



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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TABLE OF CONTENTS

	<u>PAGE</u>
I. OBJECTIVE	2
II. DEFINITIONS	2
III. STANDARDS	2
IV. PROCEDURES	5
A. Vehicle Use and Capacity	5
B. Vehicle Inspections	7
C. Bus Driver Licensing	8
D. Bus Driver Responsibilities	10
E. Escort Responsibilities	13
F. Establishment and Maintenance of Bus Routes	15
G. Alteration or Cancellation of Transportation Services Due to Hazardous Weather/Road Conditions	19
H. Loading and Unloading Procedures	20
I. Wheelchair Requirements	27
J. Child Safety Restraint Systems (CSRS)	29
K. Cell Phones	31
L. E-Z Pass Transponders	33
M. Accident/Incident Procedures	35
N. Bus Evacuation Drills	39
O. Bus Driver/Escort/Student-Parent Training	41
P. Reports and Records	44

SUBJECT: School Bus Transportation
Department of Children and Families (DCF) Regional Schools

EFFECTIVE DATE: January 6, 1997
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I. OBJECTIVE

To establish procedures governing the safe and appropriate transportation of eligible students, eligible infants/toddlers, authorized school personnel, adults serving as chaperones and/or persons stipulated in a student's IEP to/from school and school-related activities on school buses operated by the Department of Children and Families (DCF), Office of Education (OOE).

II. DEFINITIONS

Eligible Student: an individual, age 3 through 21 years, who is enrolled in a DCF Regional School or affiliated program.

Eligible Infant/Toddler: a student-parent's child attending a Day Care program provided at a DCF Regional School.

School Bus: any vehicle originally designed by the manufacturer as a school bus with a capacity of 11 or more persons including the driver.

Student-parent: a pregnant or parenting student enrolled in a DCF Regional School Teen Education and Child Health (TEACH) program.

III. STANDARDS

Students and infants/toddlers transported to school and school-related activities on school buses operated by the DCF OOE shall be provided transportation services in accordance with this policy and applicable federal and state laws and regulations such as NJSA 18A:39-1 et seq. and NJAC 6A:27-1 et seq.

Transportation services shall be provided, in accordance with the DCF Regional School's calendar, for eligible students and eligible infants/toddlers living within the designated catchment area of the program.

Students and infants/toddlers transported on DCF OOE school buses shall be provided curb to curb transportation services in adherence with this policy.

The OOE Operations Manager and the OOE Regional Transportation Coordinators shall provide staff with technical assistance and support regarding student transportation services at the DCF Regional Schools.

The Education Supervisor (ES) and the Head Bus Driver at each DCF Regional School and the Office of Education (OOE) Regional Transportation Coordinators shall ensure that the appropriate Regional School staff are regularly and properly trained regarding all pertinent areas of student transportation and are thoroughly familiar with their roles and responsibilities in the implementation of this policy.

The DCF OOE shall ensure that all School Bus Drivers are properly licensed and trained and meet all the requirements of applicable statutes and regulations.

As mandated by federal law and regulations, School Bus Drivers must submit to a random drug test for the presence of alcohol, narcotics or habit-producing drugs in accordance with the "New Jersey Controlled Dangerous Substances Act" and the Statewide Policy for Drug and Alcohol Testing of Employees.

Pursuant to N.J.S.A. 39:3B-25, a School Bus Driver is prohibited from using a cellular or other wireless telephone while operating a school bus except in an emergency situation or when the school bus is parked in a safe area off of a highway.

In accordance with N.J.A.C. 6A:27-12.1(a), School Bus Drivers and escorts shall be reliable persons of good moral character who possess the qualifications and communication skills necessary to perform the duties of the position.

During the provision of transportation services on a DCF OOE school bus, the safety and the supervision of the students and other passengers are paramount and are the shared responsibility of the School Bus Driver and the escort.

For each bus run/trip, the ES and Head Bus Driver shall ensure that a current Emergency Information Form (Attachments 22A and 22B) is present on the bus for each student and infant/toddler being transported.

Escorts shall be provided on DCF OOE school buses in accordance with a student's IEP or as determined necessary by the ES based on the needs of the student population or an individual student.

Confidential information about School Bus Drivers which is maintained by the Head Bus Drivers in adherence with this policy shall be secured in a locked cabinet at each DCF Regional School.

There shall be no smoking on school buses operated by the DCF OOE.

Each DCF Regional School shall establish and consistently implement rules of conduct pertaining to student behavior on the school bus.

Pursuant to N.J.S.A. 39:3B-10 and 11, the driver and each passenger on a school bus shall wear a properly adjusted and fastened seat belt or other child safety restraint system that is in conformity with the applicable Federal Motor Vehicle Safety Standards and this policy at all times while the bus is in operation.

The suspension or delay of the operation of transportation services due to inclement weather or other conditions shall be the responsibility of the DCF Regional School providing the services.

IV. PROCEDURES

A. Vehicle Use and Capacity

1. Department of Children and Families (DCF) Office of Education (OOE) school buses shall comply with all New Jersey (NJ) Motor Vehicle Commission (MVC) laws and regulations for the manufacture of school buses.
2. Only eligible students, eligible infants/toddlers, authorized school personnel, adults serving as chaperones and/or persons stipulated in a student's Individualized Education Program (IEP) shall be provided transportation on a DCF OOE school bus.
 - a. Any exception to this provision requires the express approval of the Director, OOE.
 - b. An infant/toddler shall be transported to a Regional School (RS) only with his/her student-parent.
3. The number of passengers on a school bus shall not exceed the vehicle's designated passenger capacity as established by the manufacturer:
 - a. The number of students/infants assigned to a seating location shall not exceed the number of seat belts or wheelchair harnesses;
 - b. Each student and staff sitting in a bus seat shall be secured with an approved seat belt;
 - c. Each student sitting in a wheelchair shall be secured with a lap and torso safety belt and an approved wheelchair restraint system;
 - d. The appropriate Child Safety Restraint System (CSRS) shall be used to transport infants/toddlers and students with disabilities for whom such a system must be utilized;
 - e. There shall be no standees; and
 - f. When there are five passengers in wheelchairs on a bus equipped with a wheelchair lift, there shall be no more than three ambulatory passengers.
4. The ES shall determine the types of items that are acceptable and appropriate for passengers to bring with them onto the school bus.

5. It is prohibited to use a DCF OOE school bus to transport items, other than those addressed in this policy, which have not been approved by the ES and/or which are considered to be inappropriate/illegal/not the customary possession of a student or staff person.
6. The bus driver/escort shall ensure that all appropriate loose or moveable items brought onto the bus by any passengers shall be secured before the bus moves and that there are no objects obstructing the aisles and exits.

B. Vehicle Inspections

1. Any school bus owned or leased by the DCF Office of Education (OOE) must be registered with the NJ MVC and issued a current MVC school bus inspection sticker prior to use for transportation of students.
2. The Head Bus Driver, the Fleet Manager and the Regional Transportation Coordinator shall assure that each DCF OOE school bus is inspected two times a year by the State Motor Vehicle inspectors. Scheduled inspections shall be performed on-site or at an approved designated service station.
3. The NJ MVC may, at any time, perform inspections of school vehicles in operation on highways of the State of New Jersey or at the place of business of the owner of such vehicles.
4. A copy of each vehicle's inspection form shall be maintained by the Head Bus Driver.
5. The Head Bus Driver shall forward the invoice for the inspection to the Regional Transportation Coordinator.
6. The Head Bus Driver shall keep all records of inspection and maintenance reports for the life of the vehicle. Such reports shall follow the vehicle and shall be available for review by the NJ MVC.
7. Bus Drivers shall conduct a daily pre-trip warm-up and operating inspection of the school buses, utilizing the Pre-Trip Vehicle Check List (Attachment 1), to verify the proper working condition of all equipment. **A detected malfunction shall be recorded and reported to the Head Bus Driver immediately for his/her decision regarding the scheduling of maintenance and correction prior to or following the completion of the bus run/trip.**

