

**ED-R Student Transportation Management**

9/14/16

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) offers transportation for eligible students enrolled in a District school. Eligibility for transportation is determined by criteria outlined in the following Rule. Students and their parents/guardians are reminded that riding the bus is an offered service that may be withdrawn under certain circumstances.

**RULE:****A. DISRUPTION/INTERFERENCE:**

It is unlawful for any person to knowingly, intentionally or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. (O.C.G.A. § 20-2-1181)

**B. STUDENTS ELIGIBLE FOR TRANSPORTATION:****1. Elementary School:**

Bus transportation will be provided for elementary students who live more than one-half (1/2) mile from the school in their attendance area. Transportation shall not be provided for elementary students who reside one-half (1/2) mile or less from school.

**2. Middle/High School:**

Bus transportation will be provided for middle and high school students who live more than one (1) mile from the school in their attendance area. Transportation shall not be provided for middle and high school students who reside one (1) mile or less from the school.

**3. Exceptions:**

Any exception to the one-half (1/2) mile eligibility for elementary students and the one (1) mile eligibility for middle and high school students should be based on the existence of hazardous conditions. The existence of such conditions shall be determined by the Executive Director of Transportation.

**4. Measurement:**

The above stated minimum distances are measured, at the discretion of the Cobb County School District Department of Transportation (Transportation), based on the following: Travel distance made along the commonly traveled road(s) from the nearest school entrance to the driveway curb at the student's residence or the primary entrance curb of multi-family residential complexes.

**5. Routes/Bus Stops:**

- a. All routes and bus stops, including easement walkways, will be defined by Transportation.
- b. Walking distance for students to bus stop should not exceed one-quarter (1/4) mile for elementary students and one-half (1/2) mile for middle and high school students; this may be facilitated by easement walkway.
- c. Every effort will be made to keep bus stops on main arterial roads in subdivisions and common areas such as the clubhouse. Students living in subdivisions or multi-family complexes less than one-half (1/2) mile deep will be picked up at the main entrance of the subdivision or multi-family complex.
- d. It is the responsibility of the parent/guardian to ensure the safety of students when going to, coming from, and at the bus stop.
- e. Students 8 years old and younger may be brought back to their school in the afternoon if a parent, guardian or parent/guardian designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervision. This is in

accordance with Department of Family and Children Services (DFCS) Guidelines for safety and supervision of children (Form JG-1 [DFCS Protocol]).

- f. Students should be at their assigned bus stop (out of the vehicle) no less than five (5) minutes before the established pick-up time.
6. **Attendance Zone Changes:**  
When attendance zone changes occur, student's options are outlined in Administrative Rule AD-R (School Attendance Areas).
7. **Transfer Students:**  
Parents/Guardians of students approved for a transfer to another school outside their home school attendance zone (Administrative Rule JBCD-R [Transfers]) are responsible for the student's transportation.
8. **Child Care/Family Emergency:**
  - a. Transportation may be provided for the purpose of child care or for a family emergency. Transportation for group gatherings such as meetings, parties, extra-curricular activities will not be approved.
  - b. Requests for child care/family emergency changes in transportation should be submitted in writing to the local school principal (or his/her designee) in a timely manner. The request must state the student's name, address of the child care/family emergency, parent/guardian's phone number, and parent/guardian's signature.
  - c. School personnel will complete a bus pass, attach emergency contact information to the bus pass and require the student to present the pass to the bus driver prior to boarding the bus.
  - d. Approval is contingent on:
    - (1) The bus pass being signed by a local school administrator;
    - (2) Confirmation that seating is available and will not overcrowd the bus; and
    - (3) The student having no prior disciplinary action taken regarding behavior on a bus.
9. **Day Care Centers:**  
A day care center is not considered an authorized bus stop to school or from the school. Transportation between the day care center and the school is the responsibility of the day care center or parent/guardian.
10. School-aged students who live within the District but attend non-public schools or public schools outside the student's home school attendance zone shall be provided with bus transportation by the District only when District officials have:
  - a. Determined the student qualifies for transportation as a homeless student (Administrative Rule JBC(1)-R [Homeless Students]); or
  - b. The student is eligible for transportation due to an attendance zone modification (Administrative Rule AD-R [School Attendance Areas]).
11. The Superintendent or designee is authorized to approve the use of school buses for school related activities.

