

SERVICES TO SCHOOLS AND CHILDREN

Section 7 **Transportation**

A. Safe Pupil Transportation Plan

This policy sets forth ESU #13's plan for providing safe transportation to students being transported by ESU #13 in pupil transportation vehicles.

1. Weapons. Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - a. Pull the vehicle over to a safe and secure area.
 - b. Radio school administration and notify them of the situation if possible. If not possible, the driver will make every attempt to contact school administration from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - c. Confiscate the weapon (if it doesn't jeopardize student or driver safety).
 - d. Give the description of the weapon and participating parties to school administration.
 - e. School administration will immediately notify appropriate law enforcement agencies.

2. Pupil behavior. Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - a. Bring the vehicle to a safe stop.
 - b. Activate the emergency flashers.
 - c. Seek to resolve the incident through discussion with the student(s) involved. If the incident is not resolved through discussion, seek to resolve the incident using physical force only as necessary to protect students or yourself.
 - d. Radio school administration and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone school administration from a cellular telephone or from the nearest safe haven location.
 - e. Report and document discipline problems to the Program Administrator or Program Director on a Bus Conduct Report/Incident Form.

3. Terroristic threats. A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
 - a. Radio school administration and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone school administration from a cellular telephone or from the nearest safe haven location.
 - b. Make every attempt to keep the passengers calm (this may mean complying with the terrorist).
 - c. School administration will immediately notify appropriate law enforcement agencies.
 - d. Driver should wait for instructions from school administration if possible.

4. Severe weather. Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
 - a. Radio school administration and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone school administration from a cellular telephone or from the nearest safe haven location.
 - b. Return to the nearest school site if less than five minutes away and follow the directions of the Program Administrator or Program Director.
 - c. If more than five minutes away from a school site, go to the nearest school and follow the directions of the Program Administrator or Program Director.
 - d. If more than five minutes away from the nearest school site or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - e. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials. Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
 - a. Pull the vehicle over to a safe and secure area.
 - b. Radio school administration and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone school administration from a cellular telephone or from the nearest safe haven location.
 - c. Give description of hazardous materials in question to school administration.

- d. School administration will immediately notify appropriate law enforcement.
 - e. Driver should wait for instructions from school administration if possible.
6. Medical emergencies. Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- a. Pull the vehicle over to a safe and secure area if possible.
 - b. Radio school administration and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone school administration from a cellular telephone or from the nearest safe haven location.
 - c. School administration will immediately notify appropriate medical agencies.
 - d. Driver should follow instructions from school administration, ESU #13 officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - e. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child. Driver should try to keep student passengers as calm as possible.
7. Procedures in the event of mechanical breakdowns of the vehicle. Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
- a. Pull the vehicle over to a safe and secure area if possible.
 - b. Radio school administration and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone school administration from a cellular telephone or from the nearest safe haven location.
 - c. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in a secure area.
 - d. Driver should try to keep student passengers as calm as possible.
 - e. School administration will arrange for assistance and a relief vehicle if needed.
8. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, medical emergencies, or procedures in the event the drop-off location is uncertain or appears unsafe to leave students. Documentation of such events shall be completed and submitted as soon as

practicable after the incident.

9. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported only with written permission of a Program Administrator or Program Director. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
10. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each ESU #13 site, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference:	§§ 79-318, 79-602, 79-607 and 79-608 NDE Rule 91
Date of Adoption:	December 15, 2020

B. Safe Driving Record Standard for Drivers

Each person who drives students in a small vehicle (car or van) other than a pupil transportation vehicle for an ESU #13 activity and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. motor vehicle homicide;
2. driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years;
3. reckless driving or willful reckless, within the immediate prior 20 years;
4. accumulation of five or more points under the motor vehicle operators' license point system, within the immediate prior four years. In the event the person has accumulated three or four points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Program Administrator or Program Director designee based on the nature and proximity of the offense as it relates to safe transportation.

Each person who drives an ESU #13 vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position required driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or

circumstances:

1. motor vehicle homicide;
2. driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. reckless driving or willful reckless, within the immediate prior 10 years; or
4. accumulation of six or more points under the motor vehicle operators' license point system, within the immediate prior four years. In the event the person has accumulated three, four, or five points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Program Administrator or Program Director based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Program Administrator or Program Director may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with ESU #13 and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference:	NDE Rule 91
Date of Adoption:	December 15, 2020