C. Bus Driver Licensing

1. Every School Bus Driver employed by the DCF OOE shall possess a current Commercial Driver's License (CDL) with a Passenger (P) and School Bus (S) endorsement and shall meet all the requirements of applicable statutes and regulations which include, but are not limited to, the following:
 - a. Be at least 21 years of age and have a minimum of three years of regular driving experience in order to be eligible for a CDL license;
 - b. Possess a valid New Jersey photo driver's license if a New Jersey resident or comply with N.J.S.A. 39:3-10.19 if an out-of-state resident;
 - c. Possess acceptable proof of Social Security or exemption;
 - d. Pass a physical examination by a licensed physician every two years;
 - e. Meet tuberculin testing requirements when first employed pursuant to N.J.A.C. 6A:32-6.3;
 - f. Submit to a random drug test for the presence of alcohol, narcotics or habit-producing drugs in accordance with the "New Jersey Controlled Dangerous Substances Act" and the Statewide Policy for Drug and Alcohol Testing of Employees; and
 - g. Submit to a criminal history record check every two years.
2. Each new Bus Driver application shall be processed as per the current State of New Jersey, Department of Personnel and DCF requirements.
3. The Head Bus Driver shall retain, in a locked cabinet, a current driver qualification employment record for each school Bus Driver. At a minimum, these records shall include:
 - a. The Bus Driver's name and a copy of his/her social security number;
 - b. A copy of the Bus Driver's license to document the driver's license number with the class of license, the endorsement to operate a school bus and the issuing state;
 - c. A copy of the portion of a current medical examiner's certificate that verifies authorization to operate a school bus; and
 - d. The current MVC's abstract of Bus Driver's record.

4. The DCF OOE Personnel Unit shall retain all information pertaining to each Bus Driver's criminal history background check.
5. The DCF OOE shall secure an abstract of the driving record of each Bus Driver every six months and anytime it is deemed necessary (Attachment 16).
6. The Head Bus Driver shall maintain, in a locked cabinet, a completed, current School Bus Driver Certification Roster (Attachment 15) which shall be available for review by the MVC during inspections.
7. Each Bus Driver shall immediately notify the Head Bus Driver of any issues pertaining to his/her CDL credentials. The Regional Transportation Coordinator shall investigate the charges and ensure that all CDL requirements have been satisfied prior to allowing the driver to resume his/her duties.

D. Bus Driver Responsibilities

1. The Bus Driver shall be responsible for the safe operation of the school bus.
2. While the bus is in transit, the Bus Driver shall be the responsible decision maker in all matters relating to vehicle safety, weather-related road conditions and/or mechanical operations.
3. Bus Drivers shall wear seat belts whenever the vehicle is in motion.
4. At the beginning and upon completion of each bus run/trip, a Bus Driver shall sign his/her time sheet (Attachment 18). Unless he/she has been assigned extra time for bus-related duties, he/she shall leave the RS premises at the end of the regular work shift.
5. A Bus Driver transporting a group of staff and students on a class trip shall be compensated for the entire time, provided he/she remains with the group and assists with the students under the direction of the trip leader. Unless otherwise determined by the Head Bus Driver or Education Supervisor (ES), all buses on an outing shall remain at the trip destination site, and all Bus Drivers shall stay with the group of staff and students.
6. Responsibilities of each Bus Driver shall include, but are not limited to:
 - a. passenger safety;
 - b. conducting complete and thorough pre-trip inspections of the school bus and its equipment prior to every bus run/trip using the Pre-Trip Vehicle Check List (Attachment 1);
 - c. completing the Daily Vehicle Log and the Daily Cell Phone Log at the beginning and end of each bus run/trip (Attachments 2 and 13);
 - d. reporting bus defects to the Head Bus Driver on the day they are observed, both verbally and in writing, using the Bus Maintenance Report (Attachment 5);
 - e. completing all other forms, reports, and documents, as required, such as the Monthly Gasoline Credit Card Report, the E-Z Pass Report, the Vehicle Accident and Incident Reports, the Student Transportation Incident Report, etc. (Attachments 3, 4, 20A, 20B, 21);
 - f. adhering to established routes, bus stops, and time schedules;

- g. participating in trainings and in conducting emergency evacuation drills in accordance with the OOE School Bus Transportation Training Manual (SBTTM);
 - h. driving defensively at all times;
 - i. maintaining the cleanliness of the interior and exterior of the buses, including washing the exterior of the bus;
 - j. transporting only eligible students, eligible infants/toddlers, authorized school personnel, adults serving as chaperones and/or persons stipulated in a student's IEP; and
 - k. assuring that the bus has no passengers on board while it is being re-fueled.
7. When there is no escort on the bus, the Bus Driver shall assume the escort's responsibilities such as:
- a. supervise all students on the bus and assume responsibility for making decisions regarding student-related matters while the bus is in transit, consulting with the ES, as necessary and feasible;
 - b. check to ensure that the safety/securement systems for all students and infants/toddlers on the bus are appropriately placed/fastened/secured; and
 - c. ensure that any approved loose items brought onto the bus by a passenger such as a backpack, baby stroller, oxygen, etc. are properly secured before the bus moves so those objects cannot become a potential projectile in the event the bus stops suddenly (i.e. A backpack can be secured with the student's seat belt.).
8. At the conclusion of each bus run/trip, the Bus Driver shall conduct a visual inspection by walking from the front to the back of the bus to:
- a. confirm that there are no passengers remaining on the bus;
 - b. carefully check for any indications of vandalism or damage; and
 - c. look under and between seats for any items that may have been left on the bus. Anything unusual or suspicious shall be immediately reported to the ES.
9. Bus Drivers shall not engage in any distracting activity while operating the school bus, which includes, but is not limited to: drinking, eating,

reading, shaving, putting on make-up, listening to music with headphones, and/or talking on a cellular phone.

10. All Bus Drivers shall adhere to the RS's guidelines for appropriate attire which is conducive to bus safety and promotes a professional image.
11. A strictly professional and confidential relationship shall be maintained at all times between the Bus Driver and the student(s)/parent(s)/guardian(s)/caregiver(s). The Bus Driver shall direct parents/caregivers to contact the ES with questions and messages regarding the program, staff and students.
12. Bus Drivers shall be trained, as required, in CPR and First Aid.
13. A Bus Driver and/or escort, as appropriate, shall report all student-related problems occurring on his/her bus to the ES and the Head Bus Driver, immediately by cell phone or at the conclusion of the bus run/trip.
 - a. As appropriate for the program, the ES and the Head Bus Driver shall develop a code word or phrase to use when there is imminent danger on the bus that requires the attention of the police.
 - b. When there is imminent danger, the Bus Driver and/or escort shall call the RS, if possible, and use the code word or phrase.
 - c. The ES or designee shall contact the local police immediately to provide the location of the bus.
 - d. Dangerous situations include, but are not limited to those in which a student:
 - 1) is in possession of a weapon;
 - 2) has made a terroristic and/or violent threat;
 - 3) is violent; and/or
 - 4) is demonstrating a danger to himself or others.