### **C. TRANSPORTATION MANAGEMENT:**

1. **Assigned Buses:**  
All students should ride their assigned buses unless a requested change is approved by the Principal or designee and/or Transportation.
2. **Transportation shall:**
  - a. Establish bus routes and bus stops;
  - b. Be consulted about and participate in identifying recommended changes to and/or establishment of new attendance zones;
  - c. Recommend to the Superintendent or designee the times of opening and closing of all schools served;
  - d. Recommend the purchase of new school buses;
  - e. Recommend annually the number of buses to be declared surplus;
  - f. Resolve problems that arise as an outgrowth of routing and operation of District buses.

### **D. SCHOOL BUS DRIVER REGULATIONS:**

Bus drivers shall observe all applicable Federal, State, and City traffic laws and should follow all applicable Board Policies, Administrative Rules, the Cobb County School District Transportation Handbook and other Transportation regulations including but not limited to the following:

1. **Discipline of Students:**

Riding a school bus is a privilege and student misbehavior is subject to suspension and/or termination of their bus riding privilege. Students are expected to follow the Safe Rider Student Management Program which includes a signed safe rider contract on file with their bus driver.

- a. Students riding a District bus are subject to the provisions of the appropriate Student Code of Conduct (Administrative Rule JCDA-R). Driver's should not appoint students as monitors or patrols (unless in an emergency) as it is the driver's responsibility to:
  - (1) Keep order on the bus;
  - (2) Report in writing, using forms provided by Transportation, to the Field Coordinator for submission to the Principal or designee all student misbehavior;
  - (3) Not reward students for good behavior with candy, cookies, drinks, etc. (Administrative Rule EEE-R [Wellness Program]);
  - (4) Not allow students who have boarded the bus to get off the bus for the purpose of making purchases or any other reasons not authorized by the dispatcher or supervisor and then return to the bus unless the activity is part of an approved field trip;
  - (5) Not return students to a school except in cases of extreme emergency as disruptive students should be taken home and reported to the Field Coordinator for submission to the Principal or designee the next school day.
- b. Discipline is the responsibility of the Principal or designee.
- c. Drivers of schools participating in behavior management programs initiated by Transportation should adhere to the guidelines of the program.

2. **Monitoring, Electronic:**

- a. **Video:**

Students and staff are subject to being videotaped while on the bus (Administrative Rule JG(1)-R [Monitoring/Recording Staff and Students]), as well as motorists outside the bus at bus stops.
- b. **Telematic Technology:**

Buses may be equipped with telematic technology for increased safety and security. These devices report bus location and time.

3. **Musical Instruments/Personal Belongings:**

- a. Students may transport musical instruments on the bus if space is available as determined by Transportation which includes under the seat;
- b. Books, lunch boxes, musical instruments or other items should not be placed in the aisle of the bus or in front of the emergency door;
- c. Items may be placed in a seat if space is available and does not deprive a student of a seat.

4. **Safety Procedures:**

- a. **Unauthorized Riders:**

Unauthorized persons are not permitted to ride District school buses.
- b. **Placing Bus in Motion:**

Students are required to be behind the guard rail or white line on the floor before bus will be placed in motion.

5. **Schedule:**

Transportation will provide schedules for each bus route.

