

TABLE OF CONTENTS
RULES & PROCEDURES OF THE DISTRICT SCHOOL BOARD
ESCAMBIA COUNTY, FLORIDA
CHAPTER 6
STUDENT TRANSPORTATION

- 6.01 GENERAL POLICY
- 6.02 DEFINITIONS
- 6.03 ELIGIBILITY FOR TRANSPORTATION
- 6.04 AUTHORIZED TRANSPORTATION SERVICES
- 6.05 STUDENT PASSENGER LOADS
- 6.06 SCHOOL BUS ROUTING
- 6.07 SCHOOL BUS STOP SAFETY
- 6.08 EXTRA-CURRICULAR TRIPS AND FIELD TRIPS
- 6.09 RESPONSIBILITIES
- 6.10 ASSIGNMENT OF DISTRICT VEHICLES
- 6.11 OVERNIGHT VEHICLE ASSIGNMENT
- 6.12 REIMBURSEMENT FOR TRANSPORTATION OF PARENT OF ESE STUDENT
- 6.13 BUS DONATION AND EMERGENCY TRANSFER PROVISIONS (CHARTER SCHOOLS)

CHAPTER 6 – STUDENT TRANSPORTATION

6.01 GENERAL POLICY

(1) Mission and Implementation.

The mission of the Transportation Department is to provide safe, dependable, and efficient transportation in support of District Aims. All planning for and implementation of transportation services shall be conducted with maximum regard for the safety and protection of eligible students, the dependability of transportation services, and the service efficiency and economy of the transportation operation. These transportation services shall be conducted in accordance with federal and state law and State Board of Education and Board Rules.

(2) Student Conduct and Discipline.

The conduct of any student while on a school bus shall be controlled by the school bus operator and the principal of the school that the student is authorized to attend. Disciplining of such student shall be the responsibility of the principal of the school that the student is authorized to attend and may include withdrawal of special transportation accommodations authorized under Board Rules or permission to use the school bus service.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, F.S.

Law Implemented: Sections 1006.21; 1006.21(3); 1006.22; 1006.09-10, F.S.

History: Revised/Amended: 05/26/92; 11/18/03; 12/18/07.

CHAPTER 6 – STUDENT TRANSPORTATION

6.02 DEFINITIONS

- (1) Attendance Zone.
An attendance zone determines where a student will attend school based on the location of his or her permanent residence.
- (2) Center Bus Stop.
A center bus stop is a bus stop located at each end of a center-to-center bus route at an education center.
- (3) Center-to-Center Route.
A center-to-center route is a direct route between education centers without intermediate stops between the point of origin and the destination.
- (4) Field Trip Window.
A set period of time during the school day established at the start of the school year during which local area field trips can be scheduled without interrupting the normal transportation of students between home and school. Local area field trips will not generally be approved outside of the field trip window due to the availability of drivers and/or assistants not already assigned to duties associated with the normal transportation of students.
- (5) Loop Route.
A loop route is a route that has connections at each end on the trunk route. Only all-weather roads that are open to the public and maintained at public expense shall be suitable for District transportation services.
- (6) Majority-Minority Transfer.
A majority-minority transfer is a student transfer from a school in which the student is in the racial majority to a school in which the student is in the racial minority.
- (7) Neighborhood Bus Stop.
A neighborhood bus stop is a bus stop along a trunk, spur, or loop route that services students eligible for transportation attending the nearest appropriate school.
- (8) Non-Transportation Zone.
A non-transportation zone is an area in which it is unnecessary or impractical to furnish transportation. Such zones shall be designated annually prior to the opening of school by the Board after considering recommendations of the Superintendent.
- (9) Reasonable Walking Distance.
For the purpose of determining eligibility for transportation, a reasonable walking distance for students to school is one (1) mile for elementary, one and one-half (1 1/2) miles for middle, two (2) miles for high schools; and to a school bus route, is one-half (1/2) mile for elementary and one (1) mile for middle and high schools. Such mileage shall be measured by the nearest traveled route over which a pedestrian can walk to the

CHAPTER 6 – STUDENT TRANSPORTATION

nearest entrance to the school or the nearest school bus stop. The distance (permanent residence to school) may be measured by an automobile having an odometer that has been certified for accuracy. A student shall be eligible for transportation services when the student's physical, mental or emotional impairment requires that special transportation be provided as determined by the Individual Education Plan Committee or when the student's placement by the Individual Education-Plan Committee is in a school other than the school which the student would have attended due to the student's place of residence.