E. Escort Responsibilities

1. Escorts shall maintain a professional and confidential relationship with students, parents, guardians, and caregivers. An escort shall refer questions and messages regarding the program, staff and students to the ES.
2. Escorts shall continually monitor all students on the bus and shall assume responsibility for making decisions regarding student-related matters while the bus is in transit, consulting with the ES, as necessary and feasible.
 - a. Escorts shall assist with the loading and unloading of students; however,
 - 1) when an ambulatory student requires assistance during the boarding/exiting of the bus, the caregiver shall provide any assistance required outside the bus; and
 - 2) only the Bus Driver shall operate the wheelchair lift when students in wheelchairs are boarding/exiting the bus.
 - b. Escorts shall assure the students' comfort and safety while they are on the bus in accordance with this policy and the OOE School Bus Transportation Training Manual;
 - c. Escorts shall assure that ambulatory students, students in wheelchairs and infants/toddlers are properly secured before the bus moves;
 - d. Escorts shall ensure that any approved loose items brought onto the bus by a passenger such as a backpack, baby stroller, oxygen, etc. are properly secured before the bus moves so those objects cannot become a potential projectile in the event the bus stops suddenly (i.e. A backpack can be secured with the student's seat belt.); and
 - e. Escorts shall assume responsibility for the direct care and supervision of the students already on the bus and shall not leave the bus at any time while students are on the bus.
3. An escort and/or Bus Driver, as appropriate, shall report all student-related problems occurring on his/her bus to the ES and the Head Bus Driver, immediately by cell phone or at the conclusion of the bus run/trip.
 - a. As appropriate for the program, the ES and the Head Bus Driver shall develop a code word or phrase to use when there is imminent danger on the bus that requires the attention of the police.

- b. When there is imminent danger, the Bus Driver and/or escort shall call the RS, if possible, and use the code word or phrase.
- c. The ES or designee shall contact the local police immediately to provide the location of the bus.
- d. Dangerous situations include, but are not limited to, those in which a student:
 - 1) is in possession of a weapon;
 - 2) has made a terroristic and/or violent threat;
 - 3) is violent; and/or
 - 4) is demonstrating a danger to himself or others.
- 4. Escorts shall not, at any time, sleep, smoke, drink, eat, read a book, use a personal cell phone or listen to music on headphones while on the school bus.
- 5. Escorts are permitted to use the OOE cell phone for emergencies and/or at the request of the Bus Driver.
- 6. If the Bus Driver becomes incapacitated, the escort shall take control of an emergency situation.
- 7. Escorts shall wear seat belts whenever the vehicle is in motion.
- 8. All escorts shall adhere to the RS's guidelines for appropriate attire which is conducive to bus safety and promotes a professional image.

F. Establishment and Maintenance of Bus Routes

1. The Head Bus Driver shall arrange appropriate transportation services and establish routes to include the course of travel with designated times and stops for each student.
 - a. The Head Bus Driver and Bus Driver shall plan student bus routes and stops to ensure maximum student safety based upon, but not limited to:
 - 1) students' street addresses;
 - 2) need for adaptive equipment;
 - 3) medical issues/concerns;
 - 4) wheelchair requirements;
 - 5) ambulatory/non-ambulatory status;
 - 6) infants'/students' need for Child Safety Restraint Systems; and
 - 7) escort requirements.
 - b. No student's/infant's scheduled time on the bus shall exceed 45 minutes without the written approval of the Regional Administrator (RA).
 - c. All bus routes shall originate at the RS. Exceptions shall be authorized by the RA.
 - d. The Head Bus Driver shall ensure that there are current written directions for each established route.
 - e. An established route, including the scheduled pick-up and drop-off times, shall be adhered to by the assigned Bus Driver.
2. The ES or designee shall notify, in writing, the parent(s)/ guardian(s) of students/infants of the **initial** arrangements for transportation services.
3. The ES shall notify the Head Bus Driver in writing of a student's admission, return after a long absence and/or discharge date as far in advance as possible, but not less than 2 calendar days prior to the admission/discharge date, when feasible.
4. The Head Bus Driver shall examine designated bus stops, as necessary, but at least biannually, to address/review issues regarding safety, efficiency and economy and to make adjustments when there are changes in enrollment.
 - a. The Head Bus Driver shall ensure that bus stops occur in a manner to accommodate as many right turns as possible to reduce undue hazard and collision potential.

- b. The Head Bus Driver shall make every effort to arrange a student's/infant's designated stop near his/her residence on the same side of the road and away from intersections.
 - c. Bus Drivers shall examine stops regularly and report new elements or hazards to the Head Bus Driver.
 - d. Buses are not to enter driveways or back up unless approved by the Head Bus Driver and ES. If these maneuvers are required, extreme caution shall be exercised by the Bus Driver.
5. Only the Head Bus Driver shall make changes to an established bus route.
- a. Such changes shall be designed to minimally affect the existing route and shall be approved by the ES or designee prior to implementation.
 - b. The Head Bus Driver shall notify the Bus Driver(s) in writing when a bus route(s) is to be changed.
 - c. The ES or designee shall notify the parent(s)/guardian(s) of student(s)/infant(s), in writing, about **permanent** changes to a bus route affecting their children at least 2 weeks, when possible, prior to the implementation of the revised route.
 - d. The ES or designee shall contact parent(s)/guardian(s) by telephone or in writing, as appropriate, to inform them of a **temporary change** to a bus route affecting their child(ren).
 - 1) Emergency roadway conditions due to accidents, inclement weather, roadway construction, or other emergency situations may necessitate a temporary change in an assigned route and/or stop(s).
 - 2) The Head Bus Driver shall make sufficient contacts with community agencies responsible for alerting vehicle operators of such temporary conditions and/or designated emergency routes.
6. When assigning "extra time" to Bus Drivers, the Head Bus Driver shall utilize the "Rotation of Extra Time Assignments for Bus Drivers" form (Attachment 17) to ensure that the Bus Drivers have all been given an equal opportunity to work additional hours in order to complete bus-related duties such as driving for school trips/activities.
- a. The Head Bus Driver shall write the names of all Bus Drivers, in order of seniority, on the "Rotation of Extra Time Assignments for Bus Drivers" form.

- b. For each activity requiring the assignment of “extra time,” the Head Bus Driver shall write the name and date of the activity in the appropriate spaces on the “Rotation of Extra Time Assignments for Bus Drivers” form.
 - c. The Head Bus Driver shall always offer an “extra time” assignment to the Bus Drivers in the same order as they appear on the “Rotation of Extra Time Assignments for Bus Drivers” form, starting each time with the person whose name appears after the name of the last driver to work “extra time”.
 - d. For each assignment offered by the Head Bus Driver, the Bus Driver shall indicate if he/she accepts or refuses the assignment by circling yes or no and writing his/her initials in the appropriate section of the form for that particular activity.
 - e. If a Bus Driver refuses an assignment, the Head Bus Driver shall continue to rotate in succession through the pre-developed list on the form until a Bus Driver accepts the assignment of extra time.
 - f. When no Bus Driver accepts an “extra time” assignment, the Head Bus Driver shall assign the activity according to reverse seniority.
 - g. The completed “Rotation of Extra Time Assignment for Bus Driver” forms shall be maintained on file at the RS.
7. At the beginning of each bus run/trip, the Head Bus Driver shall give each Bus Driver and escort the list of students scheduled to be on that particular bus run/trip.
8. The ES at each RS shall develop a site-specific procedure to verify, in a timely manner, that all students have exited the bus and are in their classrooms.
 - a. This procedure shall be approved by the RA.
 - b. This procedure shall be implemented as a back-up to the mandatory inspection of the buses by the Bus Drivers at the conclusion of each bus run/trip.
9. A parent/guardian may transport his/her child to or from the RS when a bus run is missed, when a child is brought to the RS after the start of the normal school day or when there is an early dismissal.

10. When a school receives a request/notification from a parent/guardian, eligible student or school district regarding the transportation of a student to school on a regular basis by a means other than a DCF OOE school bus (i.e. parent driving student; student using public transportation; the student driving his/her own car; district providing transportation other than for a medical transport, a continuation student, or other pre-approved arrangement), the ES shall inform the RA.
 - a. The RA shall review the matter with the Director, OOE.
 - b. The Director, OOE , and the RA will collaboratively make a determination on a case-by-case basis.

