Regulation

SUPPORT OPERATIONS   5046.1

OPERATING PROCEDURES FOR TRANSPORTATION OF STUDENTS

I.   Requesting Use of the Bus/Vehicle

    A.   Drivers must submit a Bus/Vehicle Use Request for Transportation of Students form (Regulation 5046.2) to the Program Director or Designee for each trip or a repetitive trip (i.e., trips taken weekly -- shopping, work, etc.).

    B.   All students must have an annual blanket or special permission slip. Buses/vehicles will be assigned on a "first come, first served" basis. Requests should be filed no later than noon on the Tuesday prior to the week of the scheduled trip.

II.   Departure

    The bus/vehicle will depart from the BOCES or School District after the necessary forms are checked and keys disseminated by the Divisional support staff. At no time is a driver to give bus keys to another driver without returning to the BOCES.

III. Procedures

    A.   Drivers must have been approved by their Director or Designee and Transportation Supervisor to transport students (Regulation 5046.4).

    B.   Origination:

    At the commencement of the trip, the driver must:

        1.   See the Divisional support staff to pick up keys and complete the necessary paperwork. Requests must be signed by the Director or Designee.

        2.   Provide a passenger list to the Divisional support staff.

        3.   Pick up the bus/vehicle at the Rossetti Education Center vehicle compound.

        4.   Leave personal vehicle in an appropriate parking spot.

    C.   Completion of Trip:

    Upon completion of the trip, the driver must:

        1.   Return the bus/vehicle to its designated parking spot and plug in if necessary. Please clean seats or remove paper, etc.

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      2.   Contact the Transportation Office and Divisional support staff if there are any problems with the bus/vehicle. This is to ensure the next driver that the bus/vehicle is road-worthy.

      3.   Return keys to the designated Divisional support staff.

D.   If the bus/vehicle is in need of repair, the Transportation Supervisor will contact the Divisional support staff. The Divisional support staff will notify instructional staff if trip cancellations are necessary.

IV.   Accident Procedures

A.   The teacher or driver shall be responsible for carrying out the following procedures:

      1.   Immediately call the Program Director or Designee.

      2.   Request an ambulance and remain with the bus/vehicle occupants at the accident site.

      3.   Notify the local or State Police.

      4   Ensure that all passengers on the bus/vehicle will be examined by the appropriate medical response team, as needed.

      5.   Record all the names and location of passengers in the bus/vehicle at the time of the accident.

B.   The appropriate Director or Designee shall be responsible for carrying out the following procedures whenever a bus/vehicle accident occurs:

      1.   Notify the:

            a.   District Superintendent
            b.   Assistant Superintendent
            c.   Superintendent of each school District whose students are involved in the accident.
                i.   The names of students involved in the accident.
                ii.   The extent of the injuries.
            d.   Transportation Supervisor
            e.   Teacher/Nurse (if not at the scene)

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2. Request that the Superintendent of each school district inform the parents of student(s) in the accident. Each school district will also be asked to provide transportation back to the district for the students.

3. Complete a Student Accident Form (Insurance Company's General Liability Accident Report) available from the Central Business Office.

4. Complete a Vehicle Accident Form (NYS DMV Form MV-104/104F) available from the District Superintendent's Office.

5. The appropriate Director or Designee will inform the Superintendent of each school district of his/her responsibility to have the bus inspected for damage and appropriate records kept.