportation of Students", September 25, 2000 "Operation of the Regular School Bus System"