G. Alteration or Cancellation of Transportation Services Due To Hazardous Weather/Road Conditions

1. When hazardous road conditions exist prior to the start of the school day, the ES or designee and the Head Bus Driver shall confer and, if necessary, shall notify the RA about the decision to cancel or delay transportation services.
2. When a decision is made to cancel or delay student transportation services:
 - a. The ES or designee shall notify the designated radio station(s) to announce that either:
 - 1) the program is open, but no transportation will be provided; **OR**
 - 2) transportation will be delayed (for one hour, etc.)
 - b. The appropriate message should be announced at least one hour prior to the beginning of the scheduled school day.
3. The ES shall annually distribute to parents a list of the radio stations used by each RS to broadcast information regarding the cancellation or delay of transportation services/school.
4. When hazardous road/weather conditions (verified through local police, highway authorities or weather advisories) develop during the school day, the ES shall contact the RA and notify him/her about the decision to send the students home prior to the conclusion of the normal school day. Early dismissal shall be conducted as follows:
 - a. The RA shall notify the Director, OOE, or designee;
 - b. The ES shall contact parents/guardians/caregivers to inform them about the early dismissal and to discuss pertinent issues such as the new drop-off time and the availability of a responsible adult to receive the student at the bus stop or the need for alternate arrangements.
5. If extreme weather conditions are predicted for that day, when the students board the bus in the morning, the Bus Driver or escort shall advise the parents/guardians/caregivers of a “possible” early dismissal.

H. Loading and Unloading Procedures

1. When the Bus Driver is **not** seated in the driver's seat and is **not** actively involved in operating the wheelchair lift:
 - a. the transmission of the bus shall be in park;
 - b. the emergency brake shall be engaged;
 - c. the engine shall be turned off;
 - d. the keys shall be removed from the ignition and shall be in the possession of the driver; and
 - e. the cell phone shall be removed from the bus by the Bus Driver.
2. Only the Bus Driver shall open and close the school bus doors and operate the wheelchair lift when students in wheel chairs are boarding/exiting the bus. When the Bus Driver is actively involved in operating the wheelchair lift:
 - a. the transmission of the bus shall be in park;
 - b. the emergency brake shall be engaged;
 - c. the engine shall be running; and
 - d. the cell phone shall be removed from the bus by the Bus Driver.
3. The Bus Driver shall permit only eligible students, eligible infants/toddlers, authorized school personnel, adults serving as chaperones, and/or persons stipulated in a student's IEP to board the bus.
4. The Head Bus Driver and Bus Driver shall develop a seating arrangement for all infants/toddlers assigned to the bus.
 - a. A Child Safety Restraint System shall not be placed on a seat next to an emergency door or window.
 - b. On a two-person seat, the CSRS shall be placed next to the window.
 - c. The student-parent of the infant/toddler shall sit on the seat next to the infant, where possible.

5. Seating arrangements for students shall be determined by the ES/Head Bus Driver and shall be compatible with the bus route in terms of the order of loading/unloading.
 - a. Each student having a potentially serious medical condition or behavioral concern shall be seated so the escort can closely monitor the specific student while he/she is on the bus.
 - b. The mirror mounted in the front of the bus shall be positioned so that the escort can see and monitor all of the students seated in front of the escort.
6. During the loading and unloading of students at a RS, buses shall be arranged in a single line. The following precautions shall be exercised when students or infants/toddlers are boarding and/or exiting a bus:
 - a. During inclement weather, all loading and unloading of students and infants/toddlers shall take place at the covered areas in front of each RS to assure that all students and infants/toddlers are protected from the adverse weather conditions;
 - b. No bus shall be permitted to leave the single file formation, or pass another bus during the loading/unloading of students/infants;
 - c. When buses are in the loading/unloading formation, the Bus Driver of each bus shall maintain enough distance so as to have clear vision of the rear wheels of the bus directly ahead; and
 - d. Buses shall not move until all students, infants/toddlers and staff are seated, all the required securement systems and procedures are properly implemented and the doors are securely closed.
7. The Bus Driver shall utilize the bus' warning lamps when students are boarding and exiting on public streets. The Bus Driver shall:
 - a. activate the amber warning lights 300 feet before the school bus stop;
 - b. turn on the flashing red lights when the bus stops for the purpose of receiving a student who is waiting at or approaching the bus stop or for the purpose of discharging a student from the bus;
 - c. if waiting for a student who is inside his/her house, turn on the flashing red lights as the student begins to exit the house in order to avoid unnecessarily stopping traffic;

- d. ensure that the flashing red lights are plainly visible at such a distance as will enable the driver of a vehicle approaching the bus to see the red light in sufficient time to bring the vehicle to a stop within at least 25 feet of the bus; and
 - e. continue to exhibit a flashing red light and not move the bus until every passenger who has either entered or exited the school bus has reached a place of safety.
8. All traffic should be stopped before students are permitted to board or exit the bus. While control of other motorists cannot be guaranteed, the Bus Driver shall assure that:
 - a. adequate warning has been provided;
 - b. the bus position is correct;
 - c. requirements have been met for stopping the bus to allow boarding or exiting;
 - d. he/she continuously monitors all mirrors for students, traffic and other objects; and
 - e. he/she makes a final check to see that all traffic has stopped before completely opening the bus door and signaling students to approach.
9. All students shall remain seated and secured in their securement system until the bus comes to a full stop at the location where students will be exiting the bus.
10. Bus Drivers shall adhere to the following procedures when students are boarding or exiting at a bus stop.
 - a. The waiting time at a bus stop shall be three minutes when either loading or unloading a student.
 - b. However, if a parent or responsible person has acknowledged that the bus has stopped, the Bus Driver may wait an additional five minutes for a total of eight minutes per bus stop. If this limitation is consistently exceeded, the ES shall be informed so that the appropriate action may be taken to remedy the situation.
 - c. The Bus Driver shall contact the Head Bus Driver or ES before leaving a bus stop without a student.

11. Each **student** shall board and exit the bus only at his/her designated bus stop unless another site is requested in writing by the parent/guardian and approved in writing by the ES and Head Bus Driver.
12. The Bus Driver shall immediately notify the ES or designee when a student leaves the bus without permission at anyplace other than his/her home or approved drop-off site.
 - a. The Bus Driver shall give the ES the name of the student and the location where the student left the bus.
 - b. The ES shall contact the student's parent(s)/guardian(s) about the situation.
 - c. The student may be subject to suspension from transportation services for a duration determined by the ES. If the student is suspended from transportation, the ES shall notify the parent(s)/guardian(s) in writing regarding the offense and the duration of the suspension from transportation.
13. Each **infant/toddler** shall be escorted to and from the bus by his/her student-parent:
 - a. A student-parent shall be responsible for the boarding and exiting of her child.
 - b. An infant's student-parent shall not leave the school bus after the infant/toddler has boarded the bus and has been properly secured in the Child Safety Restraint System (CSRS).
14. A student requiring supervision, as determined collaboratively by the ES and the student's parent, shall be escorted to and from the bus stop by a parent/guardian or designated escort/responsible person.
 - a. The ES shall obtain, in writing, from the student's parent/guardian, the name, address and telephone number of each individual who the parent has designated as an alternate escort/responsible person to receive the student at the bus stop in the parent's absence. Notification of any changes to a designated escort/responsible person shall be made in writing by the parent/guardian and approved by the ES.
 - b. The Bus Driver and/or escort **shall not** be responsible for escorting a student to the designated bus stop and/or providing escort services to the student's home or another designated site once he/she has exited the bus.

