

CCSB Policy 6GX-10-6.81 Discussion Agenda - 09/17/09 – Public Hearing

**6.81 RESPONSIBILITIES FOR STUDENT TRANSPORTATION SERVICES**

- A. The Director of Transportation is given responsibility for and authority over the system of student transportation throughout the county. In this capacity he/she:
1. Is responsible for carrying out the Transportation Policies of the Board and of implementing the policies and instructions of the Superintendent in such a manner as to provide economical, safe and efficient transportation for students throughout the school system.
  2. Is responsible for the procurement of all vehicles classified as school buses.
  - ~~3. The Director of Transportation shall be responsible for developing an Employee Operation and Procedure Handbook. This handbook shall be Board approved and shall be provided to each Transportation employee.~~
  3. Is responsible for the recommendation of selection, training and administration of all transportation employees, bus drivers, bus aides, and clerical personnel.
  4. The Director of Transportation shall prepare a handbook of procedures, which shall be known as the Clay County ~~School Handbook of Transportation Operations~~ Transportation Handbook of Operations. The handbook will serve as a guide to amplify, or set forth procedures for implementing and carrying out Board policies. The handbook shall be approved by the School Board.
  5. Is responsible for control scheduling and planning of bus routes.
  6. Is responsible for a daily sanitary inspection of school buses and to make sure that buses are kept clean and in sanitary condition.
  7. Is responsible for scheduling of mechanical inspections of school buses.
  8. Is responsible for reporting needed changes or improvements in school bus transportation, including bus loads, bus repairs, road hazards, route schedules and drivers to the ~~Assistant Deputy Superintendent of Support Services~~.
  9. To record and report transportation data as required by State Statutes, State Board Regulations and the Board.
- B. Responsibility of the Director of Transportation for Maintenance of Board Owned Vehicles
1. Is responsible for the procurement of all Board owned vehicles.
  2. Is responsible for the maintenance and repair of all Board owned vehicular equipment and all related parts and equipment.

3. Is responsible for the recommendation of selection, training and administration of all vehicle maintenance personnel.
- C. Responsibility of the Principal for Transportation of Students Attending His/Her School
1. The principal is the chief administrator of the school plant to which he/she is assigned by the Board, and as such, he/she is responsible, in cooperation with the Director of Transportation, for transported children from the time the bus arrives at the bus stop in the morning until the bus leaves the bus stop in the afternoon.
  2. The principal in cooperation with the Director of Transportation shall plan and assign places for students to get on and off and for orderly parking of school buses at the school, which will not necessitate backing of school buses.
  3. In Clay County, bus monitor duty shall be assigned by the principal on the basis of one (1) monitor for ten (10) buses serving his/her school or fraction thereof who shall be on duty at the bus loading and unloading zone. Bus monitors shall make every effort to meet each bus arriving in the morning and assist drivers both morning and evening as needed.
- D. Responsibility of the School Bus Driver for Transportation of Children on His/Her Route
1. It shall be the responsibility of each school bus driver to perform all duties as established under the State Board of Education Regulations and the School Board.
  2. All school buses used shall be operated on the highways in strict compliance with law; and state and county Board of Regulations related thereto with respect to speed limitations and otherwise.
  3. To drive always at a speed of not more than 25 miles per hour on dirt roads or as otherwise posted.
  4. The operator of a school bus shall not use a cellular telephone while actively driving the school bus.
  5. The operator of a school bus shall not unnecessarily idle the school bus while in the vicinity of students.
  6. When transporting students, teachers or chaperones on field and activity trips the operator of a school bus shall instruct all passengers in the locations and proper use of school bus emergency exits prior to each such trip.
  7. Maintenance of Buses:
    - a. To cooperate with the Director of Transportation, mechanics and other personnel in the mechanical maintenance and repair of bus in overcoming hazards, which threaten safety or efficiency of service.

- b. To report any defect affecting the safety or economy of operation immediately to the Director of Transportation.
- c. To keep each bus clean and neat at all times, and to sweep out bus twice each day. Clay County bus drivers shall be responsible for washing their bus at least once each fifteen calendar days.

(Ref. F.S. 1001.41; 1003.31; 1006; 1006.09, 00/00/00)