(10) Spur Route.

A spur route is a road forming a branch from a longer, more important route (a trunk route). A spur route serves students whose permanent residence is more than the safe walking distance from the nearest trunk route. Only all-weather roads that are open to the public and maintained at public expense shall be suitable for District transportation services. Spur routes must also have provided on them a suitable and safe place to turn the bus around with a turning area sufficient for a bus of the size designated to serve the area to turn without the necessity of backing onto a roadway or creating a hazardous situation for students or resulting in damage to the bus.

(11) Trunk Route.

A trunk route is a major road on which main line bus route is situated.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, F.S.

Law Implemented: Sections 1006.21; 1006.21(3); 1006.22-23, F.S.

History: Revised/Amended: 06/26/90; 05/26/92; 03/26/96; 07/24/01-Elementary Rule Adoption; 08/21/01-Emergency Rule Adoption; 09/18/01; 11/20/01; 11/18/03; 12/18/07; 07/15/08; 08/19/08; 10/21/08.

CHAPTER 6 – STUDENT TRANSPORTATION

6.03 ELIGIBILITY FOR TRANSPORTATION

(1) Basic Eligibility.

All students living within the District who are legally enrolled in the District's public schools and whose permanent residence is equal to or greater than the reasonable walking distance, as defined herein, from the nearest appropriate school or school bus route serving that school shall be eligible for transportation.

Note: The existence of extraordinary circumstances not otherwise provided in these rules may be considered in determining the reasonable walking distance for a student.

(2) Special Transportation.

A student shall be eligible for transportation services when the student's physical, mental or emotional impairment requires that special transportation be provided as determined by the Individual Education Plan Committee or the Section 504 Plan or when the student's placement by the Individual Education Plan Committee or the Section 504 Plan is in a school other than the school which the student would have attended due to the student's place of residence.

Note: Any student, who is eligible for and is receiving exceptional student education services from the Board and who otherwise attends a non-public school or a home school, may request and be granted permission to be transported on a school bus on normal runs of that bus to and from the facility where such student is receiving exceptional student education services if space on such school bus is available; however, the Board shall not be required to provide additional or different transportation to accommodate such a student. The principal or other administrator in charge of the facility where any such student is receiving exceptional student education services shall determine whether such a request can be granted.

(3) Hazardous Walking Conditions.

Elementary students whose walking conditions meet the parameters established in Section [1006.23, F.S.](#) shall be eligible for transportation after such determination has been made in accordance with the Statutes.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, F.S.

Law Implemented: Sections 1006.21; 1006.21(3); 1006.22-23, F.S.

History: Revised/Amended: 06/26/90; 05/26/92; 03/26/96; 07/24/01; 09/20/11 –
Emergency Rule Adoption; 08/21/01 - Emergency Rule Adoption;
09/18/01; 11/20/01; 11/18/03; 12/18/07; 07/15/08; 08/19/08; 10/21/08.

CHAPTER 6 – STUDENT TRANSPORTATION

6.04 AUTHORIZED TRANSPORTATION SERVICES

(1) Eligible Students Attending Designated Schools.

A student who is eligible for District transportation under these Rules and is attending their designated school shall be authorized transportation between a designated bus stop servicing their permanent residence and their designated school aboard one assigned bus. Students are not allowed transportation to or from any school bus stop other than their approved school bus stop except as authorized under these Rules.

Note: In any instance where these Rules allow for transportation on a space available basis, both the parent/guardian and the student shall agree and acknowledge in writing that such service is a privilege provided and sustained solely on a space available basis and may be terminated by the District at its discretion at any time without notice, and waive any right to challenge such as a termination. As with all student transportation scenarios, student discipline outcomes may include the immediate withdrawal of the space available transportation accommodation.

Note: Accommodations authorized and approved under Rule 6.04 may be provided if the proposed bus stop is an existing bus stop and other conditions pertaining to those accommodations are met. The Board shall not be required to provide additional or different transportation for students accommodated under this Rule, to include establishment or relocation of bus stop, alteration of school bus ride times, or deployment of additional school buses for route service.

(2) Ineligible Students – Bona Fide Emergencies.

