



Adopted: March 18, 2015

EMID 6067 Administrative Procedure 709A

Revised: February 17, 2016

709A STUDENT TRANSPORTATION SAFETY PROCEDURE

I. PURPOSE

This procedure outlines the transportation safety rules for EMID.

II. CONDUCT ON TRANSPORTATION AND CONSEQUENCES FOR MISBEHAVIOR

1. Transportation Rules

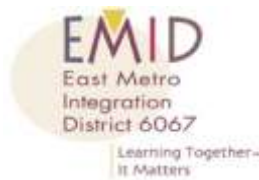
The EMID transportation safety rules are to be included with program registration information. If these rules are broken, EMID's discipline procedures are to be followed. Consequences are progressive and may include suspension of transportation privileges. It is the driver's responsibility to report unacceptable behavior to the program supervisor

2. Parent/Guardian Responsibilities for Transportation Safety

- a. Become familiar with EMID rules and policies, regulations and principles of transportation safety.
- b. Assist students in understanding safety rules and encourage them to abide by them.
- c. Recognize that students are responsible for their own actions.
- d. Support safe riding practices and reasonable discipline efforts.
- e. When appropriate, assist students in safely crossing local streets before boarding and after leaving the vehicle
- f. Communicate safety concerns to school administrators.
- g. Monitor stops, if possible. Have the students to the stop 5 minutes before the vehicle arrives. Have the students properly dressed for the weather.
- h. Support all efforts to improve transportation safety.

3. Rules at the Stop

- a. Get to your stop five minutes before your scheduled pick up time. The driver will not wait for late students.
- b. Respect the property of others while waiting at your stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the vehicle. Wait until the vehicle stops before approaching it.
- f. After getting off the vehicle, move away from it.



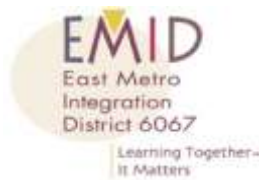
- g. If you must cross the street, always cross in front of the vehicle where the driver can see you. Wait for the driver to signal to you before crossing the street.
- h. No fighting, harassment, intimidation or horseplay.
- i. No use of alcohol, tobacco or drugs.

4. Rules in the Vehicle

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the vehicle.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No use of alcohol, tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the vehicle.
- j. Do not damage the vehicle.
- k. If eating in the vehicle, clean up any waste

5. Consequences

- a. Consequences for misconduct will apply to all routes. Decisions regarding a student's ability to ride in the vehicle in connection with extra-curricular events will be in the sole discretion of EMID. Parents or guardians will be notified of any suspension of transportation privileges.
 - 1. 1st offense: warning
 - 2. 2nd offense: 5 program days suspension from transportation
 - 3. Further offenses: individually considered. Students may be suspended from transportation or special events for a period of time to be determined by the program supervisor, including the remainder of the program.
 - 4. NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.
- b. Other Discipline
Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from misconduct.
- c. Records
Records of misconduct will be forwarded to the student's home school and will be retained in the same manner as other student discipline records. Reports of serious misconduct in a vehicle or in



a loading or unloading area that are reasonable believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by EMID to local law enforcement and to the Department of Public Safety.

d. Vandalism/ Damage

Students damaging transportation vehicles will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of transportation privileges until damages are paid.

e. Notice

Students will be given a copy of transportation rules during program registration.

f. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the student's school administrator, local law enforcement officials and the Department of Public Safety will be informed.

IV. DRIVERS

A. General Operating Rules for Drivers

1. Vehicles shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training manual.
2. Only students assigned to the vehicle by EMID shall be transported.
3. The number of students or other authorized passengers transported in a vehicle shall not be more than the legal capacity for the vehicle.
4. No person shall be allowed to stand when the vehicle is in motion.
5. A driver may not operate a vehicle while communicating over, or otherwise operating, a cellular phone for personal reasons, whether handheld or hands free, when the vehicle is in motion.
6. If possible, drivers or their supervisors shall call "911" in the event of a serious emergency.

Cross References: EMID Policy 707 (Transportation of Public Students)
EMID Policy 709 (Student Transportation Safety)