

**SUPPORT SERVICES  
SCHOOL BUS SAFETY PROGRAM**

**POLICY EEA**

The safe transportation of district students to and from school is to be of primary concern to school officials in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses will be observed by drivers, students, and district personnel.

The Director of Transportation and the principals hold the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct during transportation.

The principal of each school should be aware of, and informed about, all current policies, laws, and regulations pertaining to bus transportation. The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

- 1) Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
- 2) Emergency evacuation drills will be conducted at least two times a year to acquaint student riders with procedures in emergency situations.
- 3) All vehicles used to transport children will be inspected periodically to see that they meet safety regulations.

**REGULATION**

The school principal will comply with all state laws and regulations pertaining to the operation of school buses and will make these requirements known to all administrators, teachers, bus drivers, students, and parents.

The principal or his designee shall:

- 1) Keep informed of the laws and regulations pertaining to bus transportation by reading all current materials from the State Department, especially the booklet on rules, regulations and laws governing transportation.
- 2) Comply with all School Laws, State Department and Carteret County Board of Education rules and regulations.
- 3) Closely supervise the loading and unloading of the buses by assigning staff members to morning and afternoon bus duty and by observing procedure at least once a week.
- 4) Ride each bus route at least one time during the school year.
- 5) Work with each driver to establish routes, schedule, stops and seating assignments.

- 6) Involve the driver and accused student when obtaining the facts concerning misconduct and violation of rules and regulations.
- 7) Provide all bus parents and students with a list of bus rules and regulations and disciplinary guidelines in writing during the first week of each school year.
- 8) Solicit the cooperation of the parents concerning bus transportation and explain that buses must be operated according to State Law and Carteret County Board of Education policies.
- 9) Maintain and submit required reports accurately and promptly.
  
- 10) Inspect buses for cleanliness daily. The driver and a school staff member shall inspect the interior of each bus while walking from the front to the rear of the bus and inspect the exterior by walking around each bus. Mechanical problems and/or damage should be reported to the Director of Transportation and the principal.
- 11) Provide for orderly parking, safe loading, and unloading and systematic movement of buses on the school grounds.
- 12) Organize and conduct emergency evacuation drills each semester in September and April.
- 13) Provide materials and in-service training for teachers and bus drivers.
- 14) Meet with the drivers periodically to discuss issues, concerns, and problems.
- 15) Talk informally with bus drivers weekly, daily if possible.