

R 12-1-1 School Personnel Responsibilities

Section 13-General Operating Procedures of SBP 4336 states: “The school bus operator shall possess, in the operator’s compartment, a copy of this manual developed by the State Director and a current school bus schedule (by the end of the first month).”

The Board of Education expects its bus operators and all others associated with school transportation to be fully acquainted with and to respect the policies, rules and regulations governing the transportation of pupils as approved by the Preston County Board of Education, State Department of Public Safety (State Police) and the State Motor Vehicle Commission along with all regulations described in the Commercial Driver’s License Manual. All bus operators shall be provided with the most recent copy of the West Virginia State Department of Education Transportation Regulations.

Operators shall keep accurate rosters of the students riding their bus on each of their runs and keep an accounting of the residences of all students they transport. The pickup and drop-off locations will be selected at the beginning of each year and will be considered the dedicated bus stop for the year. Parents or guardians are requested to provide a three-day notice to the Coordinator of Transportation (using the *Request for Change in Bus Assignment Form*) in the event that their child no longer will be riding an assigned bus, if their child is a new student riding a bus, if their child is changing the school they attend or if they wish to change a designated stop for their child.

All bus operators whose bus rosters are affected by and such change and the school principal shall be notified of the change and bus rosters and residence locations shall be recorded accordingly.

Because of the Transportation Department's accountability and liability for the safety of the students who ride county school buses, as of July 1, 2017, the transportation department and its bus operators will only pick up and return students to their designated bus stop as identified on the bus driver's passenger roster and residence location on a daily basis. The school system will not issue bus passes to a different attendance area for any reason whatsoever.

Bus passes will only be issued in emergency situations. **PASSES WILL NOT IS ISSUED** for appointments, sleepovers, parties or any other non-emergency reasons for which a parent might call. Students who normally do not ride a bus will not be permitted a bus pass to ride school buses. Bus pass privileges will be revoked for any student who becomes or creates a discipline problem.

School personnel who fail to enforce the above ridership rules shall be considered to be negligent in performing their duties.

This policy does not prohibit students from riding a bus to participate in school activities such as unified middle school sports, unified middle school band, field trips, or other curricular or extra curricular school-sponsored activities.

Bus drivers shall deliver completed reports to the Coordinator of Transportation two days after the end of the school month. Failure to report promptly shall be considered neglect of duty. All school buses shall be parked, stationed, or stored at a place designated by the Coordinator of Transportation.

(SBP 4336)