

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

TRANSPORTATION

7.1 RESPONSIBILITIES OF PARENTS, STUDENTS, TEACHERS, STAFF AND OTHERS

Students are to follow the bus rules that have been developed by the school personnel and bus contractors. Parents are asked to work with the District by making sure that their child complies with all bus safety rules. Students must be at the bus stop at their appointed time. Parents of very young children are encouraged to accompany them to the bus stop and to be the bus stop when their children are returned from school. A student's Individual Education Plan (I.E.P.) may stipulate that a parent or guardian is at the bus stop previous to and after bus transportation. Teachers and other staff members will provide proper supervision to the students as they board and exit the buses at the respective schools. They will also discuss bus safety issues with the students on an ongoing basis. SBE 81-3, 90-2 and 95-1.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.2 STUDENTS ELIGIBILITY FOR TRANSPORTATION

A. STATE REGULATIONS

State law determines the distances that are used in providing transportation for school children.

1. One (1) mile one-way for students in grades kindergarten through six (6);
2. One and one-half (1-1/2) mile one-way for students in grades seven (7) through eight (8) and;
3. Two (2) miles for students in grades nine (9) through twelve (12).

B. POLICY FOR BUSING STUDENTS

1. Students who live less than one-fourth (1/4) mile from a country road or state road will be picked up at the main road.
2. Students who live more than one-fourth (1/4) mile from a county or state road will be picked up at the house provided there is an adequate road and there is a turn around. The bus contractor will be the judge of an adequate road and/or turn around. Decision of the contractor may be appealed to the Superintendent.

C. HEALTH & SAFETY

In addition, the school may establish health and safety regulation for students while riding buses.

D. STANDARDS FOR HAZARDOUS WALKING CONDITIONS

Tularosa Municipal Schools recognizes that hazardous walking conditions may exist in the community. When these conditions exist, students who are not normally entitled to transportation services may receive them. SBE Regulation 6 NMAC 9.5.2 and the guidelines found below will be followed to determine whether or not hazardous walking conditions exist.

E. TEMPORARY HAZARDOUS WALKING CONDITIONS

1. Temporary transportation service may be provided in cases involving conditions such as construction, dams, drainage ditches, etc., which have been determined with a Hazardous Walking Survey and have been approved by the local board.
2. The Superintendent of the local district must provide justification to the State Transportation Director to show that efforts have been made with local government entities to eliminate the conditions.

F. ENROLLMENT TRANSPORTATION OF NON-DISTRICT STUDENTS

1. Transportation shall be provided for eligible students residing within the attendance area of the school they attend. Transportation of students residing outside the attendance area of the school they attend shall be the responsibility of the parent/guardian or student.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.3 LOADING ZONES, SCHEDULES & ROSTERS

A BUS LOADING ZONES

Zones for loading and unloading are marked at each school. Buses are not to load or unload at any other locations.

B. ARRIVAL AND DEPARTURE FOR SCHOOL BUSES

1. Buses should arrive at designated schools each school day no earlier than 7:20 a.m. and no later than 8:00 a.m.

C. BUSES TO OPERATE ON TIME SCHEDULE

1. All school buses are urged to operate on a regular time schedule, which can be determined within two weeks from the time school begins. This schedule should be adhered to as closely as possible for the remainder of the school year.
2. If buses are unusually late in arriving, or if buses are unusually early in arriving, cause for such should be reported to the Director of Transportation.

3. Inclement Weather

Decisions to cancel or delay school are made by the Superintendent and/or Designee and Bus Contractor after reviewing driving conditions. Teachers on duty will arrive and remain on duty as assigned until a decision to delay school results in an abbreviated day for both students and staff. Depending on weather conditions some bus routes may be canceled for the day while others will only be delayed. Poor conditions may also cause school to be let out early. Once again, this decision will be made jointly by the Superintendent and/or Designee and Bus Contractor. If, due to unusual weather conditions, school buses are not able to make their run, each contractor shall notify the Director of Transportation.