- c. A Bus Driver and/or escort **shall not** enter a dwelling to assist with transferring a student to the bus stop.
 - d. When an ambulatory student requires assistance during boarding/exiting the bus, the caregiver shall provide any assistance required outside of the bus.
 - e. The escort shall remain on the bus to assume responsibility for the direct care of students already on the bus.
15. In the event the parent(s)/guardian(s) are not at the normal bus stop to accept a student within the allotted time:
- a. The Bus Driver shall phone the RS to request that the parent and/or designated alternate escort/responsible person be contacted to determine if he/she is available to accept the student;
 - b. The Head Bus Driver, in consultation with the ES, shall advise the Bus Driver to:
 - 1) go to an alternate bus stop, or
 - 2) continue the regular bus run;
 - c. As necessary, the ES or designee will continue attempts to contact the parent(s)/guardian(s)/alternate responsible person;
 - d. The ES or designee will continue to advise the Bus Driver how to proceed (i.e. return the student to original bus stop at the end of the bus run); and
 - e. If there is **no other option** but to return the student to the RS, the ES or his/her designee shall be responsible for the student until appropriate arrangements can be made for the student (i.e. the parent/guardian/designated responsible person picks the student up at the RS; the school transports the student again; another public agency intervenes).
16. Loading Students in Wheelchairs
- a. The Bus Driver shall:
 - 1) put the transmission in park;
 - 2) operate the warning light system;
 - 3) engage the emergency brake;
 - 4) open the door;
 - 5) operate the wheelchair lift;
 - 6) check the student's positioning belts on the wheelchair to assure they are properly fastened;

- 7) place the centered wheelchair onto the lift with the back of the wheelchair facing towards the bus;
- 8) ensure the braking systems on the wheelchair are engaged; and
- 9) engage the lift and hold one hand on the wheelchair while the lift is in motion.
 - (a) A person assisting with the boarding shall be on the opposite side of the lift and shall hold onto a secure part of the wheelchair.
 - (b) No person shall ride the lift except the student sitting in a wheelchair.

b. The escort shall:

- 1) ensure that all ambulatory students are seated and secured with a seat belt prior to boarding students in wheelchairs;
- 2) when the wheelchair lift stops, receive each student in a wheelchair inside the bus, unlocking the wheelchair brakes and removing the wheelchair from the lift;
- 3) secure all wheelchairs on the bus in a forward facing position;
- 4) ensure that a wheelchair is not placed next to the wheelchair lift;
- 5) secure all students' safety belts and restraining systems; and
- 6) ensure that an individual student's oxygen, as applicable, is secured to the student's wheelchair.

17. Unloading Students in Wheelchairs

a. The Bus Driver shall:

- 1) put the transmission in park;
- 2) operate the warning light system;
- 3) engage the emergency brake;
- 4) open the door;
- 5) remain at his/her seat until all ambulatory students have exited the bus through the bifold doors;
- 6) operate the wheelchair lift;
- 7) activate the lift after the wheelchair is correctly in place and hold the wheelchair with one hand at all times as the lift is lowered;
 - (a) A person assisting with the unloading shall be on the opposite side of the lift and shall hold onto a secure part of the wheelchair.
 - (b) No person shall ride the lift except the student sitting in a wheelchair.
- 8) unlock the wheelchair brakes at ground level with assistance from the caregiver or RS staff and remove the wheelchair from the lift; and
- 9) transfer the student to the designated responsible person(s) - parent(s)/guardian(s)/caregiver(s) or RS staff.

b. The escort shall:

- 1) remove the wheelchair from the securement system;
 - 2) position the wheelchair on the lift with the back of the wheelchair facing towards the bus; and
 - 3) engage both braking systems on the wheelchair.
- c. When returning a student to his/her designated bus stop, neither the Bus Driver nor the escort is responsible for assisting the student after he/she has exited the bus or been removed from the lift and has been released to the designated responsible person.

I. Wheelchair Requirements

1. All wheelchairs accepted for bus transportation shall meet all applicable standards, including being equipped with a Federal Motor Vehicle Safety Standards (FMVSS) approved lap safety belt having a locking device and a torso securement device (i.e. chest strap/harness).
2. Prior to approval for school bus transportation, the parent/guardian shall:
 - a. present the wheelchair for inspection by the Head Bus Driver, the school physical therapist, the school occupational therapist and/or the ES; and
 - b. furnish the wheelchair manufacturer's written approval for school bus transportation. If the parent did not obtain this written approval, the school can call the manufacturer and confirm the wheelchair's approval for transportation.
3. It is the responsibility of the non-ambulatory student's parent(s)/guardian(s):
 - c. to provide a wheelchair designated by the manufacturer as appropriate for school bus transportation; and
 - b. to maintain such wheelchair in good repair and in a reliably functioning and safe condition that shall be demonstrated in the following wheelchair systems, including, but not limited to:
 - 1) frame and wheel integrity;
 - 2) brakes;
 - 3) approved occupant securement belts;
 - 4) anti-tipping, tilt and tilt locking mechanisms, as applicable;
 - 5) movable/adjustable attachments; and
 - 6) a firmly fixed seating insert.
4. When the condition of a wheelchair compromises a student's safety, the escort or Bus Driver shall inform the Head Bus Driver and the ES on the day the condition is observed.
 - a. The ES shall notify a student's parent/guardian in writing when the student's wheelchair is in a condition compromising the student's safety in transit.
 - b. The ES shall notify the student's parent/guardian in writing that the identified student is suspended from bus transportation until appropriate wheelchair repairs have been made.
 - c. The ES shall address an extended student absence which results from problems with a student's wheelchair, utilizing all available

resources including the student's district and child study team case manager.

5. Power wheelchairs shall be equipped with a gel-cel (non-liquid electrolyte) battery. Liquid electrolyte batteries shall not be permitted in the passenger compartment of the bus.
6. Lap trays shall be removed from the wheelchair during transportation and secured independently. When lap trays are required during transportation for medical purposes and are supported by a physician's note, the following conditions shall be met:
 - a. the area adjacent to the student shall be padded with dense foam at least five inches in width or with padding recommended by the student's physician; and
 - b. the lap tray shall be locked/affixed to the wheelchair at two locations.

J. Child Safety Restraint Systems (CSRS) Requirements

1. All CSRS required for transporting infants/toddlers and/or students with disabilities, as appropriate, on OOE school buses to a RS shall be furnished by the RS and shall meet the Federal Motor Vehicle Safety Standard (FMVSS) 213.
2. Seat belt assemblies used to secure CSRS to the bus seats shall meet FMVSS 209, and seat belt assembly anchors shall meet FMVSS 210. Child restraint anchor systems, when used, shall meet FMVSS 225.
3. The manufacturers of the CSRSs are required to provide printed instructions which include diagrams for step-by-step installation of their products and information regarding the positioning of a child and the adjustment of the systems to fit each child properly. The Head Bus Driver and the ES shall adhere to the instructions concerning:
 - a. minimum and maximum weights for which the CSRS is certified;
 - b. how the harness is threaded, adjusted and secured to the CSRS;
 - c. how the angle of recline is adjusted;
 - d. how to reassemble the CSRS correctly (after the harness has been cleaned, for example);
 - e. how to order missing parts; and
 - f. other special characteristics of the CSRS.
4. Until an infant is at least one year of age and weighs at least 20 pounds, he/she shall be transported to and from a RS in a CSRS which is secured to the bus seat in a rear-facing position and is also placed in a semi-reclining position to support the child's head, neck and back.
5. A child who weighs over 20 pounds and is over 1 year of age shall be placed in a forward-facing position and shall wear a full harness until he/she reaches at least 40 pounds.
6. When a student/child weighs more than 40 pounds, a booster seat or an E-Z On Vest (harness) shall be used, as appropriate.
7. All CSRSs placed on seats designed for two students shall be secured to the seat next to the window.
8. A CSRS shall not be installed on a seat next to an emergency door or window.

9. Prior to the initial transportation of an infant in the school's day care center, a student-parent shall be trained by RS staff in the proper use of the CSRS on a RS bus.
10. A student-parent is responsible for properly securing his/her child in the CSRS.
11. The escort, or the Bus Driver in the event there is no escort on the bus, shall check to ensure that each child is correctly placed and secured in the CSRS before the bus begins to move.