Students not eligible for transportation services under these Rules shall not be authorized transportation services except in case of bona fide emergency communicated through and approved in writing by the school principal or designee. The school principal or designee shall present the original written authorization for transportation under this Rule to the bus operator who will be providing transportation for such students. The Transportation Department shall assess the situation and determine when or if the emergency bus stop will be reverted to its original location.

(3) Students Outside Regular Attendance Zones.

Students authorized to attend a school outside of his or her residential attendance zone not as part of the District Choice plan or other designated school assignment shall arrange for his or her own transportation to and from school.

(4) Students Attending Choice Schools and Programs.

Student transportation to a District Choice option school outside the student's residential attendance zone is the responsibility of the parent/guardian, but parents/guardians may request school bus transportation for students who reside more than two (2) miles from the Choice school in accordance with procedures established for Choice transportation. Students may be authorized school bus transportation from an existing bus stop within the attendance boundaries of the approved school of choice on a space available basis, or

CHAPTER 6 – STUDENT TRANSPORTATION

from centers designated as center-to-center bus stops by the Transportation Department. Considerations and conditions of transportation under this provision include:

- A. Primary responsibility for transportation of students to and from bus stops resides with parents/guardians. Excluding District-wide magnet programs, transportation services will not be provided for students who opt out of or by-pass a program or academy offered at their zoned school or a school choice option in favor of a program or academy offered at an out-of-zone or non-school choice option school.
 - B. Students may request and may be authorized transportation aboard neighborhood buses to and from center-to-center route bus stops on a space available basis; however, bus stops will neither be created nor relocated in order to accommodate such additional transportation. The District will not normally approve the transportation of middle and high school students accommodated under this Rule if the neighborhood bus in question is transporting elementary school students.
 - C. In the case of center-to-center transportation, both the parent/guardian and the student shall sign a waiver releasing the District from all liability arising from cancellation of bus routes or extended waiting periods between bus transfers.
 - D. Students may ride special or regular school buses on a space available basis to secondary programs only where the Board specifically authorizes transportation to said secondary program.
 - E. Students with disabilities on an Individual Education or Section 504 Plan will be provided transportation services consistent with that Individual Education or Section 504 Plan to choice schools and programs if transportation to those choice schools and programs is normally provided for general education students.
- (5) Students Requesting Temporary Changes to Bus Stops.
Students may be authorized transportation to an alternate school bus stop on a temporary basis if the duration is five or more consecutive school days and the alternate stop is an existing school bus stop on a space available basis. This temporary change must be requested by the parent/guardian in writing, verified and approved by the school principal, and submitted in writing to transportation personnel for consideration a minimum of two (2) working days before the change is to take place.
- (6) Students Requiring Emergency Bus Stop Changes.
The principal or designee may temporarily change stops without prior notice in bona fide emergency situations. The school principal or designee shall present the original written authorization for an emergency bus stop change under this Rule to the bus operator who will be providing transportation for such students. The Transportation Department shall assess the situation and determine when or if the emergency bus stop will be reverted to its original location.

CHAPTER 6 – STUDENT TRANSPORTATION

(7) Students Requesting Alternate Bus Stops.

A. Students Requesting an Alternate Bus Stop along Their Regular Route.

Parents/ guardians of students may request and may be granted permission for their child or children to be transported on their assigned school bus on normal runs of that bus from and to a bus stop other than a bus stop near the student's permanent residence, to and from the school which such student is authorized to attend.

B. Students Requesting an Alternate Bus Stop for After-School Child Care.

Parents/ guardians of students eligible for transportation may request and may be granted permission for their child or children to be transported on a school bus on normal runs of that bus to a location other than their regular bus stop from the school which such student is authorized to attend for the purpose of securing transportation for after-school child care. Accommodations authorized and approved under this Rule will be provided if space is available on the school bus and if the bus stop is to become an everyday stop for the student. If approved, the school bus stop will become the designated school bus stop for that student for the entire school year.

C. Eligible Students Requesting an Alternate Bus Stop on a Different Bus.

Parents/ guardians of students eligible for transportation may request and may be granted permission for their child or children to be transported on a school bus other than their assigned bus on normal runs of that bus to a location other than their regular bus stop from the school which such student is authorized to attend. Accommodations authorized and approved under this Rule will be provided if space is available on the school bus and if the bus stop is to become an everyday stop for the student. If approved, the school bus stop will become the designated school bus stop for that student for the entire school year.

