

Adopted: 8/18/2015

Revised: 12/6/2016

PRAIRIE SEEDS ACADEMY POLICY No. 803
STUDENT TRANSPORTATION AND SCHOOL BUS SAFETY

I. PURPOSE

The purpose of this policy is to establish expectations and policies concerning the safe transportation of PRAIRIE SEEDS ACADEMY students to and from school.

II. POLICY STATEMENT

It is the policy of PRAIRIE SEEDS ACADEMY to comply with state law regarding student transportation and school bus safety.

III. GENERAL EXPECTATIONS

Transportation by school bus is a privilege not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. For a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, title 20, section 1400 et seq., Section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 794, and the Americans with Disabilities Act, Public Law 101-336, revocation of the student's eligibility to ride the school bus must be consistent with the requirements of those laws.

IV. TRANSPORTATION ELECTION/OPTION

PRAIRIE SEEDS ACADEMY must arrange for the attendance of all pupils living two miles or more from the school unless the transportation privilege has been surrendered or properly revoked. Each year PRAIRIE SEEDS ACADEMY will elect to provide its own transportation or have the resident district in which the school is located provide transportation services.

At the time a student enrolls in PRAIRIE SEEDS ACADEMY, the school shall provide the parent with information regarding the transportation. Parents may be asked by PRAIRIE SEEDS ACADEMY to voluntarily forego a student's school transportation privileges, but are not required to do so.

A. Election for PRAIRIE SEEDS ACADEMY Provided Transportation

If PRAIRIE SEEDS ACADEMY elects to provide transportation for its students, the transportation will be provided within the geographic boundaries of the resident district in which PRAIRIE SEEDS ACADEMY is located.

For students who reside outside the geographic boundaries of the district in which PRAIRIE SEEDS ACADEMY is located, PRAIRIE SEEDS ACADEMY is not required to provide or pay for transportation between the student's residence and the border of the district in which PRAIRIE SEEDS ACADEMY is located. A parent may be reimbursed by PRAIRIE SEEDS ACADEMY for the costs of transportation from the student's residence to the border of the district in which PRAIRIE SEEDS ACADEMY is located if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the student's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week.

When providing its own transportation, PRAIRIE SEEDS ACADEMY will utilize one or more of the following methods:

1. Contract with resident district
2. Contract with another school district
3. Contract with a privately-owned school bus company
4. Contract with the parents of the students
5. Purchasing bus passes from a public transit agency (recommended for secondary schools only)
6. Use of bus(es) owned by school (if any).

B. Election for the Resident District Provided Transportation

If PRAIRIE SEEDS ACADEMY does not elect to provide transportation, transportation for students enrolled at PRAIRIE SEEDS ACADEMY will be provided by the resident district in which the PRAIRIE SEEDS ACADEMY is located, according to Minnesota Statutes sections 123B.88, subdivision 6, and 124D.03, subdivision 8. If the resident district provides the transportation, the scheduling of routes, manner and method of transportation, control and discipline of the pupils, and any other matter relating to the transportation of pupils shall be within the sole discretion, control, and management of the resident district.

V. SAFETY TRAINING

PRAIRIE SEEDS ACADEMY will provide school bus safety training as required by Minnesota law and this policy.

- A. PRAIRIE SEEDS ACADEMY will provide its students enrolled in kindergarten through grade 10 with age-appropriate school bus safety training covering the following concepts:
1. Transportation by school bus is a privilege and not a right;
 2. Policies for student conduct and school bus safety;
 3. Appropriate conduct while on the school bus;
 4. The danger zones surrounding a school bus;
 5. Procedures for safely boarding and leaving a school bus;
 6. Procedures for safe street or road crossing; and
 7. School bus evacuation.
- B. Timing of Training
1. Kindergarten through grade 6 enrolled during the first two weeks. Students enrolled in kindergarten through grade 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training competencies by the end of the third week of school. PRAIRIE SEEDS ACADEMY may provide kindergarten pupils with bus safety training before the first day of school.
 2. Grades 7 through 10 enrolled during the first two weeks. Students enrolled in grades 7-10 during the first or second week of school who have not previously received school bus safety training must receive the training or receive bus safety instructional materials by the end of the sixth week of school.
 3. Students enrolled after the second week of school. Students enrolled in kindergarten through grade 10 who are transported by school bus and have not received training in their previous school district shall undergo bus safety training or receive bus safety instructional materials within four weeks of the first day of attendance.
- C. Ongoing training. PRAIRIE SEEDS ACADEMY will provide students enrolled in kindergarten through grade 3 school bus safety training twice during the school year. If students are transported by school bus, PRAIRIE SEEDS ACADEMY shall conduct a school bus safety drill at least once during the school year.
- D. Accommodations for Safety Training. PRAIRIE SEEDS ACADEMY will make reasonable accommodations for the school bus safety training of pupils known to speak English as a second language and pupils with disabilities.

VI. PROCEDURES TO BE DEVELOPED

- A. Development of Procedures. If PRAIRIE SEEDS ACADEMY elects to provide transportation for its students, the Administration shall develop and implement comprehensive, written procedures governing pupil transportation safety. The procedures must include:
1. Provisions for appropriate student bus safety;
 2. Rules governing student conduct on school buses and in school bus loading and unloading areas;
 3. A statement of parent or guardian responsibilities relating to school bus safety;
 4. A system for reporting school bus accidents or misconduct and a system for dealing with local law enforcement officials in cases of criminal conduct on a school bus;
 5. A discipline policy to address violations of school bus safety rules, including procedures for revoking a student's bus riding privileges in cases of serious or repeated misconduct;
 6. A system for integrating school bus misconduct records with other discipline records;
 7. [*Note to user: only where school is using its own buses*] Provisions governing bus monitor qualifications, training, and duties, rules governing the use and maintenance of type III vehicles, drivers of type III vehicles, qualifications to drive a type III vehicle, qualifications for a type III vehicle, and the circumstances under which a student may be transported in a type III vehicle; a system for maintaining and inspecting equipment;
 8. Operating rules and procedures; and
 9. Emergency procedures.
- B. Reportable offenses. A "Reportable offense" means misbehavior on a bus that causes an immediate and substantial danger to self or surrounding persons or property. The Executive Director, the school transportation safety director, or other designated school official shall immediately report to the local law enforcement agency having jurisdiction where the misbehavior occurred if the reporting school official knows or has reason to believe that a student has committed a reportable offense on a school bus or in a bus loading or unloading area. The reporting school official shall issue a report to the commissioner of public safety concerning the incident upon request of the commissioner.

VII. APPOINTMENT OF SCHOOL TRANSPORTATION SAFETY DIRECTOR

If PRAIRIE SEEDS ACADEMY elects to provide transportation for its students, the Executive Director shall designate a school transportation safety director to oversee and

implement pupil transportation safety policies. The transportation director shall have day-to-day responsibility for pupil transportation safety.

Legal References: Minn. Stat. § 124E.15 (Charter Schools – Transportation)
Minn. Stat. § 121A.59 (Bus Transportation general provisions)
Minn. Stat. §§ 123B.90 -.91 (School Bus Safety Training and
Transportation Director)
Minn. Stat. § 169.4582 (Reportable Offenses)

Resources: The Commissioner of Education is required by law to have developed and to maintain a comprehensive list of school bus safety training instructional materials for pupils who ride the bus that includes bus safety curriculum for both classroom and practical instruction.