K. Cell Phones

1. The Regional Transportation Coordinator shall provide the Head Bus Driver of each RS with an adequate supply of cell phones to be used for emergency situations and to contact the RS.
 - a. Initially, the Head Bus Driver shall sign for the receipt of the assigned phones.
 - b. Thereafter, the Head Bus Driver shall maintain a continuous record of all cell phones assigned to the RS utilizing the Monthly Cell Phone Certification (Attachment 12).
 - c. The Head Bus Driver shall secure the cell phones in a locked cabinet when the phones are not in use.
 - d. Monthly, the Head Bus Driver shall submit the Monthly Cell Phone Certification to his/her designated Regional Transportation Coordinator.
 - e. Each month the Regional Transportation Coordinator shall review the Head Bus Driver's Monthly Cell Phone Certification by RS site and cell phone number.
2. The Head Bus Driver shall assign a cell phone to each Bus Driver at the start of the workday.
3. Each Bus Driver shall be responsible for the security and appropriate care of the assigned cell phone.
 - a. Each Bus Driver shall sign-out a cell phone prior to the start of each bus run/trip and shall sign-in the cell phone at the completion of each bus run/trip using the Daily Cell Phone Log (Attachment 13).
 - b. Each Bus Driver shall ensure that the cell phone is turned on and operational during the pre-trip inspection.
 - c. Problems with the cell phone detected prior to the start of a bus run/trip shall be reported immediately to the Head Bus Driver. A replacement cell phone shall be provided for that particular bus/trip.
 - d. Cell phone problems encountered during the bus run/trip shall be reported to the Head Bus Driver upon the Bus Driver's return to the RS.
4. The Head Bus Driver shall immediately report any cell phone problems to his/her designated Regional Transportation Coordinator.

5. Bus Drivers shall report lost or stolen cell phones to the Head Bus Driver and/or the ES, immediately.
 - a. The Head Bus Driver or the ES shall immediately notify the Regional Transportation Coordinator who shall terminate services for the lost or stolen phone.
 - b. The Bus Driver shall complete the Student Transportation Incident Report (Attachment 21).
 - c. The ES and/or the Head Bus Driver may take appropriate corrective and/or disciplinary action, as appropriate.

6. The cell phone shall be turned on during a bus run/trip to ensure incoming communication from the RS; however, **it is unlawful for the driver of a school bus to use a cellular or otherwise wireless telephone while operating the school bus.** The Bus Driver can only use the cell phone:
 - a. when the school bus is parked in a safe area off of a highway; or
 - b. in an emergency situation.

7. The cell phone **shall not** be used:
 - a. to call parent(s)/guardian(s)/caregiver(s) or student(s) when the bus arrives at a house or a bus stop to pick-up or drop-off a student, unless the ES, with the approval of the RA, has granted special permission in certain, rare situations; or
 - b. for any personal business.

L. E-Z Pass Transponders

1. The OOE Vehicle Coordinator shall provide each RS their assigned E-Z Pass transponders. The Head Bus Driver shall:
 - a. be responsible for the security of the E-Z Pass transponders assigned to his/her RS; and
 - b. maintain records of all EZ Pass transponders and the vehicles to which they are assigned.
2. The Head Bus Driver shall install E-Z Pass transponders on the assigned school buses that regularly use toll roads to transport students to and from school and/or school activities.
 - a. The E-Z Pass transponder shall be used only on the vehicle to which it is assigned by license and registration.
 - b. The E-Z Pass transponder shall not be transferred to any other vehicle or used for personal purposes.
3. The Bus Driver shall document the daily use of the E-Z Pass transponder on the E-Z Pass Report (Attachment 4) and shall submit the report to the Head Bus Driver at the end of each month. The Head Bus Driver shall:
 - a. review each submitted E-Z Pass Report to verify the consistency with the regular route of the assigned school bus or the use of the school bus to transport students to/from school related activities; and
 - b. forward the E-Z Pass Report to the OOE Vehicle Coordinator for reconciliation and payment of charges at the end of each month.
4. When it is suspected that there is a violation related to the use of the E-Z Pass, the Head Bus Driver shall conduct an investigation in conjunction with the ES.
5. The Bus Driver shall immediately notify the Head Bus Driver and the ES in the event the E-Z Pass is lost or stolen.
 - a. The ES shall immediately notify the OOE Vehicle Coordinator;
 - b. The Bus Driver shall complete a Student Transportation Incident Report (Attachment 21).
 - c. The ES and/or the Head Bus Driver may take corrective and/or disciplinary action, as appropriate.

M. Accident/Incident Procedures

1. In the event of an accident/incident:
 - a. The Bus Driver shall dial 9-1-1 on the bus cell phone/school telephone, as appropriate, to contact the police for **any** accident/serious incident such as vandalism, stolen vehicle, or bus evacuation.

If injury is evident or suspected, the Bus Driver shall request medical attention **through the police** for the injured occupants of the vehicle.
 - b. The Bus Driver, if able, shall call the Head Bus Driver or ES to notify him/her of the location and the extent of the accident/incident.
 - c. If the Bus Driver is incapacitated, the escort or a trained student, as appropriate, shall make the cell phone calls to the police and the RS as described in 1a and b above.
2. Injured passengers shall not be left unsupervised, if at all possible, and shall be transported to the hospital by ambulance.
3. The emergency personnel responding to the 9-1-1- call will manage the accident scene which includes identifying those passengers that must be transported to the hospital and determining to which hospital(s).
4. The escort or Bus Driver shall assure, when possible, that each student and infant/toddler transported to the hospital has a current Emergency Information Form (Attachments 22A and 22B) on his/her person. The escort and Bus Driver shall stay with the remaining students at the accident/incident site.
5. Notifications regarding accidents/incidents shall occur in the following manner:
 - a. The Head Bus Driver shall notify the ES or designee and the appropriate Regional Transportation Coordinator about every accident/incident and the Fleet Manager about every accident/serious incident.
 - b. The Fleet Manager shall notify the Operations Manager by e-mail about the occurrence of every accident/serious incident. The Operations Manager shall forward the e-mail to the OOE Vehicle Coordinator.
 - c. The ES shall notify the RA and the Head Nurse, as appropriate.

- d. The ES or Head Nurse shall notify the parent(s)/guardian(s)/caregiver(s) of the students who were on the bus:
 - 1) about the accident/incident;
 - 2) about any transportation delays due to the accident/incident; and
 - 3) if their child is injured, shall direct them to proceed immediately to the hospital.
- e. The RA shall notify:
 - 1) the Director, OOE in the event there has been death, injury or severe property damage; and
 - 2) the OOE Personnel Unit in the event of staff injury or death.
- 6. If the vehicle is safe to drive and there are students on the bus, the Bus Driver shall call the Head Bus Driver to receive instructions about how to proceed in regard to transporting the students to their destination.
- 7. When a bus is rendered inoperable due to an accident, a serious incident, mechanical failure or other reasons:
 - a. the Bus Driver shall notify the Head Bus Driver;
 - b. the Head Bus Driver shall dispatch another bus immediately to pick up the stranded students and staff and complete the bus run/trip; and
 - c. the bus shall be towed by an authorized vendor.
- 8. The Head Bus Driver and the Fleet Manager shall be responsible for maintaining a list of state approved towing and storage vendors. The Head Bus Driver, with the approval of the Fleet Manager, shall notify the vendor of the need for and the location of the service required.
- 9. The Head Bus Driver shall notify the MVC School Bus Inspection Unit within 72 hours if the vehicle was towed due to collision damage, so that the bus will be inspected prior to its return to service.
- 10. Within the same day of an accident/incident, the Bus Driver of the vehicle involved in the accident/incident shall:
 - a. complete the **blue** New Jersey Vehicle Accident Report (Attachment 20A) when there is a moving vehicle accident, when there is road debris damage (rocks, branches, bicycle, etc.), when a vehicle is parked and struck by another vehicle, or when contact is made with any animal or pedestrian;
 - b. complete the **green** New Jersey Vehicle Incident Form (Attachment 20B) when a bus is vandalized or stolen, when glass on a vehicle is

broken, or when there are Mother Nature damages (dings, dents, scratches) of unknown origin;

- c. complete the Student Transportation Incident Report (Attachment 21) and submit it to the Head Bus Driver; and

PLEASE NOTE: The Student Transportation Incident Report is a confidential, internal document that should not be disclosed/released to any persons other than the designated school and OOE staff.