D. Requests.

Requests for accommodation under this Rule shall be made to the principal who will endorse the requests either favorably or unfavorably before forwarding them to the Transportation Department for final disposition.

(8) Majority-Minority and Hardship Transfers.

A student who is granted a “majority-minority” transfer and any student attending a grade below the sixth grade who is granted a hardship transfer for child care purposes may request and be granted permission to be transported on a school bus on normal runs of that bus to and from the school where such student is authorized to attend, if space on such school bus is available; however, the Board shall not be required to provide additional or different transportation to accommodate such a student. The principal of the school, which any such student is authorized to attend, shall determine whether such a request can be granted.

CHAPTER 6 – STUDENT TRANSPORTATION

(9) Bus Stop Change Requests.

Parents/guardians may request relocation of bus stops by directly contacting routing staff. Routing staff has the authority to relocate bus stops as appropriate in a manner consistent with these Rules as long as the safety, efficiency, and dependability of the existing bus stop is not degraded, and as long as a bus stop change will not pose an unwarranted hardship on another student. Parents/guardians may appeal denied stop location decisions to the Bus Stop Change Committee (BSCC). The BSCC possesses the same authority to relocate bus stops as the routing staff has, but is encouraged to apply its collective judgment to matters under appeal. Bus Stop Change Request forms are available at schools and must be submitted via the school principal in accordance with the Transportation Standard Operating Procedure (SOP).

(10) Unique and Compelling Hardships.

The Superintendent or designee is authorized to grant limited-time case-by-case accommodations for hardship situations involving students who are otherwise eligible for transportation under these Rules, only on a determination that a unique and compelling hardship exists that justifies the exception, provided the exception does not degrade student safety to any extent. Under these unique circumstances, the accommodation is provided only if space is available on the school bus. A special accommodation authorized under this Rule shall be limited to the scope and nature of the hardship only and shall not include accommodations unrelated to the unique and compelling hardship at issue. If a determination is made that student safety is at risk because of the exception, the accommodation shall be immediately revoked. The Transportation Department shall maintain a record of accommodations granted under this provision.

Statutory Authority: Sections 1001.41; 1001.42, F.S.

Law Implemented: Sections 1001.43 1006.21-23, F.S.

History: Revised/Amended: 06/29/90; 05/26/92; 03/26/96; 07/24/01; 05/19/11; 09/20/11; 1/22/13.

Emergency Rule Adoption; 08/21/01 - Emergency Rule

Adoption; 09/18/01; 11/20/01; 11/18/03; 07/19/05; 12/18/07; 07/15/08; 08/19/08; 10/21/08.

CHAPTER 6 – STUDENT TRANSPORTATION

6.05 STUDENT PASSENGER LOADS

A school bus shall not be considered overloaded if all passengers on the bus are safely seated. If the passengers on the bus cannot be safely seated, the school bus operator shall report this in writing to the Route Manager who shall make adjustments in bus routes or bus assignments to correct the problem as soon as possible.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, F.S.

Law Implemented: Sections 1006.21; 1006.22, F.S.

History: Revised/Amended: 05/26/92.

CHAPTER 6 – STUDENT TRANSPORTATION

6.06 SCHOOL BUS ROUTING

- (1) Route Start Points.
School bus routes shall begin officially at the school bus stop where the first eligible student is picked up in the morning. Bus stops for students who can be picked up later or by another school bus cannot be considered the beginning point of the designated route.
- (2) Route Overlapping.
School bus routes shall not overlap unless necessary due to the concentration of student population or for safety reasons. When more than one school bus travels a roadway and each bus is assigned student stops along such routes, each bus shall be assigned a section of the route and all students living within the area shall ride the bus to which they are assigned.
- (3) Route Design.
The Transportation Department shall design routes each year with maximum regard for safety, efficiency, and dependability of routes and the bus stops that are situated along those routes. It is presumed that changes in ridership will necessitate changes in routing.
- (4) Trunk Routing.
The Board, at its discretion, may provide transportation for students by trunk routing, even where the distance from the student's residence to the nearest trunk route bus stop is greater than one mile.
- (5) Route Certification.
The Superintendent, or designee, shall conduct annually a study of school bus routes in order to determine the roads over which school buses may be operated safely and efficiently and within the time needed to transport students to school in the most economical way. Such bus routes and stops shall be approved by the Board. A bus route established by the Board shall not be extended or changed until such proposed change has been studied by the Superintendent or designee to determine whether the proposal meets all laws, and rules and regulations pertaining to safety, efficiency, and economy of student transportation.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21; 1006.25; 1006.22, F.S.

