

UNITED SCHOOL DISTRICT

ADMINISTRATIVE  
REGULATION

810-AR-4. SPECIAL SERVICES REGULATIONS FOR CONTRACT DRIVERS

Proper supervision of students, strict adherence to all traffic regulations, maintenance of a safe vehicle, and the observance of safe driving practices must be followed as well as the following regulations:

1. Vehicle insurance coverage including the school bus rider is required in the amount of \$1,000,000.00. Insurance notices and certificates for school bus rider must be filed with the Transportation Coordinator no later than July 1.
2. Pre-approved routes and time schedules will be followed exactly. Any changes are issued from the Transportation Coordinator.
  - a. Students with disabilities, when approved by the Multidisciplinary Team (MDT)/Individual Education Planning Team (IEP) may be required to walk to a point not more than one and one-half (1 ½) miles from their home to a pick-up point within their capabilities.
  - b. The IEP team shall conclude that transportation to and from school or to and from an extracurricular activity, or a developmental, corrective or supportive service needed by a student during school hours, is a related service.
3. Drivers should not vacate their vehicle while students are inside. It is the responsibility of the parent/guardian to get the student to and from the vehicle. Students must utilize safety devices at all times.
4. Five (5) minutes is the absolute maximum waiting time for late student arrivals.
5. When a pre-kindergarten, kindergarten or first grade student is delivered to his/her home and the parent/guardian or parent designated contact is not home, the student is to be taken to the appropriate district building office or the bus garage on request of the parent/guardian. Efforts will be made to contact the parents/guardians or parent designated contact. However, if the parent/guardian or parent designated contact cannot be contacted, Indiana County Children's Services will be contacted.
6. Contract drivers must be twenty-one (21) years of age or over, be approved by the Board; possess a valid Pennsylvania operator's license, and complete an Act 34, Act 114, and Act 151 criminal and child abuse history report by the Pennsylvania State Police, Department of Public Welfare and the Federal Bureau of Investigation (Pol. 304).

Questions/Problems should be directed to the Transportation Coordinator.

No. 810-AR-4

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