- d. **request and obtain** a copy of the Police Report from the police department called to the accident scene.

PLEASE NOTE: If the Bus Driver's injuries are such that he/she is unable to attend to these responsibilities, the Head Bus Driver shall issue the above reports within 24 hours.

11. On the same day of an accident/incident, the Head Bus Driver shall submit the completed Student Transportation Incident Report to the ES who shall electronically file the accident/incident, as required, on the Unusual Incident Reporting and Management System.
12. If physical injury occurs to a staff person on the bus, that employee shall complete the Employers First Report of Accidental Injury or Occupational Disease. If the injured person is unable to complete this task, his/her supervisor shall assume that responsibility.
13. Within 24 hours of the occurrence of a vehicle accident/incident, the Head Bus Driver shall:
 - a. forward the **original** blue New Jersey Accident Report and/or the green New Jersey Vehicle Incident Form and a copy of the Student Transportation Incident Report to the OOE Vehicle Coordinator; and
 - b. fax copies of all required reporting forms to the appropriate Regional Transportation Coordinator as individually completed and then mail the entire packet of forms, as soon as assembled, to the Regional Transportation Coordinator. Additionally, copies shall be maintained on file by the Head Bus Driver at the RS.
14. When the police report is received by the Head Bus Driver, he/she shall send copies to the appropriate Regional Transportation Coordinator and to the OOE Vehicle Coordinator.
15. The OOE Vehicle Coordinator shall forward the original New Jersey Accident Report or Vehicle Incident Form and the police report to the Central Motor Pool, keeping a copy of each report for his/her file.
16. When there is collision/body damage to the school bus requiring body repair, the Head Bus Driver shall obtain three (3) estimates and send

them to the OOE Vehicle Coordinator, the Fleet Manager and the appropriate Regional Transportation Coordinator.

- a. If the damages are under \$500, the repairs are the responsibility of the Fleet Manager.
- b. If the repairs are over \$500, the OOE Vehicle Coordinator shall provide the Head Bus Driver with the necessary information for him/her to make arrangements to get the bus repaired.

N. Bus Evacuation Drills

1. Reasons for bus evacuations shall include, but not be limited to:
 - a. Fire or danger of fire:
 - 1) A bus shall be stopped and evacuated immediately if the engine or any portion of the bus is on fire or smoking. Passengers shall be moved at least 100 feet from the bus and remain there until the Bus Driver has been informed by the police or fire authorities that no danger remains or until other provisions are made.
 - 2) A bus shall be evacuated immediately if the bus is near an existing fire and unable to be moved away from the fire, or if the bus is near the presence of gasoline or other combustible materials and is unable to be relocated. The Bus Driver and/or escort shall move the passengers at least 100 feet from the area of the bus/fire/combustible material until the Bus Driver has been informed by the police or fire authorities that no danger remains or until other provisions are made.
 - b. Unsafe situation: In the event a bus is stopped due to an accident, mechanical failure, road conditions or human failure, the Bus Driver shall determine immediately whether it is safer for the students to remain in the bus or be evacuated.
2. Bus evacuation training drills shall be conducted in accordance with the School Bus Transportation Training Manual (SBTTM), on RS property, under the supervision of the ES and the Head Bus Driver or designee at least twice annually to ensure the safe and efficient evacuation of students and staff from the school bus in the case of an emergency.
3. Bus evacuation training drills shall:
 - a. demonstrate and practice various methods and components of evacuation as outlined in the SBTTM;
 - b. include the participation of education staff, Bus Drivers, escorts, student-parents and students in appropriate portions of the drills; and
 - c. be conducted when the weather is conducive to safety and preferably when the bus arrives at the RS with the students on board.
4. Training courses associated with bus evacuation shall include, but not be limited to, specific preparation courses for escorts and cognitively able students to assume responsibility for a bus evacuation when the

Bus Driver has become incapacitated and is unable to direct the evacuation.

5. The bus evacuation training courses shall be reviewed annually for completeness and applicability by the RA and Regional Transportation Coordinators.
6. Records of the bus evacuation training shall be maintained at the RS for a minimum of 2 years.

O. Bus Driver/Escort/Student-Parent Training

1. Annually, the Regional Transportation Coordinator shall meet with the Head Bus Driver in each RS site to review the Head Bus Driver's School Bus Transportation Training Manual (SBTTM) and related materials to ensure that there is consistency in training across all RS sites.
2. Annually, a training program regarding student transportation policies and procedures shall be conducted for Bus Drivers, escorts and student-parents.
 - a. Each Head Bus Driver shall assume responsibility for the delivery of the training program to Bus Drivers in his/her RS.
 - b. The ES or designee and the Head Bus Driver shall be responsible for the training of student-parents and all staff expected to serve as escorts.
3. All new Bus Drivers and escorts shall complete a training period during which they shall accompany experienced personnel on the bus and perform all procedures expected of a Bus Driver or an escort.
4. The Bus Driver, escort and student-parent training program shall be conducted in accordance with the SBTTM and shall include, but not be limited to:
 - a. pre-service training for new Bus Drivers including classroom instruction and instruction in the bus on and off the street;
 - b. instruction in securement procedures for new Bus Drivers, new escorts and new student-parents during an initial orientation to the RS's program;
 - c. applicable OOE policies and procedures;
 - d. applicable State and Federal transportation statutes and regulations;
 - e. Bus Driver, escort and student-parent roles and responsibilities;
 - f. Bus Driver and escort relationships with students and parents/guardians/caregivers and issues of confidentiality;
 - g. student safety, management and discipline on the school bus;
 - h. transporting infants/toddlers and disabled students;

- i. securement, inspection and maintenance of wheelchairs and occupant restraint systems, including Child Safety Restraint Systems;
 - j. bus maintenance/preventive maintenance procedures, inspections and reports;
 - k. an introduction and periodic review of the manufacturer's manual for the school bus;
 - l. driving fundamentals including emergency driving techniques; railroad crossing procedures; detecting hazards; driving under special conditions; and a Defensive Driving Course (required every two years);
 - m. boarding and exiting procedures;
 - n. bus stop loading zone safety;
 - o. use of cell phones and E-Z Pass;
 - p. First Aid and CPR training programs issued by the American Red Cross, the American Heart Association or other organization which has a training program recognized by the Department of Health and Senior Services;
 - q. bus accident and emergency procedures;
 - r. procedures for reporting incidents, accidents and emergencies; and
 - s. procedures for school-related trips.
5. When a student will be using a wheelchair which is unfamiliar to the school, the ES and the Head Bus Driver shall be instructed by representatives of the manufacturer of the wheelchair securement systems used on the buses regarding proper installation, use and maintenance of the system.
 6. The ES, the Head Bus Driver, the Bus Drivers, the escorts and student-parents shall be instructed, as needed, by a local Safety Instructor (Police Unit) on the proper securement of the CSRS on the bus seat and the proper securement of the infant/toddler in the CSRS.

P. Reports and Records

The following is a list of required transportation records/reports and the individuals responsible for their completion, submittal, and/or retention:

1. **A Pre-Trip Vehicle Check List: Attachment 1**
 - a. completed by the Bus Driver for each bus run/trip;
 - b. reviewed by the Head Bus Driver within five working days;
 - c. retained by the Head Bus Driver at the RS for not less than 13 months; and
 - d. available for review by the Regional Transportation Coordinator and the Fleet Manager at any time.
2. **Daily Vehicle Log: Attachment 2**
 - a. completed by the Bus Driver; and
 - b. retained at the RS by the Head Bus Driver for the life of the vehicle.
3. **Monthly Gasoline Credit Card Report: Attachment 3**
 - a. completed by the Bus Driver;
 - b. reviewed and maintained by the Head Bus Driver; and
 - c. submitted by the Head Bus Driver to the OOE Vehicle Coordinator monthly.
 - d. The Head Bus Driver shall verify that all purchases are required and credit cards are signed out and returned immediately after each use with accompanying receipts.
4. **E-Z Pass Report: Attachment 4**
 - a. completed by the Bus Driver;
 - b. submitted by the Bus Driver at the end of each month to the Head Bus Driver; and
 - c. forwarded by the Head Bus Driver to the OOE Vehicle Coordinator monthly.