Law Implemented: Sections 1006.21; 1006.25; 1006.22, F.S.

History: Revised/Amended: 05/26/92; 11/20/01; 11/18/03.

CHAPTER 6 – STUDENT TRANSPORTATION

6.07 SCHOOL BUS STOP SAFETY

- (1) Bus Stop Intervals.

In general, for the safety of transported students and in consideration of highway users, school bus stops shall not be made at intervals closer than one-fourth (1/4) mile. School bus stops shall be made at locations affording the greatest degree of safety for students waiting for a bus and protection of the bus and its passengers while loading or unloading students. School bus stops shall not be made at hazardous locations for the convenience of students.
- (2) Loading and Unloading Safety.

School bus operators shall instruct students in the correct procedure for loading and unloading and shall supervise the activities of students leaving the bus until the students have crossed the highway, or are otherwise not subject to hazards.
- (3) Four-Lane Highways.

On certain highways having four or more lanes of traffic and a median strip five (5) or more feet wide, school bus routes shall be designated in such manner that students will be picked up and unloaded without the necessity of their crossing the highway. Before such bus routing plan is implemented, the Board shall designate those roads or highways that qualify for double routing and, when so designated, buses shall be routed in such manner that a bus will not make a “U” turn on the main traveled portion of the roadway. If necessary, “U” turns shall be made either by the school bus leaving the road at a safe place, turning around and re-entering the roadway, or making a “U” turn where the width of the median strip exceeds the length of the bus. No double routing shall be approved for roads or highways where stop-and-go traffic control devices are in use, where an officer is directing traffic, or where the roadway has less than four traffic lanes.
- (4) Accident Reporting.

Personnel aware of accidents shall report immediately to the Transportation Department any accident involving a transported student when the accident occurs while the student is entering into or alighting from the bus, while crossing the road at the bus stop, or while the student is actually on the bus.
- (5) Registered Sexual Offenders.
 - A. Upon notification by law enforcement of the existence of a sexual offender whose victim was under the age of 18 subject to conditional release supervision as described in Section [947.1405, F.S.](#), the Court Liaison Department shall immediately provide the Director of Transportation with a complete profile of the offender. Transportation staff shall plot the residence of the sexual offender on the master routing map and assess all bus stop locations in the area. Transportation staff shall initiate bus stop change procedures to relocate any stop that is located within 1,000 feet of the existing residence of the supervised offender. If a student resides at the offender’s location and Transportation staff determines there are no suitable stops within walking distance of the student’s

CHAPTER 6 – STUDENT TRANSPORTATION

home, a bus stop may be established at the offender's location, but in this event, only the student residing at that location may utilize the stop.

- B. Upon becoming aware that a registered sexual offender or predator resides within 100 feet of a bus stop, Transportation staff shall reposition that bus stop whether the offender or predator is still serving sanctions imposed by law or not.
- C. Transportation staff shall alert schools of any bus stop changes in reaction to a sexual offender's location and shall, as a redundant measure, alert school staff of any offender notification for a supervised offender residing within the school walk zone.
- D. In instances where walking distances defined in S.B.R. conflict with Section [947.1405, F.S.](#), statutory mandates regarding the proximity of bus stops to Section [947, F.S.](#) related offenders shall prevail.
- E. Transportation staff shall place a link to the Florida sexual offender registry on the Transportation web site.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, 947.1405(7)(a)2., F.S.

Law Implemented: Sections 1006.22; 947.1405(7)(a)2., F.S.

History: Revised/Amended: 05/26/92; 08/23/94; 11/20/01; 11/18/03; 07/19/05; 12/18/07; 05/19/11.

CHAPTER 6 – STUDENT TRANSPORTATION

6.08 EXTRA-CURRICULAR TRIPS AND FIELD TRIPS

(1) Basic Policy.

