

## ARTICLE IV: TRANSPORTATION

### TABLE OF CONTENTS

- 4-4.1 MOTOR VEHICLES
- 4-4.2 PUPIL TRANSPORTATION SERVICES
- 4-4.3 TRANSPORTATION OF DISABLED STUDENTS
- 4-4.4 SCHOOL BUS SAFETY PROGRAM
- 4-4.5 STUDENT CONDUCT ON SCHOOL BUSES

## **POLICY 4-4.1 MOTOR VEHICLES**

### **Generally**

The Hanover County School Board shall own and operate such motor vehicles as shall be necessary for the division superintendent's office, the maintenance of buildings and grounds, the support service for the instruction and school lunch programs, and for pupil transportation services as described in School Board Policy 4-4.2.

### **Use of School Board Owned Vehicles**

Under no circumstances may School Board vehicles be used for private purposes. The division superintendent shall establish regulations to govern the use of School Board automotive equipment in an efficient manner, to insure that essential transportation for the conduct of School Board business is provided at a reasonable cost, and to recognize the need to conserve energy resources. The number of vehicles assigned to individual employees should be minimized, and an efficient motor pool should be created to be used as an alternative to the assignment of all vehicles.

### **Vehicle Maintenance**

The Hanover County vehicle maintenance facility shall be used only for servicing, repairing, or otherwise reconditioning buses, vehicles, or equipment owned by Hanover County or the Hanover County School Board.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-221.

*Recodified: August 2000*

## **ACCOMPANYING REGULATION**

### **REGULATION 4-4.1 USAGE OF AUTOMOBILES**

#### **Motor Vehicles**

Hanover County School Board motor vehicles will be assigned to certain on-call personnel as determined by the division superintendent. A vehicle fleet will be maintained to accommodate the transportation needs of all other central services staff. Fleet vehicles will be assigned to each central services department (Instructional Leadership, Human Resources, Finance and Support Services) by the assistant superintendent of support services on an as-needed basis. Fleet maintenance will be under the supervision of the director of transportation.

All operators of School Board-owned vehicles must hold a valid Virginia operator's license and each operator shall sign a form giving the School Board permission to obtain a copy of his driving record from the Department of Motor Vehicles (DMV).

School Board employees shall obey all speed limits and traffic laws when operating a School Board-owned vehicle. School Board-owned vehicles shall be used only for official school business. Unauthorized persons are not permitted to drive or be transported in School Board-owned vehicles.

The use of any legal or illegal substance, including drugs and alcohol, which impairs or could impair one's ability to operate a motor vehicle is prohibited while

operating any School Board-owned vehicle. Transportation of such substance(s) in a School Board-owned vehicle is also prohibited.

### **Reporting Vehicle Accidents**

Accidents involving School Board vehicles shall be reported immediately to the local police or sheriff's department and to the transportation supervisor or his designee. This reporting requirement includes vehicles which may be parked and are damaged by accident or vandalism.

Any driver of a School Board-owned vehicle involved in an accident should not comment to anyone regarding the accident except to the police, school officials or a representative of the School Board's insurance company. Vehicles should not be moved until the driver is told to do so by a representative of the School Board transportation department or a law enforcement officer. Drivers should obtain the other driver's name, vehicle license number, description of vehicle, name and address of witnesses and name of insurance company, if possible.

A law enforcement officer should always be called to investigate accidents involving a School Board-owned vehicle. Once the law enforcement officer and the transportation office have been notified, the driver shall report the incident to his supervisor.

The School Board's vehicle insurance carrier may change periodically due to the competitive bidding process; therefore, a carrier is not named in this regulation. The transportation office will provide this information to appropriate officials as needed. Following an accident the driver of the School Board vehicle shall contact the director of transportation for the purpose of completing additional reports relative to the accident.

## **POLICY 4-4.2 PUPIL TRANSPORTATION SERVICES**

The Hanover County School Board may provide for the necessary transportation of students. All requirements regarding the transportation of students established by the Code of Virginia, regulations of the Virginia Board of Education, and policies and regulations of the School Board shall be met.

The School Board shall own/lease and operate all school buses and other vehicles used for transporting students to and from the Hanover County Public Schools. Each fiscal year the School Board shall determine the number of school buses to be purchased. Competitive bids shall be let for the chassis and bodies. Specifications for these bodies and chassis shall comply with the regulations of the Virginia Board of Education.

### **School Bus Scheduling and Routing**

School bus scheduling and routing will comply with the Regulations of the Virginia Board of Education.

### **Special Use of School Buses**

The use of school buses for purposes other than transporting children to school for the regular school hours is permitted with prior approval of the division superintendent and in accordance with regulations pertaining to field trips.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-176 through 22.1-198, 22.1-221, 46.2-871, 46.2-1089 through 46.2-1091; Virginia Board of Education Regulations Governing Pupil Transportation, 8 VAC 20-70-10.