D. PASSENGER ROSTERS

1. A roster of students who are transported on each bus will be developed and updated throughout the school year. The bus driver(s) and the contractor will maintain these rosters. A copy of these rosters will be delivered to the transportation director for the schools prior to the fortieth day. The bus contractor will present any updates to the rosters to the transportation director. The rosters will include the student's name, his/her school, parent's name, address and time when the child is picked up and dropped off each day.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.3 Continued - 2

E. ROUTE RECONFIGURATION

1. In the event that a route should need to be reconfigured after the type of transportation services has been decided upon by the IEP or 504 committee, the district will allow three (3) days to reconfigure the route with the contractor's input.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.4 BUS DRIVERS

A. BUS DRIVER TRAINING

1. Each bus driver must have eight (8) hours each semester of in-service training.
2. Each driver and/or contractor is expected to know the ethics of the school bus driver's profession and to abide by them.

B. BUS DRIVER INTERACTION WITH STUDENT

1. The cardinal points to be kept in mind when dealing with students are: be kind; be courteous; be understanding and sympathetic; be firm but just.
2. The school bus driver has the responsibility of the children from the time they get on the bus in the morning until they reach the school, and in the afternoon from the time the children get on the bus until the time they unload at their bus stop. The drivers are responsible for the discipline and the general conduct of each child on their bus during the above-stated times. The driver has the same authority and responsibility as a teacher while the children are on the bus.
3. Under no circumstances should a bus driver slap, shake, kick, or otherwise handle any student as a means of discipline. Children can be controlled and reasoned with, without resorting to this method of discipline.

C. DRIVER RESPONSIBILITIES & RULES

1. RESPONSIBILITIES

In accepting a job as a school bus driver, the driver is accepting a trust for the safe transportation of human lives. The driver becomes a citizen of more than average value because they have been entrusted with the community's most treasured asset. A good rule to abide by when transporting children is, "treat every child as you would want your own child to be treated."

2. BUS DRIVER RULES

- a. All drivers of school buses shall be of legal age as specified by state law.
- b. No substitute driver, other than those approved by the Board of Education, is to be employed or used to drive school buses at any time.
- c. School bus drivers and/or contractors are not expected to commit the use of their bus for any reason which would involve liability on the part of the Board of Education without first obtaining the approval of the Superintendent or Director of Transportation.
- d. In order to operate with the greatest degree of cooperation and efficiency, bus drivers and/or contractors are asked to refrain from promising students special parties, special picnics, gifts, etc. These things should be discussed in joint meetings of the drivers, contractors, and school officials.
- e. No one is to use tobacco on the school bus.
- f. No one is to use profane or abusive language at any time on the bus.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.4 Continued - 2

- g. Do not allow students to throw items while on the bus.
- h. Require students to stay in their seats while the bus is in motion.
- i. Each bus driver may assign definite seats to children.
- j. A child should be permitted to leave the bus **only** at approved bus stops. Special stops will be permitted only with WRITTEN PERMISSION of parents, and never with just the consent and approval of friends.
- k. A student receiving modified services will be delivered back to school if a parent or guardian is not present to take delivery.
- l. Emergency resuscitation will be given to any student requiring it.
- m. The school bus driver will report all school bus accidents involving his/her bus.
- n. School bus drivers will report all school bus accidents in accordance with local, district and state accident reporting procedures.
- o. All school bus drivers are prohibited from the use of cell phones or other portable electronic devices – even those equipped with hands-free devices – while driving.
- p. All school bus drivers are banned from the use of cellular phones while supervising the loading and unloading of students.

3. BUS EVACUATIONS

- a. Students will be trained on how to properly evacuate a school bus at the beginning of the school year. School and transportation personnel, at least twice during the course of the year will conduct bus evacuation drills.
- b. Under most conditions the students will exit out the back door during an emergency. Older students will be trained to assist younger students in getting off the bus. The students will move to a safe place away from the bus. The driver will be the last to leave the bus. He/she will leave the bus with the safety kit and a roster of students who ride the bus. If the back door cannot be used the students will be trained to evacuate in another manner.

4. DRUG TESTING OF BUS DRIVERS/ACTIVITY DRIVERS

- a. This policy is adopted by Tularosa Municipal Schools in the interest of protecting the safety of the districts school children by detection and deterrence of the use of controlled substances by school bus drivers – all of whom occupy safety-sensitive positions – in conformity with the terms of State Board of Education Regulation No. 91-2 (March 21, 1991) and in recognition of the policy preference expressed by the State Board of Education in the regulation.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.4 Continued - 3

