

POTTSTOWN SCHOOL DISTRICT

TRANSPORTATION FOR STUDENTS

7300

- 7300.1 The school student transportation system, including bus routes, schedules, and contracts, shall be Board approved and supervised by the Business Administrator. Transportation for students shall be provided in accordance with law and established guidelines.
- 7300.1a After the transportation schedules have been approved, modifications may be made by the Transportation Supervisor to ensure a safe and efficient transportation system.
- 7300.1b Requests for transportation changes or additions will be made in writing to the Transportation Supervisor who will respond within five (5) school days regarding the validity of the request.
- 7300.2 Drivers shall read and adhere to the recommendations for driving school buses as outlined in the Pennsylvania Department of Education Bulletin 396 - Handbook for the School Bus Driver and all drivers must be properly licensed by the Commonwealth of Pennsylvania.
- 7300.3 Drivers' Physical Examination -- An annual physical examination to establish the ability of a person to drive, maneuver, and control a school vehicle with safety and knowledge of the laws and regulations relating to the transportation of school students.
- 7300.3a The school district is exempt from the commercial driver's license (CDL) requirement since we transport fewer than 9 students at a time.
- 7300.3b However, it is a district policy requirement for every driver to successfully complete a physical examination.
- 7300.3c The physical examination will be completed prior to the start of each school year for all employees currently on staff.
- 7300.3d For newly hired van drivers, the annual physical should be completed as soon as possible to the start of the school year so that in case of a failure on the physical examination, another individual can be secured prior to the start of school.
- 7300.4 Students must obey state bus regulations, cooperate with the bus drivers at all times, and while on the bus are responsible directly to the driver.

- 7300.5 Any disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the school to refuse transportation to any student or placing such student on suspension as outlined in Policy 6240, in which case the parents are responsible for the pupil's transportation.
- 7300.6 Such incidents shall be reported to the principal on the "Bus Safety Rule Violation Form."
- 7300.6a Under no circumstances are drivers permitted to use corporal punishment on students regardless of the circumstances.
- 7300.7 Each student for whom transportation is provided shall be assigned a bus number, a route, and a stop.
- 7300.7a Students are not permitted to transfer to another stop, route, and/or bus.
- 7300.7b The parent(s) or guardian(s) may request in writing that a student be reassigned to a different bus stop and/or routes.
- 7300.7c Each request shall be reviewed by the appropriate school district administrator and may be granted in accordance with the following criteria:
1. The route operates from the student's assigned school.
 2. The route does not have to be changed or extended.
 3. The stop exists on the route. A new stop is not created.
 4. The vehicle load capacity will not be exceeded.
 5. The change does not increase cost.
 6. The change shall be reasonably long term except under emergency conditions.
- 7300.8 Bus stops shall be located at intersections, when applicable, that are central to the residences of students assigned to the stop and with due regard to safety.
- 7300.9 Students who ride to extracurricular events are expected to return on the same bus.
- 7300.10 The disciplining of students on extracurricular trips shall be the responsibility of the chaperone and reported to the building principal for further action if necessary.

- 7300.11 Transportation is provided as a privilege which may be suspended for misbehavior or violation of rules and regulations.
- 7300.12 Students attending the Pottstown public schools will be provided transportation to and from school at school district expense only within the following categories:
- 7300.12a. Students enrolled in kindergarten and grades one through five who must cross Route 100 bypass or High Street to attend the school to which they are assigned.
- (1) These students are transported because they cross Route 100 or High Street which are certified by the Bureau of Traffic Safety, Pennsylvania Department of Transportation as "hazardous for elementary students."
- 7300.12b Exceptional children who are in regular attendance in a special class that is approved by the Pennsylvania Department of Education will be transported to and from school if they have an Individualized Education Program that requires transportation.
- 7300.12c Students assigned to a program located in a school outside the attendance area in which they reside will be transported to and from school, providing they live one mile or more by the nearest public highway from the school in which they are enrolled.
- 7300.12d Students enrolled in kindergarten classes residing one mile or more by the nearest public highway from the school to which they are assigned will be transported to and from school.
- 7300.12e Students who are physically disabled due to an injury (temporary) or handicap (permanent) who provide a certificate from a physician and parent.

- 7300.13 Students attending non-profit private schools within ten miles of the boundaries of the Pottstown School District and enrolled in kindergarten and grades one through five will be transported to and from the school they attend if they are required to cross intersections or walk along highways certified as "hazardous" by the Bureau of Traffic Safety, Pennsylvania Department of Transportation; i.e., utilizing the same standards applicable to school district enrollees as per paragraph 7300.12.
- 7300.14a At times, various grants are provided to the School District which may fund transportation in support of educational opportunities. The District will fund transportation for such educational opportunities when and only when this fund amount is specified in the grant award and the funding is not provided by the local tax effort.
- 7300.14b Requests for grant funded transportation must be submitted in writing to the Transportation Supervisor a minimum of 10 days prior to the trip.

Legal Reference

School Laws of Pennsylvania

Sections 1361, 1362, 1367, 1374, and 2541

BEC 53-77 and 46-78

State Board of Education Regulations - Chapter 23

Adopted: August 13, 1973

Revised: August 9, 1976

Revised: March 13, 1980

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Revised: August 21, 2008

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