

Hopkinton School Committee Policy

Bus Safety

The Hopkinton Public School District is committed to the safe operation of all school buses. To maintain safe conditions for school bus transportation, the principals, Transportation Coordinator, and bus drivers together take precautions, including holding yearly evacuation drills, instructing children in proper boarding and exiting from a school bus, and instructing children in safe conduct when riding a bus.

The district's transportation program meets all state standards for school buses and all state requirements for the approval of bus drivers, including Criminal Offender Record Information (CORI) clearance.

The primary responsibility of a bus driver is to conduct the bus in a safe manner consistent with all laws, regulations, and stipulations of the contract between the Hopkinton Public Schools and the bus company. Specifically:

- The driver shall keep a copy of these procedures in a conspicuous place on each bus.
- The driver shall assure that students wait for a signal from the driver to board after the bus comes to a complete stop and the red lights are flashing.
- The driver shall assure that students cross in front of the bus under his/her direction. The driver shall not move the bus until all students are safely on the side of the street.
- The driver shall be responsible for discipline on the bus and shall report any misconduct that would impair safe operation of the bus by filling out a "Bus Conduct Report" form.
- The driver shall not leave the bus unattended with students aboard.
- The driver shall check the bus at the end of each bus run to make sure that no students remain on the bus.
- The driver shall follow emergency plans in the event of an accident:
 - Immediately notify, if possible, the police and Transportation Coordinator, who will notify the principal.
 - Direct students to stay on the bus or oversee evacuation, depending on the circumstance.
 - Follow the direction of the police and fire department personnel when they respond to the accident.
 - Refrain from any discussion with the media.

The responding school administrator may release a child who was riding on a bus involved in an accident to a parent/guardian upon the parent's presentation of proper identification.

A driver involved in an accident where there are injuries requiring transfer to a hospital and/or the towing of the bus, will be automatically placed on administrative leave with

pay for the next 24 hours pending results of drug and alcohol testing and investigation by the Superintendent's Office.

After an accident has been reported, the principal(s) and superintendent's office will assure that parents of injured students are notified as quickly as possible, and that all other parents of children who had been riding on the bus are notified in the most timely and efficient manner.

First Reading	November 1, 2007
Second Reading	January 3, 2008
Third Reading	March 20, 2008
Adopted	March 20, 2008
Policy Amended	
Legal References	M.G.L. 90:7b as amended by Chapter 246 Acts of 1986 M.G.L. 90:1 et seq.; 713:2;713:7L Highway Safety Program Standards No.17
Policy Cross Reference	EAEAC Student Conduct on School Buses
Procedure Reference	