- 1) School bus drivers **and activity drivers** transporting students for the district, whether as employees of the district or pursuant to independent contract, shall be subject to drug testing on the following bases:
 - a) Upon the determination of the Superintendent, or his/her designee that there is reasonable cause to believe that a driver used or has been using a controlled substance on the basis of observation by school personnel who have received training in the identification of actions, appearance or conduct of a commercial motor vehicle driver which are indicative of such use;
 - b) Upon employment by the district following an offer of employment that is subject to such testing, but prior to commencing duties as a driver;
 - c) By selection pursuant to a random selection process in which at least fifty percent (50%) of the average number of drivers employed annually by the district; and
 - d) Within thirty-two (32) hours of any reportable vehicular accident in which a driver has been involved and for which the driver has received a citation for a moving traffic violation arising from the accident.
- 2) Positive results of such testing or a refusal to cooperate in such testing shall be grounds for discharge, non-renewal or refusal to hire.
- 3) The circumstances in which testing shall be conducted and the manner in which such tests will be conducted shall be as set forth in the United States Department of Transportation regulations referenced in SBE Regulation No. 91-2, namely, 49 CFR Parts 391 and 40.
- 4) All contracts with school bus operators are subject to such operators providing the Superintendent with test results for their employees and applicants for employment pursuant to the criteria set forth in Paragraph A, above.
- 5) As used in this policy, drug testing involves the driver or applicant making himself or herself available at a place and time specified by Tularosa Municipal Schools or his/her designee and providing a sample of body fluid or tissue to be analyzed for the presence of “controlled substances” as that term is defined by pertinent U.S. Department of Transportation regulation referenced in SBE Regulation No. 91-2.
- 6) To the extent application of the federal regulations incorporated in SBE Regulation 91-2 hinges on the school bus operating in interstate commerce or requires that it be subject to regulation by the Department of Transportation or other wise incorporates definitional phrases which are based on interstate activity or obligations to federal agencies. It is the intent of this policy that such testing requirements and procedures shall also apply to driver not operating in interstate commerce or being subject to such regulation. To these extent any other portion of the federal regulations incorporated in SBE Regulation 91-2 require reasonable modification to make them applicable to the operation of school districts. It is also the intent of this policy to effectuate such reasonable modifications on a case-by-case basis and it is not the intention to make the regulation inapplicable.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.4 Continued - 4

- 7) The reporting requirements in SBE Regulation 91-2, which arise under 49 CFR Part 394, are an element of this policy. To that extent such reporting requirements hinge on operations in interstate commerce or subjection to United States Department of Transportation regulation or require reporting to federal agencies, such reporting requirements may not be applicable where operations are in an intrastate environment. To that extent, the reporting requirements will not be applied. In the event that any portion of this policy or any portion of the regulations it incorporates are declared unenforceable the remainder of this policy and such regulations shall remain in full force and effect.

5. CRIMINAL BACKGROUND CHECK POLICY

- a. All new drivers, attendants or other transportation personnel working for Tularosa Municipal Schools, shall be required upon hire to submit to a criminal background check in line with New Mexico State Statute Section: 22-10-3.3 NMSA 1978. New transportation employees within ten (10) working days of hire shall be required to go the Administration Building and pick up a fingerprint packet.
- b. They will then have ten (10) additional working days to submit the completed Fingerprint Cards, Fingerprint Certificate Form and applicable fees. This policy will affect all new hires after July 1, 1998.
- c. New employees who fail to return the Fingerprint Cards and Certificate shall not be retained. Any new employee found to be guilty of a serious crime of violence (murder, felonious assault, etc.) or crimes against children (molestation or abuse) shall not be retained.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.5 BUS OPERATIONS

- A. School buses shall be checked before placing bus in service and following each trip or tour of duty. All faulty or improperly functioning equipment shall be reported in writing. The Contractor will take corrective action as needed.

- B. Replacement of Buses Which Fail to Meet Pre/Post Trip Inspections
 - 1. Drivers conduct pre/post trip inspections. In the event a bus fails to meet the inspection criteria, the bus contractor will be notified. A spare bus will be used to replace the route until the necessary repairs are made.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.6 USE OF VIDEO TAPES

- A. The use of videotaping will be conducted on school buses.
- B. The Director of Transportation, Special Education Director, and Principals shall be the only individuals allowed to view the videotape. If these individuals deem it necessary, they may show a tape to the student involved, parent, driver, and/or contractor.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.7 BUS CONTRACTORS

A. BIDS FOR BUS CONTRACTS

See Section 8.3B of the Tularosa Board Policy.