School buses owned and operated by the Board may be used to transport participating students to school activities that they are required or expected to attend. The school principal shall request, in writing, permission to use one or more school buses to transport students to school activities a minimum of two (2) weeks prior to the date of the proposed trip on a form prepared by the Transportation Department. Use of school buses for field trips and extra-curricular shall not be authorized if to do so would interrupt the normal transportation of students between home and school; thus, a field trip window will be established at the start of each year within which local area field trips can be scheduled. Local area field trips will not generally be approved outside of the field trip window due to the availability of drivers and/or bus assistants not already assigned to duties associated with the normal transportation of students. Requests for school buses in support of field trips and extra-curricular activities will not be approved as a general rule in the last two weeks of the school year. With regard to any such approved trip:

- A. The school or school organization sponsoring the trip shall be billed by the Finance Department for all school buses used on the trip at a rate predetermined by the Superintendent.
- B. Personnel certified by the Transportation Department may drive school buses while on extra-curricular trips within the District.
- C. Only District personnel certified by the Transportation Department shall drive school buses while on extra-curricular trips outside the District.

(2) Band Students When School is Involved in State Football Playoff Competition.

The Superintendent is authorized to approve, at the Board's expense, transportation for band students when a school is involved in State football playoff competition.

(3) Transportation in a Vehicle Other Than a School Bus.

When the transportation of students is necessary or practical in a motor vehicle owned or operated by the Board other than a school bus, such transportation must be provided in designated seating positions in a passenger car not to exceed eight (8) students or in a multi-purpose passenger vehicle designated to transport ten (10) or fewer persons which meets all applicable federal motor vehicle safety standards. Multipurpose passenger vehicles classified as utility vehicles with a wheel base of one hundred ten (110) inches or less, which are required by federal motor vehicle standards to display a rollover warning label may not be used. The transportation of students in vehicles other than school buses shall only be done pursuant to the Student Transportation Guidelines adopted in Rule 3.04.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, F.S.

Law Implemented: Section 1006.21; 1006.22, F.S.

History: Revised/Amended: 05/26/92; 11/20/01; 11/18/03; 08/15/06; 05/19/11.

CHAPTER 6 – STUDENT TRANSPORTATION

6.09 RESPONSIBILITIES

- (1) School Bus Operators.
Each school bus operator shall comply with the State and Federal Statutes and State and Board Rules. They shall be further guided by the Operations and Transportation Standard Operating Procedures and the District School Bus Operator & Bus Assistant Handbook as these publications relate to the transportation of public school students, which requirements are incorporated herein by reference.
- (2) Transported Students.
Each student transported aboard District school buses shall comply with the State and Federal Statutes and State and Board Rules. They shall be further guided by the Student Rights and Responsibilities Handbook as this publication relates to the transportation of public school students, which requirements are incorporated herein by reference.
- (3) Parents/Guardians of Transported Children.
Parents/Guardians whose children are transported at public expense shall:
 - A. Ascertain and ensure that their children arrive at the bus stop on time.
 - B. Provide necessary protection for their children in going to, from and at bus stops.
 - C. Accept joint responsibility with school authorities for proper conduct of their children.
 - D. Make a reasonable effort to understand and cooperate with those responsible for student transportation.
 - E. Pay for any damage to a bus or equipment caused by acts of vandalism of their children.
 - F. Parents/Guardians of Pre-K students transported aboard District buses shall comply with established District Pre-K Transportation Guidelines.
- (4) School Principals.
Each school principal shall comply with the State and Federal Statutes, the State Requirements for Educational Facilities (SREF), and State and Board Rules. They shall be further guided by the provisions contained in the Student Rights and Responsibilities Handbook as this publication relates to the transportation of public school students.
- (5) Drivers of Board Vehicles.
 - A. The District owns and maintains vehicles assigned to various departments to provide transportation for District employees in the performance of their duties and to support instructional programs. These vehicles are to be used when cost savings can be realized. The department with operational custody of the vehicle has the financial and operational responsibility for the vehicle.