5. **Bus Maintenance Report: Attachment 5**
Arcola Work Order: Attachment 5A
Arcola Form A: Attachment 5B
Arcola Form B: Attachment 5C
 - a. completed by the Bus Driver, Fleet Manager and/or garage mechanic, as applicable; and
 - b. retained by the Head Bus Driver for the life of the vehicle.

6. **Vehicle Maintenance Log: Attachment 6**
 - a. completed by the Head Bus Driver; and
 - b. retained at the RS by the Head Bus Driver.

7. **Vehicle Maintenance Schedule - PMB: Attachment 7A**
Vehicle Maintenance Schedule - PMA: Attachment 7B **Vehicle Maintenance Schedule - LOF: Attachment 7C**
 - a. completed by the Head Bus Driver; and
 - b. retained at the RS by the Head Bus Driver.

8. **Head Bus Driver Weekly Bus Inspection Report:**
Attachment 8
 - a. completed by the Head Bus Driver weekly; and
 - b. retained at the RS by the Head Bus Driver.

9. **Regional Transportation Coordinator Quarterly Bus Inspection Report: Attachment 9**
 - a. completed by the Regional Transportation Coordinator quarterly;
 - b. retained at each RS by the Head Bus Driver; and
 - c. a copy retained by the Regional Transportation Coordinator at the OOE.

10. **Monthly Vehicle/Energy Report: Attachment 10**
 - a. completed by the Head Bus Driver; and

- b. submitted to the OOE Vehicle Coordinator and the Regional Transportation Coordinator before the 5th day of the following month.
11. **Vehicle Request and Assignment Report: Attachment 11**
- a. completed by the Head Bus Driver when a bus is transferred from one RS to another;
 - b. submitted by the Head Bus Driver to the OOE Vehicle Coordinator; and
 - c. retained by the OOE Vehicle Coordinator.
12. **Monthly Cell Phone Certification: Attachment 12**
- a. completed and maintained by the Head Bus Driver; and
 - b. submitted by the Head Bus Driver to the Regional Transportation Coordinator monthly for review.
13. **Daily Cell Phone Log: Attachment 13**
- a. completed by the Bus Driver at the beginning and end of each bus run/trip; and
 - b. maintained by the Head Bus Driver at the RS.
14. **School Bus Driver Certification Roster: Attachment 14**
- a. completed and maintained by the Head Bus Driver in a locked cabinet; and
 - b. available for inspection by the MVC every six months.
15. **Medical Examination Report for CDL: Attachment 15**
- a. completed by a medical doctor;
 - b. Medical Examination Report submitted by the Bus Driver to the MVC Bus Unit;
 - c. original of the Medical Examiner's certificate is kept with the Bus Driver's license; and
 - d. a copy of the Medical Examiner's certificate is maintained by the Head Bus Driver at the RS.

16. **Internal Request for an Abstract of Driver Record: Attachment 16**
 - a. submitted by the Head Bus Driver every six months for every Bus Driver to the Regional Transportation Coordinator;
 - b. submitted by the Regional Transportation Coordinator or OOE Vehicle Coordinator to MVC;
 - c. MVC provides the abstracts to the Regional Transportation Coordinator or OOE Vehicle Coordinator; and
 - d. copies provided by the Regional Transportation Coordinator to the OOE Operations Manager and the Head Bus Driver for review.
 - e. The entire process is tracked by the Regional Transportation Coordinator.

17. **Rotation of Extra Time Assignments for Bus Drivers: Attachment 17**
 - a. completed by the Head Bus Driver and Bus Driver; and
 - b. maintained by the Head Bus Driver at the RS.

18. **Transportation Bi-Weekly Time Sheet: Attachment 18**
 - a. completed by the Bus Driver at the beginning and end of each bus run/trip; and
 - b. retained at the RS by the Head Bus Driver.

19. **Transportation Exceptions Sheet: Attachment 19A**
Transportation Time Usage Verification Form: Attachment 19B
 - a. completed by the Head Bus Driver for each Bus Driver, each pay period, as required;
 - b. retained at the RS by the Head Bus Driver; and
 - c. sent to OOE Payroll Unit, in accordance with Payroll Unit procedures, by the Head Bus Driver.

20. **Vehicle Accident Report: Attachment 20A**

Vehicle Incident Form: Attachment 20B

- a. completed by the Bus Driver;
- b. originals submitted to the OOE Vehicle Coordinator;
- a. copies submitted to the Regional Transportation Coordinator; and
- b. copies retained at the RS by the Head Bus Driver.

21. **Student Transportation Incident Report: Attachment 21**

(Confidential Internal Document)

- a. completed by the Bus Driver as soon as possible after the accident, but no later than the same day of the occurrence;
- b. original submitted to the Head Bus Driver;
- c. the Head Bus Driver immediately submits a copy to the ES and Regional Transportation Coordinator; and
- d. the ES or designee electronically files the incident/accident on the Unusual Incident Reporting and Management System (UIRMS), as required.

22. **Student Emergency Information Form: Attachment 22A**
Infant/Toddler Emergency Information Form: Attachment 22B
Staff Emergency Information Form: Attachment 22C

- a. Emergency Information Forms shall be completed as outlined in the Regional School Safety Plans.
- b. During each bus run/trip, a current Emergency Information Form, which is maintained in a locked compartment, shall be present on the school bus for each student and infant/toddler being transported.
- c. Each escort shall be informed about the location of the key to the locked compartment on the bus.
- d. An Emergency Information Form for each student and infant/toddler, as well as for each staff person, shall also be kept in a locked file cabinet in the main office at the RS.
- e. Each school shall develop site-specific procedures regarding the management and use of the emergency forms both on the off the bus.

23. **Vehicle Inspection Form**: (no attachment)
- a. completed by the NJ MVC; and
 - b. retained by the Head Bus Driver for the life of the bus.
24. **Vehicle Registration Card**: (no attachment)
- a. A copy of each vehicle's registration card shall be maintained by the Head Bus Driver.

Debra Stewart
Director

[Attachment 1: Pre-Trip Vehicle Checklist](#)
[Attachment 2: Daily Vehicle Log](#)
[Attachment 3: Gas Credit Card Report](#)
[Attachment 4: E-Z Pass Report](#)
[Attachment 5: Bus Maintenance Report](#)
[Attachment 6: Vehicle Maintenance Log](#)
[Attachment 7: Vehicle Maintenance Schedule](#)
[Attachment 8: Weekly Bus Inspection Report](#)
[Attachment 9: Quarterly Bus Inspection Report](#)
[Attachment 10: Monthly Vehicle/Energy Report](#)
[Attachment 12: Monthly Cell Phone Certification](#)
[Attachment 13: Daily Cell Phone Log](#)
[Attachment 14: School Bus Driver Certification Roster](#)
[Attachment 17: Rotation of Extra Time Assignments for Bus Drivers](#)
[Attachment 18: Transportation Bi-Weekly Time Sheet](#)
[Attachment 19A: Transportation Exception Sheet](#)
[Attachment 21: Student Transportation Incident Report](#)
[Attachment 22A: Student Emergency Information Form](#)
[Attachment 22B: Infant/Toddler Emergency Information Form](#)
[Attachment 22C: Staff Emergency Information Form](#)

Note: This is a reproduction of a signed document. The original document is on file with the DCF Office of Education.