B. CONTRACT TERMINATION

1. The contract with the school bus contractor may be terminated in accordance with SBE Regulation 6 NMAC 9.4.1. The Superintendent of school will make a recommendation to the local board concerning any termination of contract.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.8 PER CAPITA FEEDER POLICY

- A. The local board will provide per capita or per mile reimbursement to a parent or guardian in cases where regular bus transportation is impractical because of distance, road condition or sparse population. In some cases the local board can also authorize a parent to receive reimbursement for travel costs incurred by having a child attend a school outside the child's attendance zone.
- B. The local board will approve any agreements(s) made with parents or guardians for per capita feeder services. The agreement will define the terms of service, contract amount and the responsibilities of the parent or guardian.
- C. A parent or guardian who has entered into the per capita agreement must provide proof of insurance, vehicle registration and driver's license to the Director of Transportation and shall maintain the insurance for the term of the agreement.
- D. The local board shall establish the mileage reimbursement rate, upon the recommendation of the Superintendent.
- E. A system of accountability will be in place to ensure that services are rendered according to the terms of the agreement. The local board will ensure that payment is not made until services have been rendered, and the terms of the agreement have been met.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.9 ACTIVITY TRAVEL

Tularosa Municipal Schools recognizes that State Board Regulation 6.41.4.9 Governing the Transportation of School Children Participating in School-Sponsored Activities. In addition to the above regulation, the following policies are adopted to comply with Regulation 6.41.4.9.

- A. Trips that require extended travel time will have rest stops of at least fifteen (15) minutes duration at intervals not to exceed three (3) hours. Stops for meals will be for at least forty-five (45) minutes duration. Emergency stops will be made as necessary.
- B. School buses or school vehicles will be used for all student activity travel, if possible. In the event that privately owned vehicles are used, they must have prior approval of the Superintendent's designee before making any student activity trips.
- C. Buses and school vehicles are covered by school insurance, which includes liability, bodily injury and medical coverage. Private vehicles must have similar coverage before they will be approved for an activity trip.
- D. In the event that a trip will require more than eight (8) hours continuous duty time, a relief driver will accompany the vehicle on the trip.
- E. In the case of an accident involving a vehicle on school activity trips, the following procedures shall be followed:
 - 1. Stop the vehicle immediately.
 - 2. Remain at the scene of the accident. **DO NOT MOVE VEHICLES.**
 - 3. Render reasonable assistance to any person injured in the accident and notify police and appropriate school administrator.
 - 4. Make certain all passengers are in a safe place away from the traffic and that they are not permitted to walk away from the scene of the accident.
 - 5. Flags, flares or lights should be used to warn traffic.
 - 6. Information such as names, license numbers, registration numbers, location, time, road conditions and weather conditions should be obtained. **MAKE NO ADMISSION OF LIABILITY OR ASSUME RESPONSIBILITY FOR THE ACCIDENT.**
 - 7. Provisions for transporting passengers to their destination should be made through use of other authorized vehicles.
 - 8. The operator of every motor vehicle which is involved in any accident within this state in which any person is killed or injured or in which damage to an apparent extent in excess of \$100.00 is sustained to the property of any one (1) person, including such operator, shall with (5) days report the matter in writing to the Department of Motor Vehicles.
 - 9. When a driver of an activity vehicle approaches the scene of an accident in which he/she is involved, the driver should stop and determine the necessity of being of assistance and as soon as possible continue toward the final destination. The vehicle should be parked in such a manner as not to endanger the vehicle or its passengers. Passengers should be instructed to remain in the vehicle.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.9 Continued - 2

- F. The driver of the vehicle will be held responsible for servicing, preventative maintenance, care and operation of that vehicle.

- G. The safety and welfare of our students while being transported to activities is a shared responsibility. The school sponsor is responsible for maintaining discipline on the bus and at the activity. Local board policies concerning discipline are in effect for those students participating in school-sponsored activities. The bus driver is responsible for the safe transportation of the students and staff. Both the sponsor and driver will be responsible for keeping a roster or count of the students attending the activity.

- H. The Sponsor shall be responsible for the bus being cleaned at the end of the field trip.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.10 FIELD TRIPS

- A. The Board of Education not only permits field trips of educational benefit to the student but also encourages them. Prior approval for such trips must be obtained from the Principal and from the Superintendent, or his/her designee. The Board of Education must approve any trips to destinations outside the state of one hundred (100) miles or more. Written permission from parents of the children involved must be secured before field trips.