CHAPTER 6 – STUDENT TRANSPORTATION

- B. Any District employee who drives a Board vehicle as part of his or her job duties shall be responsible for the safe and efficient operation of such vehicle. Each such employee shall exercise good common sense and treat such vehicles with care and respect. Abuse of such vehicles shall not be tolerated.
- C. Listed below are specific duties and guidelines that shall be followed by each employee who drives a Board vehicle. Failure to do so could affect the employee's job evaluation and employment.
1. Maintain a valid driver's license of the type required by the vehicle to be operated.
 2. Be knowledgeable of and adhere to all laws, rules and policies regarding the operation of the vehicle.
 3. Drive only when in the proper physical and mental condition to safely operate the vehicle.
 4. Use the vehicle only in the performance of job related duties and keep current all required logs and/or reports.
 5. Report any traffic ticket received while operating a Board vehicle within two (2) working hours to the Route Manager. School bus operators shall report any traffic ticket received while operating a non-Board vehicle within twenty-four (24) hours to the Route Manager.
 6. Report any accident involving a Board vehicle, whether on or off Board property, to the Transportation Department and/or the respective department immediately. Any accident that happens off Board property involving a Board vehicle or property shall be investigated by the appropriate police agency and the District department with supervisory authority over the vehicle and its operator.
 7. Wear a seat belt and require all passengers to wear seat belts.
 8. The driver must comply with other specific requirements, duties, and procedures prescribed in Transportation SOPs 10-02j1 (Driver Responsibilities), 10-04-h3 (Vehicular Accident – White Fleet), 10-04-h4 (Vehicular Accident Investigations), and 10-03-e2 (Post-Accident Drug & Alcohol Testing), which are incorporated herein by reference.
 9. Each employee assigned to drive a District vehicle must read and sign the "Driver Responsibilities: Non-School Bus" acknowledgement published by the Transportation Department.

CHAPTER 6 – STUDENT TRANSPORTATION

10. Any employee convicted of driving while under the influence of alcohol or any other drug shall not be permitted to drive a Board vehicle.

(6) Seat Belt Policy.

The driver and passengers of all other vehicles on Board property, on Board business, or participating in school-sponsored activities shall wear seat belts at all times the vehicle is in motion. Violation of this policy could result in loss of driving privileges on Board property.

(7) Idling Policy.

Idling is the continuous operation of a vehicle's main drive engine while the vehicle is stopped. An effective idling policy is necessary in order to reduce wasteful fuel consumption and greenhouse gas emission. District employees shall not idle motor powered vehicles for more than five (5) minutes, ten (10) minutes for school buses, except as follows:

- A. Idling while stopped for traffic conditions over which the driver has no control, including being stopped for an official traffic control device or signal, in a line of traffic, at a railroad crossing, at a construction zone, or at the direction of law enforcement.
- B. Where student medical needs documented through an individual education plan (IEP) require a controlled temperature environment, operations may idle the bus only as much as is necessary to maintain that environment while the student is on board.
- C. If idling is necessary to verify that the vehicle is in safe operating conditions as required by law and that all equipment is in good working order, either as part of a daily vehicle inspection or as otherwise needed, provided that engine idling is mandatory for such verification.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, F.S.

Law Implemented: Sections 1006.09-10; 1006.21-22; 1006.21(3); 1002.42; 1012.22; 1012.45, F.S.

History: Revised/Amended: 05/26/92; 08/23/94; 02/28/95; 11/20/01; 11/18/03; 07/19/05; 12/18/07; 05/19/11.

CHAPTER 6 – STUDENT TRANSPORTATION

6.10 ASSIGNMENT OF DISTRICT VEHICLES

Certain District employees, given the nature of their duties and responsibilities, may be required to use a vehicle in the effective performance of their jobs. Employees authorized to use their personal vehicles in the performance of their official duties will be reimbursed at the approved District mileage rate.

In lieu of mileage reimbursement, a district-owned vehicle may be assigned to an employee for his/her official use only if it is more practical or economically feasible to the District to do so. The Superintendent will issue administrative directives to implement this rule, which shall provide for an annual review of such vehicle assignments.

Statutory Authority: Sections 1001.32; 1001.41; 1001.42, F.S.

Law Implemented: Sections 1001.42, F.S.

History: Revised/Amended: 08/26/97; 08/15/06; 05/19/11.

