

NON INSTRUCTIONAL OPERATIONS

Student Transportation System Policy

In compliance with 33-1501 through 33-1512, Idaho Code, the local board of trustees will establish and adopt a set of written policies governing the student transportation system, including policies for disabled students and Safety Busing.

The following items will be the responsibility of the contracting transportation provider:

1. Student transportation operations including participation in training programs for all transportation personnel.
 - a. Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The contracting transportation provider shall, at the beginning of each school year, provide each driver with a copy of written rules for bus drivers and for student conduct on buses.
 - b. Provide each new school bus driver with a school bus driver training program before allowing them to drive a bus carrying students.
 - i. **New School Bus Drivers:** All new school bus drivers shall complete a school bus training program previously approved by the transportation director. They must also pass all knowledge tests contained in the State Department of Education school bus driver classroom curriculum. New bus drivers shall also complete ten hours of practical training in a school bus, including at least six hours of behind the wheel training.
Each new driver shall perform an emergency evacuation practical and receive a driver evaluation before being allowed to drive a school bus loaded with students.
The Transportation Director or contractor may choose to make use of the classroom and behind-the-wheel training methods and resources developed by the State Department of Education.
 - ii. **Experienced School Bus Drivers:** All experienced school bus drivers shall complete at least 10 hours of refresher school bus driver training each fiscal year; at least three hours of pre-service training shall be completed before school begins in the fall. Experienced bus drivers must also attend at least three in-service training sessions during the school year. These sessions must include topic specific training blocks of at least 30 minutes. The Transportation Director or contractor shall document that each experienced bus driver has attended these sessions.
 - iii. **School Bus Drivers with Experience with a Previous Employer:** Upon hiring a bus driver with previous experience, the School or the transportation provider it contracts with shall request documentation of all of their previous school bus driver training and driving experience, in accordance with Federal Motor Carrier Safety Administration Commercial Driver's License licensing requirements. Documented previous training that is similar to the requirements for new bus drivers described above may be substituted for new school bus driver training hours. Regardless of any previous training, all newly hired school bus drivers shall have sufficient training provided by the Transportation Director or contractor, along with accompanying documentation, to illustrate they are proficient in school bus driving skills.

If a newly-hired driver has a gap of more than four years in their ongoing school bus driving experience, the individual shall complete the training requirements for new school bus drivers. If the Transportation Director or contractor is unable to

C. Each bus driver shall meet the qualifications established by the state department of education, including, but not limited to the following:

- i. Over the age of 18 years of age;
- ii. Be of good moral character;
- iii. Not be addicted to the use of intoxicants or narcotics
- iv. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education;
- v. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the State Department of Education as provided in Idaho Code§ 33-1509.

2. The evaluation of school bus routes and the periodic evaluation of student transportation personnel. The transportation supervisor shall evaluate a minimum of once per year each route and each driver for the purpose of assessing driver performance and the safety of routes and bus stops (*National School Transportation Specifications & Procedures, Identification and Evaluation of School Bus Route and Hazard Marking Systems*).
3. The time schedule for pickup and delivery of children shall be followed as accurately as possible. Documentation of the driver and route evaluation shall be retained in the driver's personnel file.
4. The investigation and reporting of accidents and other transportation problems. Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the State Department of Education within fifteen (15) days.
5. Ensure that instruction in passenger safety, including student participation in emergency evacuation drills, is an integral part of the school curriculum. Instruction should comply with state requirements and/or Federal Highway Safety Guideline 17 and with 45 CFR 1310, as may be applicable, and should include, but not be limited to, the following:
 - a. At least once each school semester, provide all students transported to and from schools in a school bus or multifunction school activity bus with instruction in the location and operation of all emergency exits. Also, provide supervised emergency exit drills to each student transported to or from schools in a school bus or multifunction school activity bus. Vision Charter School will provide an administrator or administrative designee to supervise the bus emergency exit drill at least once per semester at the school site. Each bus route should have a written emergency evacuation plan.
 - b. Before departure on each activity trip, provide all students transported in a school bus, school-chartered bus or multifunction school activity bus instruction on the location of all emergency exits and demonstrations of their operation. Instruction should include a general review of safe riding practices, rules and procedures.
 - c. Limit the amount of carry-on items, especially large items such as luggage, coolers sports/band equipment, etc., in school buses, school chartered buses or multifunction school activity buses. Aisles and emergency exits in school buses, school-chartered buses and multifunction school activity buses must be kept clear at all times. Any item that is brought on board must be safely stowed and secured away from any aisle or emergency exit.
 - d. Provide the necessary library of resources to ensure that transportation personnel have the proper tools to operate a safe and efficient program. These resources include, but are not limited to:
 - i. Applicable federal, state and local laws, codes and regulations.
 - ii. Applicable manuals and guidelines.
 - iii. On-line connectivity for access to all internet and other resources.
 - iv. Applicable trade journals and organizations' publications.

