



# Policies and Procedures for Pupil Management

## Best Practices

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. Contracting school districts shall ensure compliance to written policies by student transportation contractors. The district's or charter's written policies shall, at a minimum, include:

1. Student transportation operations, including participation in training programs for all transportation personnel. (Idaho statute 33-1501, 33-1502, 33-1508). (See SISBO page 67)
2. The evaluation of school bus routes and the periodic evaluation of student transportation personnel. (See SISBO page 67)
3. The investigation and reporting of accidents and other transportation problems. (See SISBO page 67)
4. Providing supervision of loading and unloading area at or near schools during unloading and loading of school buses. (See SISBO page 67)
5. Providing emergency training and periodic evacuation drill for students in accordance with Federal Highway Safety Guideline 17. (See SISBO page 67)
6. Every school district which operates a student transportation system shall have a written policy which sets forth the student's right to "due process" when disciplinary action is taken and defines the duties and responsibilities of students when taking advantage of student transportation. (See SISBO page 73)
7. Provide contract management (if applicable). If a private carrier is utilized in a school transportation operation, it is imperative that a clear partnership is established with all parties. Clear expectations and contract review, along with on-going training, communication and practice/procedure development should be developed with a working partnership in mind. (Idaho Statute 33-1510)
8. Each school district that provides activity bus transportation for students shall have comprehensive policies and guidelines regarding activity transportation. (IDAPA 08.02.02.180)

The following additional policies should be adopted and implemented by school districts and charters.

1. The bus driver's authority over, and responsibility for, pupils while in transit.
2. The pupil's right to due process when disciplinary action is taken
3. A step-by-step procedure for resolving problems when the driver needs assistance.
4. The conditions under which a pupil might be temporarily or permanently suspended from bus riding privileges.
5. Procedures for handling emergencies.
6. Use of bus monitors or bus attendants.
7. Requirements and responsibility for school bus passengers and pedestrian safety instruction.
8. Parent's or guardian's responsibility for damage caused by their children to the bus or its equipment.
9. Job descriptions for all transportation personnel and physical requirements.
10. Student Code of conduct.
11. In-lieu of transportation.
12. School supervision policy during school bus loading/unloading procedures.
13. Accident procedures and subsequent required training of personnel and/or orderly dismissal.
14. Driver traffic citations and subsequent required training of personnel and/or orderly dismissal.
15. Transportation personnel due process and orderly dismissal procedures.
16. Staff training requirements inclusive of, or over and above state minimums.

Additional Resources: ISBA members have access to Policies.