

1 Safety is of paramount concern in providing student transportation services. The Transylvania  
2 County Board of Education (the “board”) recognizes that providing safe transportation requires  
3 the cooperation of students, parents, volunteers, personnel, and other governmental agencies.  
4 The superintendent or designee and all principals shall make reasonable efforts to inform  
5 affected individuals or entities about safety issues and monitor compliance with legal  
6 requirements and this policy.

### 7 8 **Temporary Requirements for Student Transportation Services**

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10 In order to secure the health and safety of school system students and employees during the  
11 COVID-19 pandemic, school officials will enforce the restrictions put in place by the North  
12 Carolina Department of Health and Human Services (DHHS) on entering school transportation  
13 vehicles and will adhere to any requirements placed on the school system by DHHS related to  
14 student transportation services. The superintendent or designee, in conjunction with appropriate  
15 health officials, shall develop protocols where necessary to implement DHHS requirements.  
16 These temporary requirements shall remain in effect until repealed by the board or until the  
17 applicable guidance from DHHS is rescinded, whichever occurs first.

#### 18 19 **A. STUDENT BEHAVIOR**

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21 A safe and orderly environment is critical whenever transporting students. The Code of  
22 Student Conduct and board policies on student behavior apply as provided in policy  
23 4300, Student Behavior Policies. All students will receive training on school bus safety  
24 as required by law regardless of whether they regularly ride a school bus to and from  
25 school.

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27 Violation of any board policy, the Code of Student Conduct, or other school rule  
28 governing student behavior on school and activity buses may result in a student’s  
29 suspension from the bus or other appropriate disciplinary action.

#### 30 31 **B. TRANSPORTATION SAFETY ASSISTANTS AND BUS MONITORS**

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33 Upon recommendation of a building principal and the superintendent, the board may  
34 employ transportation safety assistants to assist bus drivers with the safety, movement,  
35 management, and care of students. In addition, the superintendent or designee may  
36 appoint a volunteer monitor to assist a bus driver with maintaining order and student  
37 safety for any bus assigned to a school. As necessary, the superintendent or designee  
38 shall designate in administrative guidelines the responsibilities of school bus  
39 transportation safety assistants and bus monitors in accordance with state law.

#### 40 41 **C. MAINTENANCE**

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43 The superintendent or designee and principals shall fulfill all duties prescribed by state  
44 law and regulations for maintaining, inspecting, and repairing school buses and other  
45 vehicles used to transport students.

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47 **D. SAFETY PRACTICES ON SCHOOL BUSES AND ACTIVITY BUSES**

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49 In addition to any rules established by the superintendent or designee for the safe  
50 operation of the student transportation services, the board expects school employees to  
51 observe the following practices.

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53 1. All school bus drivers must utilize the North Carolina crossing signals to  
54 communicate to students when it is safe to cross the street to board the bus and  
55 when it is safe to cross the street after exiting the bus.

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57 2. The number of students transported on any school bus, activity bus, commercial  
58 bus, or contracted vehicle will not exceed the official rated capacity for the  
59 specific vehicle being used.

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61 3. All riders must be seated while the vehicle is in motion.

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63 4. No person will be permitted to stand or sit in the aisle or stepwell when the  
64 vehicle is in motion.

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66 5. All school bus drivers are expected to use good judgment in determining whether  
67 it is safe to operate a school vehicle and to permit students to enter or leave the  
68 bus at particular locations.

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70 6. Bus drivers must report immediately any suspected mechanical defects or other  
71 unsafe conditions, including road or traffic conditions that affect the safeness of  
72 the bus route or bus stops.

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74 **E. TRAINING**

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76 It is the responsibility of the superintendent or designee to see that:

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78 1. students and bus drivers receive training as required by law, including training on  
79 the use of the North Carolina crossing signal;

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81 2. students taking trips on activity buses or commercial buses receive safety  
82 instruction as needed, including, but not limited to, instruction on and  
83 demonstration of emergency exit operation for the vehicle on which they are  
84 riding for any specific trip; and

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86 3. records of student training are made as required by the State Board of Education.

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**F. ACCIDENT REPORTING**

The driver of any school bus or other school vehicle must report immediately to the superintendent or designee any accident involving death, injury, or property damage.

Legal References: G.S. 115C-239, -240, -245, -248, -249.1; **16 N.C.A.C. 6B .0111**; *Preventive Maintenance and Vehicle Replacement Manual (NC Bus Fleet Manual)*, State Board of Education Policy TRAN-005, available at [www.ncbussafety.org/documents/Buses/NCBusFleetManual.pdf](http://www.ncbussafety.org/documents/Buses/NCBusFleetManual.pdf); State Board of Education Policies ~~TRAN-006~~, TRAN-011; *North Carolina School Bus Driver Handout*, Department of Transportation, Division of Motor Vehicles, available at <https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Documents/school-bus-handbook.pdf>

Cross References: Student Behavior Policies (policy 4300), Authority of School Personnel (policy 4301), School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315)

Adopted: February 20, 2017

Revised: February 19, 2018 (legal references only); December 17, 2018; December 16, 2019; February 15, 2021; **[DATE]**