6. The following items will be the responsibility of Vision Charter School:
 - a. Vision Charter School is responsible for providing supervision of loading and unloading areas at or near schools during unloading and loading of school buses. Vision Charter School will provide an adequate number of supervisors for the size of the loading area and number of students present and ensure close, continuous and interactive supervision whenever students and/or buses are present in the loading area.
7. The following items will be the shared responsibility of both Vision Charter School and the contracting transportation provider.
 - a. Vision Charter School and the contracting transportation provider will develop a clear partnership including clear expectations, contract review, on-going training, communication, and practice/procedure development with the goal of a working partnership in mind.

Legal Reference:

I.C. § 33-1508 Operation of School Buses
I.C. § 33-1509 School Bus Drivers - Definition - Qualification – Duties
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation
Adopted: March 12, 2015 Revised 10/05/26

8110

Non Instructional Operations

Safety Busing

Safety busing is the transportation of a student who lives less than one and one-half (1/2) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than one and one-half (1/2) miles from school when one or more of the following criteria are met:

1. unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. walking along an arterial road and highway permitting fifty-mile-per-hour speeds;
3. crossing an intersection in competition with a high volume of right turning vehicles without the benefit of adult supervised crossing;
4. walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. walking beside or over unprotected waterways;
6. walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;

7. walking routes interrupted by numerous high traffic volume business driveways;
8. other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board may also consider evaluation factors including but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time student would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Bus safety sites must have an average score of at least 75 points from the Safety Committee to be considered for Safety Busing. Further, the Board shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy as Appendix A.

Each year, no later than the regular board meeting in August, the Board of Trustees shall review and vote on all requests for new safety busing locations. The Superintendent or their designee is directed to review all existing safety busing locations at intervals of at least every three years.

Legal Reference: 1.C.§33-1501 Transportation Authorized
Adopted: March 12, 2015 Reviewed 6/27/2026

APPENDIX A:

MEASURING INSTRUMENT FOR WALKING STUDENTS

School: Vision Charter School

Location of Area Rated:**Date Rated:**

High Danger = 15		Average Danger= 10		Low Danger = 5		Numeric Score
Traffic				Score	Bus	Walk
30 Minutes Before or After the bell						
Posted Speed						
Grade Level:						
Kindergarten						
Elementary						
Middle/High						
Shoulder:						
< or> 3 feet						
paved/unpaved						
Sidewalk						
on street parking						
Crossing Types:						
Train Tracks						
cross walks						
crossing guards						
traffic control						
painted (crosswalks)						
Obstructions						
trees or shrubs						
hills or curves						
Open Waterways:						
width:		depth:				
Extraordinary Factors:						
Parks						
Crime						
child molesters						
lack of street lighting						
COMMENTS:						
RECOMMEND SAFETY BUSING				YES		NO
Signed by:				!Date:		

Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation needs may include, but are not limited to, the following:

- (a) travel to and from school and between schools;
- (b) travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
- (c) specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities;
- (d) other services that support the student's use of transportation, such as:
 - 1. special assistance (e.g., an aide on the bus and assistance getting on and *off* the bus);
 - 2. safety restraints, wheelchair restraints, and child safety seats;
 - 3. accommodations (e.g., preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route); or
 - 4. training for the bus driver regarding the student's disability or special health-related needs.

The Child Study Team who develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the Charter School have access to the Charter School's regular transportation system under policies and procedures applicable to all students at

Vision Charter School. Utilizing the Charter's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

One of the contracting transportation provider's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Cross Reference:	8140	Student Conduct on Buses
Legal Reference:	20 U.S.C. § 1400 et seq.	(IDEA)
	IDAPA 08.02.03.109	Special Education
	Idaho Special Education Manual	

Adopted: May 12, 2015 Reviewed 6/27/2026

Student Conduct on Buses

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding school district vehicles as are expected on school property or at school activities, functions or events, and additional specific transportation safety rules. All school rules are in effect while a student is riding a district vehicle or at a school bus stop.

The Charter Administrator shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Charter Administrator and revised if necessary.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in the student handbook and shall be available upon request at the Vision Charter School office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with Vision Charter School to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Charter Administrator for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

Discipline of Students with Disabilities

If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regards to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the district provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.

Cross Reference: 3330 Student Discipline
8130 Transportation of Students with Disabilities

Legal Reference: I.C. § 33-1501 Transportation authorized
I.C. § 33-205 Denial of school attendance

6/2020 approved

6/27/26 reviewed

Safety Busing

Safety Busing requests will be evaluated using the approved Evaluation form. The Evaluation form will remain on file at the VCS office. VCS will annually review all new safety busing requests and affirm to the SDE that all previously approved Safety Busing requests remain unchanged if applicable. {33-1502}

Approved: November 16, 2017 Reviewed 6/27/2026