6. **Special Education:**

- a. Special Education transportation will be provided to one specific address every day for eligible special education students for whom transportation has been identified as a related service necessary to enable the student to receive the educational services outlined in the student's individualized education program (IEP) (Administrative Rule IDD-R [Special Programs]).
- b. These prescheduled routes should not be altered except for:
  - (1) Permanent changes authorized Transportation; or
  - (2) Emergencies as determined by the Principal or designee and Transportation.

**E. BUSES AND OTHER VEHICLES PURCHASED BY OR ASSIGNED TO SCHOOLS:**

1. **Inspection/Repair:**

- a. It is the responsibility of the school to deliver the bus to the assigned bus shop for:

- (1) State mandated monthly inspections; and
- (2) Routine service and maintenance.
- b. All repairs should be coordinated through Transportation.
- c. Responsibility for payment will be determined by Transportation.
- 2. **Other Provisions:**
  - a. **Housing:**  
Housing of buses will be at the school unless it is more desirable for the school to house the bus at Transportation;
    - (1) If the bus is housed at the school, proper security will be used to ensure protection;
    - (2) If vandalism is persistent at a particular location, Transportation may require that the bus be housed at a different location.
  - b. **Customization:**  
Buses assigned to schools from the regular District Transportation fleet may not be customized as:
    - (1) The present colors of yellow and black will be maintained; also,
    - (2) The inscription of the Cobb County School District will be retained.
  - c. **Documentation:**  
A field trip request form (Form IFCB-1 [Field Trip Request Form]) should be submitted when the bus/vehicle is used for purposes other than the regular delivery of students to and from school. Form IFCB-1 ensures proper payment:
    - (1) To the driver if a regular District school bus driver is employed to drive; and
    - (2) For fuel.
  - d. All field trips involving students must be entered in to the Field Trip Management System software.
  - e. All applicable Administrative Rules and other District procedures will apply to the use of these buses/vehicles.
  - f. The procedure for reporting accidents will be the same as for regular buses making regular bus runs as outlined above.

Adopted: 7/27/78

Reclassified an Administrative Rule: 9/1/04

Revised: 9/23/82; 10/12/83; 8/8/84; 7/10/86; 1/10/90; 8/20/92; 10/22/92; 7/28/05; 2/8/06; 7/23/09; 2/10/10; 4/11/12

Revised and recoded: 8/23/12 (Previously coded as Administrative Rule EEA)

Revised: 7/1/13; 9/14/16

Legal Reference

O.C.G.A. 36-80-20	Decal or seal required on vehicles owned or leased
O.C.G.A. 40-8-112	Compliance with State Board Bus Specifications
O.C.G.A. 40-6-163	Duty of driver of vehicle meeting or overtaking school bus; reporting of violations
O.C.G.A. 32-6-200	Installation of protective devices at grade crossings
O.C.G.A. 20-1-10	Certification by Public Service Commission required prior to contracting with motor or contract carrier
O.C.G.A. 20-2-1181	Loitering at or disrupting schools
O.C.G.A. 20-2-1071	Transportation contracts
O.C.G.A. 20-2-1090	Accident insurance for children on school buses
O.C.G.A. 20-2-1091	Payment of bus insurance premiums
O.C.G.A. 20-2-188	Student transportation
O.C.G.A. 20-2-504	Authority to contract for pupil transportation
O.C.G.A. 40-2-37	Registration and licensing of vehicles of state and political subdivisions
O.C.G.A. 40-6-160	Speed limits
O.C.G.A. 40-6-161	Headlights to be lit when transporting children
O.C.G.A. 40-8-110	School bus equipment requirements
Rule 160-5-3-.01	Purchase of School Buses
Rule 160-5-3-.02	Contracted Transportation Services
Rule 160-5-3-.03	School Bus Inspections
Rule 160-5-3-.04	School Bus Insurance
Rule 160-5-3-.10	Student Transportation Funding Surveys
Rule 160-5-3-.11	Standard Cost Development
Rule 160-5-3-.14	Fuels and Explosives
Rule 160-5-3-.16	Bus Transportation Records