*Recodified: August 2000*

*Amended: November 7, 2007*

### **ACCOMPANYING REGULATIONS**

- 4-4.2(A) SAFETY AND SECURITY OF SCHOOL BUSES
- 4-4.2(B) TRANSPORTATION OF PRESCHOOL AGE CHILDREN OF HANOVER COUNTY BUS DRIVERS
- 4-4.2(C) TRANSPORTATION OF SCHOOL AGE CHILDREN OF HCPS EMPLOYEES ON EXTRACURRICULR OR ACTIVITY TRIPS

#### **REGULATION 4-4.2(A) SAFETY AND SECURITY OF SCHOOL BUSES**

In instances where a school bus driver arrives at the residence of a 2<sup>nd</sup> grade or younger student to discharge the student, and the driver is reasonably sure or has knowledge that no one is home to receive the student, the procedures listed below shall be followed:

1. The driver should contact the relevant school and the transportation department on the two-way radio for assistance. Because most drivers are responsible for two (2) bus routes, drivers/buses should not be detained.
2. If possible, the bus driver should continue on the route delivering other students and return to the child's home after completing the route. (This may be possible in residential areas; however, this may not be possible in rural areas.)
3. In the event the school is unable to offer assistance or the child cannot be delivered after the route has been completed, the driver should return the child to the school where an official school representative should be present to receive the child.
4. School administrators (site based managers) should inform their drivers when the bus should be returned to schools for the following incidents:
  - a. Fighting on school bus;
  - b. Evidence of weapon(s) or drugs on school bus; or
  - c. Unruly and unsafe bus passengers (excessive profanity and serious threats).

*Amended: September 30, 2003, August 31, 2016*

**REGULATION 4-4.2(B) TRANSPORTATION OF PRESCHOOL AGE CHILDREN OF HANOVER COUNTY BUS DRIVERS**

1. School bus drivers' children of one (1) year of age or older may be transported on buses on assigned routes, subject to the approval of the director of transportation.
2. Only the driver's own children may ride the bus.
3. If requested, the driver must have documented legal court appointed guardianship of a child in order to transport that child on the bus.
4. Not more than two (2) preschool age children will be permitted per bus.
5. Car seats and other restraining devices must be provided by the driver for children that are required by law to be in a restraint or car seat while being transported.
6. Preschool children must be secured in the seat immediately behind the driver.
7. Preschool children are required to abide by the laws, rules and regulations pertaining to school age passengers.
8. Drivers' preschool age children must not be left alone on the bus at any time.
9. School bus drivers are not to take their preschool children on the school bus if they are ill or have any signs or symptoms of a communicable disease.
10. Drivers' preschool age children will not be permitted to ride on extracurricular/activity trips.
11. Failure of the driver to comply with regulations will result in the loss of this privilege and/or disciplinary action.

*Amended: September 30, 2003*

**REGULATION 4-4.2(C) TRANSPORTATION OF SCHOOL AGE CHILDREN OF HCPS EMPLOYEES ON EXTRACURRICULAR OR ACTIVITY TRIPS**

1. The school-age children of a Hanover County Public Schools (HCPS) employee who is riding a HCPS bus for an extracurricular or activity trip may be transported on the bus in accordance with this regulation.
2. No more than two (2) children may ride with an employee. The children must be the employee's own children or the employee must be the children's legal guardian. The children must be HCPS students.
3. If requested by school administration, the employee must provide appropriate documentation that the employee is the legal custodian of the children.
4. The employee's children must be seated at the front of the bus during an extracurricular or activity trip.
5. The employee's children are expected to follow the policies and regulations of Hanover County Public Schools.
6. The employee may not leave his/her children alone on the bus at any time during an extracurricular or activity trip.
7. Children who are ill or show symptoms of a communicable disease should not be allowed to ride a HCPS bus.

8. An employee's failure to comply with this regulation will result in loss of the privilege of having their children ride a HCPS bus for an extracurricular or activity trip and may result in disciplinary action.
9. Children of volunteers, boosters or other community members are prohibited from riding HCPS buses for extracurricular or activity trips, unless the children are participants in the extracurricular or activity trip.

*Adopted: December 6, 2016*

#### **POLICY 4-4.3 TRANSPORTATION OF DISABLED STUDENTS**

The Hanover County School Board operates and maintains specially equipped buses for disabled children. The division superintendent and or his designee shall assume the responsibility for seeing that these buses are adequately serving disabled children. When special buses are not provided, other means of transporting disabled children will be arranged, consistent with applicable law.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-221; Virginia Board of Education Regulations Governing Pupil Transportation, 8 VAC 20-70-10; Individual with Disabilities Act, 20 U.S.C. §§ 1400, et seq.; Americans with Disabilities Act, 42 U.S.C. §§ 12101, et seq.

*Recodified: August 2000*

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#### **POLICY 4-4.4 SCHOOL BUS SAFETY PROGRAM**

All buses and other vehicles owned and operated by the Hanover County School Board shall be inspected for safety by the assigned driver and director of transportation on a regular basis. The director of transportation shall develop and maintain a safety inspection record which shall be filled out and signed by the individuals conducting the inspection. In addition, all buses shall be available for the regular state inspections. Any defects noted by local or state inspections shall be remedied immediately. All accidents, regardless of the damage involved, must be reported to the transportation supervisor, as further outlined in regulation 4-4.1.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-181, 22.1-184; Virginia Board of Education Regulations Governing Pupil Transportation, 8 VAC 20-70-10.

*Recodified: August 2000*

### **ACCOMPANYING REGULATION**

#### **REGULATION 4-4.4 SCHOOL BUS ADVISORY COMMITTEE**

Each Hanover County public school shall establish a school bus advisory safety committee comprised of a minimum of three (3) lay members, one (1) bus driver, and the school principal or his designee to promote greater school bus safety.

#### **POLICY 4-4.5 STUDENT CONDUCT ON SCHOOL BUSES**

Each Hanover County building principal shall have the authority to suspend the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on school buses. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

In those instances where students have riding privileges suspended, it shall be the responsibility of the parents (or guardians) of the student to see that their child/children get to and from school safely. The bus driver shall be responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal, and provide a copy of all misconduct reports to the transportation office.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-181, 22.1-293; Virginia Board of Education Regulations Governing Pupil Transportation, 8 VAC 20-70-10.

*Recodified: August 2000*

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