- B. The principal will make the necessary arrangement with the contractor concerned on the use of buses for school-sponsored trips.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.11 FIELD TRIPS BY PRIVATE VEHICLE

- A. Parents may NOT use private vehicle to transport students at any time unless a non-district transportation form is completed and signed by the parent prior to departure.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.12 USE OF SCHOOL-OWNED VEHICLES

School-owned vehicles are secured for the exclusive use of school personnel, and their use is to be restricted to school purposes.

- A. Under no conditions may school-owned vehicles be used privately except in cases of emergency.
- B. The Superintendent may authorize use of vehicles under the conditions of the above policy and regulations. Any misuse of vehicles or personal use of school vehicles may result in dismissal of the person involved in the infraction.
- C. All “moving violations”, when using vehicles owned by the School District will be reported to the office of the Superintendent.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.13 PROCEDURES FOR MEDICINE TRANSPORT

- A. When it is necessary to transport medicine on a school bus, the following conditions will be met:
1. A proper carrying case for the medicine will be placed in front of the bus near the driver.
 2. A special education assistant will be authorized to administer the medication during transport.
(Only with appropriate approvals from school-site administrator).
 3. The assistant will have been trained to properly administer the medicine.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.14 COMPLAINTS REGARDING SCHOOL BUS TRANSPORTATION

- A. When a student or parent has a complaint regarding transportation services, the building principal or Transportation Director should be contacted. The problem will be discussed and changes will be made to the service plan if agreed upon by the Superintendent and contractor.
- B. Any complaints from the school bus contractor or others should be directed to the Superintendent or his/her designee.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.15 BEHAVIOR, DISCIPLINE & CONSEQUENCES

A. ADMINISTRATIVE RELATIONS

1. The Director of Transportation is available to address problems of major significance relative to school bus transportation.
2. As a general rule, the Principals are the usual staff members to confer with on routine problems involving school bus transportation. If a problem is serious enough, the bus driver may meet with the director of Transportation and Principal.
3. A driver should seek conferences with the Principal before routine problems become major problems.
4. Practically all problems can and should be worked out with the school administration without involving the Board Members. No driver and/or contractor should go to the Board of Education with problems involving school bus transportation without prior approval of the superintendent.
5. As long as drivers exercises good common sense, tact, understanding and "a sense of humor," they can be assured of the backing of the school administration on problems which may arise.
6. In case the administration disagrees with you, the driver, on a particular problem, that does not mean that the administration is taking the "side of the student." It could mean that you, the driver, acted without benefit of full knowledge of the facts involved.

B. STUDENT DISCIPLINE ON BUSES

1. Students who are being transported on buses to their schools are expected to follow the rules that have been developed. The bus rules and consequences for violation of the rules are found below. Parents are held responsible for any malicious destruction to the bus or assault on a driver or others. All students will continue to follow the established policies for the school they attend as well as the following bus rules:
2. Bus drivers shall not put any child off the bus for misconduct or for any other reason, but shall deliver said child to his bus stop. The driver shall have authority to temporarily suspend a student's bus privilege for a serious discipline problem. The driver should immediately report the matter to the Principal concerned.
 - a. The principal and/or contractor may suspend the student from riding the bus until the matter can be resolved.
 - b. If a student is suspended, the student and his/her parents will be allowed a conference with the Principal, bus contractor, bus driver, and Director of Transportation.
3. Every child has a right to expect the bus driver to be constantly vigilant of the child's safety.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.15 Continued - 2

C. BUS RULES FOR STUDENTS

1. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
2. Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left, facing traffic, except on divided or multi-lane roadways.
3. Students must be on time at their assigned bus stop.
4. Students must wait in a safe place; clear of traffic and away from where the bus stops. Students shall wait in an orderly manner and avoid "horseplay." When loading, the students should clear the traffic area immediately.
5. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly.
6. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
7. Without the advance permission of a responsible school official, students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop or school.
8. Students must occupy the seats assigned them by the bus driver.
9. Students shall not be permitted in front of the passenger seating area while the bus is in motion.
10. Students will stay out of the driver's seat and will not tamper with any equipment.
11. Students shall be courteous and obedient to the driver.
12. Students must cooperate with the bus driver in keeping the bus clean.
13. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
14. Students shall not use profane language or obscene gestures and shall not eat any food or drink any beverages on the bus.
15. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of the other students on the bus.
16. Students must not extend their hands, arms, heads, or objects through bus windows.
17. Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus. No item that will block the aisle or is unsecured shall be carried on the bus.
18. Students must not open or close the bus windows without permission of the bus driver.
19. Students shall not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
20. The use of tobacco, drugs, alcohol, or controlled substances shall not be permitted.
21. Students will not ride on the outside of the school bus at any time or attach anything to the bus.
22. Parents or guardians shall be held responsible for malicious destruction of the bus.
23. Any damage to the bus from any cause shall be reported by passengers to the driver, and the driver will, in turn, report it to the proper school official.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.15 Continued - 3

24. Students who must cross the road after unloading from the bus must pass far enough in front of the bus (approximately eight to ten (feet) that the driver can see them.