CHAPTER 6 – STUDENT TRANSPORTATION

6.11 OVERNIGHT VEHICLE ASSIGNMENT

- (1) Personnel required by the nature of their job duties and responsibilities to be subject to 24-hour call out to school sites or required by the nature of their job duties and assignments to visit school sites on a daily basis and may, from time to time, be required to be at those sites either before normal working hours or after normal working hours may be assigned a Board vehicle. Assignments shall be based upon the recommendation and approval of the supervisor and the approvals of the department head, the division head and the Superintendent, which approvals shall be the “Request for 24-Hour Assignment of Vehicle” form filed with the supervisor and department head. Personnel assigned a vehicle other than a school bus shall abide by all Board Rules regarding the driving of a Board vehicle other than those rules pertaining exclusively to the driving of a school bus. Personnel who are assigned vehicles on a 24-hour basis (except school buses) shall keep vehicle utilization logs.
- (2) The above policy notwithstanding, vehicle utilization logs shall be examined not less frequently than annually to determine whether actual practice warrants the continued expense of providing the employee with a vehicle on a 24-hour basis. Such recommendation shall be made by the immediate supervisor in a memorandum to the Superintendent after examination of the vehicle logs.
- (3) The District may require maintenance utility vehicles to be assigned on a 24-hour basis in order to be on call. These employees are assigned such a vehicle on a 24-hour basis due to their ability to respond to an emergency. Due to the specialized functions these utility vehicles perform, assignment of these vehicles to employees is not subject to the provisions of subsection (2) above.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, F.S

Law Implemented: Section 1001.42, F.S.

History: Revised/Amended: 05/26/92; 02/28/95; 11/18/03.

CHAPTER 6 – STUDENT TRANSPORTATION

6.12 REIMBURSEMENT FOR TRANSPORTATION OF PARENT OF ESE STUDENT

The Exceptional Student Education (ESE) Department occasionally receives a request for parent/guardian mileage reimbursement for an ESE student. Due to the immediate action that must be taken in these instances, the ESE Director will review and approve all requests for transportation reimbursement. Each request must include at a minimum, the following:

- (1) A detailed rationale for the request as documented in the students I.E.P.;
- (2) Proof of current automobile insurance, and
- (3) A valid Florida driver's license. (For military personnel a valid driver's license from the state home of record will be accepted.) Approved requests will be forwarded to the Transportation Department to determine the exact mileage to and from school. Parents/guardians will be notified in writing if the request is approved or denied. Reimbursement begins on the day the ESE Director approves the request. School attendance will be used to verify and determine the amount of payment at the end of each calendar month. All changes to the original request should be submitted to the ESE Director for immediate review. Requests must be reviewed at least annually. All requests are subject to ratification by the Board at its next regularly scheduled meeting.

Statutory Authority: Sections 1001.32; 1001.41; 1006.21, F.S.

Law Implemented: Sections 1006.21; 1006.21(3); 1006.22; 1006.23, F.S.

History: Revised/Amended: 08/26/97.

CHAPTER 6 – STUDENT TRANSPORTATION

6.13 BUS DONATION AND EMERGENCY TRANSFER PROVISIONS (CHARTER SCHOOLS)

- (1) All charter school requests for surplus buses shall be in writing. Only buses that have been approved as surplus by Board action may be donated. The Transportation Department will determine which vehicle(s) from the surplus fleet are viable for transfer.
- (2) Upon Board approval, vehicle title(s) will be transferred to the receiving charter school by the Director of Transportation and delivered to the Director of Alternative Education. The Director of Alternative Education will generate a transmittal letter to accompany the title(s). The transmittal letter will inform the receiving charter school of reporting obligations and compliance responsibilities in accordance with laws and regulations.
- (3) At the time of transfer, the charter school shall accept in writing all responsibility and liability commensurate with vehicle transfer and title laws', compliance and reporting responsibilities and all applicable laws and regulations.
- (4) In the event of a transportation emergency, the Director of Transportation may authorize the immediate transfer of District bus(es) as an interim measure until the next regularly scheduled Board Meeting. Upon said transfer, the Superintendent and all Board Members shall be immediately informed of the transfer in writing.
- (5) Final disposal of all donated surplus buses is the responsibility of the charter school. The receiving charter school is hereby authorized to dispose of a transferred bus without need for further authorization by the Board.
- (6) For purposes of this rule only a “transportation emergency” is defined as any situation in which students are impeded from attending classes as a result of a charter school’s permanently inoperable bus.
- (7) Prior to the physical transfer of any surplus vehicle, either by sale through auction, donation or scrap disposition, all District markings, including District name and vehicle number shall be removed in accordance with Transportation Department’s Standard Operating Procedures.

Statutory Authority: Sections 1001.32; 1001.41; 1002.33; 1006.22, F.S

Law Implemented: Section 1002.33, F.S.

History: Revised/Amended: 11/18/03.