

This school district establishes and adopts these policies governing the student transportation system and will inform students, teachers, administrators and transportation personnel of the requirements.

The board of trustees will designate the school officials who will have responsibility and authority for operation of the student transportation system. The function of each official will also be designated.

### **DRIVER PERSONNEL FILES**

This school district will maintain a personnel file for each school bus driver, which will include all information required by Board Policy 738 (School Bus Drivers) and the most current version of the Standards for Idaho School Buses and Operations.

### **SUPERVISION OF SCHOOL LOADING/UNLOADING ZONES**

The building principal or designee shall provide adequate supervision of loading and unloading areas at their school during the loading and unloading of school buses. Supervision will be appropriate to the size of the loading/unloading area and the number of students present to ensure close, continuous and interactive supervision whenever students and/or buses are present in the loading area.

Teachers' school transportation duties shall be to help with the safety of the school-transportation program by performing the following duties:

1. Training students in good safety habits including school bus procedures.
2. Supervising the loading and unloading of students according to the rules and regulations of the district.
3. Assisting to improve the district's transportation program and increase safety, according to the rules and regulations of the district.
4. Encourage cooperation of students, staff, parents and others in district efforts to promote school transportation safety.

### **EMERGENCY TRAINING AND EVACUATION DRILLS**

The district's transportation supervisor will evaluate the driver and each route at least one (1) time per year as set forth in Board Policy 738 (School Bus Drivers).



**LEGAL REFERENCE:**

Idaho Code Sections

33-506 – Organization and Government of Board of Trustees

33-512 – Governance of Schools

33-1508 – Operation of School Buses

IDAPA 08.02.02.004.02 – Standards for Idaho School Buses and Operations

IDAPA 08.02.02.170 – School Bus Drivers and Vehicle Operation

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