Students will cross the road only when the driver signals all is clear. The only exception to this rule is in urban areas where pedestrian crossings are provided at intersections and students will be instructed to cross after the bus leaves the unloading zone or when traffic signals direct them to cross. Students will not cross multi-lane roadways to meet the bus except in urban areas where crosswalks or traffic signals are provided.

25. Students shall look both ways before crossing to the opposite side of the road.

F. CONSEQUENCES

If a student chooses to ignore a rule, the Principal upon receipt of a written School Bus Incident Report signed by the driver will take the following disciplinary action(s). NOTE: the specific disciplinary action will depend largely upon the seriousness of the infraction.

1. Previous Warnings – A warning to the student with a copy of the conduct report issued to the parent/guardian. Parents will be expected to help prevent a recurrence.
2. First Offense – Disciplinary action will be administered. Possible options: A report to the parents will be made, suspension of riding privileges (either temporary or permanent), etc.
3. Second Offense – Automatic suspension of riding privileges will result. The length of suspension will depend on the seriousness of the infraction. A report will be made to the parents.
4. Third Offense – Automatic suspension of bus privileges for the remainder of the school year. An appeal may be made through the Superintendent.
5. Severe Disruption – The following inappropriate and dangerous behavior will result in automatic suspension of transportation privileges as determined by the building principal.
 - a. Physical harm to student(s)
 - b. Physical harm to driver or assistant
 - c. Physical damage to the bus
6. In addition to the suspension of transportation privileges, legal action may be taken and may result in charges being filed.
7. NOTE: Suspension of a student from his/her bus riding privileges does not necessarily mean the student is suspended from school.
8. Students with special needs requiring transportation as a related service will be dealt with on an individual basis through the Individual Education Plan (I.E.P.) process. Written referrals for students with special needs should be sent to the Director of Transportation and the Special Education Director.

Tularosa Municipal Schools
Board Policy Manual

SECTION VII

7.16 STUDENTS WITH SPECIAL NEEDS

A. COMPARABLE TRAVEL TIME

1. Transportation time for students with disabilities will be comparable to that provided to their peers without disabilities. Whenever possible students will ride on regular route buses. Students with disabilities, whose I.E.P. dictates special transportation needs may require a variance to the comparable travel time policy. This shall be determined on a case-by-case basis by the student's I.E.P or 504 Plan. The special needs shall be clearly stated in the I.E.P. or 504 document.

B. TRANSPORTATION OF SPECIAL PERSONNEL

1. Special personnel (i.e., licensed nurses, special education assistants, or other designated persons) will be assigned to a bus route only after a decision has been made by the I.E.P Committee to provide this type of service to student(s).

C. TRANSPORTATION OF ANIMALS TO ACCOMPANY A STUDENT WITH DISABILITIES

1. When a student's I.E.P. stipulates the need for an animal to accompany him or her to and from school, the following conditions must be met:
 - a. The animal must have proper certification and training.
 - b. The animal must have up-to-date immunization records.

D. DELIVERY OF A STUDENT RECEIVING MODIFIED SERVICES

A student I.E.P will dictate whether or not a parent or guardian must be present to receive a child who is receiving modified services. If a parent or guardian is not at the bus stop to pick up the student, the following actions will be taken:

1. The student will be asked to board the bus again.
2. Contact the Director of Special Education.
3. The Director of Special Education with the cooperation of the Principal will decide the appropriate supervision of the child.
4. The Director of Special Education or his/her designee will contact the parent or guardian of the child.
5. The parent or guardian will pick up the student at the appropriate building.

E. DO NOT RESUSCITATE REQUEST

1. All "Do Not Resuscitate" requests will be made to the students I.E.P. Committee. The students I.E.P. will dictate the procedures that must take place either at school or while traveling on a bus.