

**SB Meeting  
March 14, 2016**

**Items Requiring Action (2 Readings) – (1<sup>st</sup> Reading 2/8/16; 2<sup>nd</sup> Reading 3/14)**  
***VSBA Updates /Regulation Changes / Proposed New Regulations***

EEA BR1	Transportation of Students
EEA E1	Bus Stop Supervision
GBO BR1	Extended Service Program
GBO E1	Agreement and Signature form ESP

## TRANSPORTATION OF STUDENTS

Culpeper County Public Schools provides transportation for students to and from the school in their attendance zone under the conditions as set forth in this and other school board policies and regulations:

### **I. *Transportation Administration Responsibilities***

*Transportation administrators' primary responsibilities are to promote the safe and efficient transportation of students to and from school and school-related events to include the following:*

#### **A. *Bus and Vehicle Reliability and Safety***

1. Transportation administrators will promote safe and reliable transportation for students by establishing pre and post trip inspections of vehicles by drivers, scheduled inspections and maintenance by trained and authorized mechanics or apprentices, and repairs or replacement as necessary.

#### **B. *Driver and Bus or Vehicle Assignments***

1. Transportation administrators will assign drivers or aides to buses and vehicles once properly trained, appropriately licensed, and approved for employment in accordance with School Board policies and state and federal laws and regulations.
2. Bus and vehicle assignments are the responsibility of transportation administrators. Their decisions are based on a number of factors to include the comfort or special needs of the students, the particular driver or aide, distance and time of trips, vehicle mileage, or model year of the vehicle.

#### **C. *Bus and Vehicle Routing and Stop Assignments:***

1. Transportation Administrators have the authority and responsibility to route buses and vehicles and to assign their stops. Stops are established at students' residences, schools, approved residences or facilities that provide before or after school supervision of students, or other approved locations based on efficiency and safety factors.
2. Bus or vehicle stops are NOT established at commercial establishments, recreational facilities or parks, high traffic areas, or road sides where the road design or visibility is unsafe for stopped vehicles or for students to wait for the bus or vehicle.
3. Transportation administrators will route buses and vehicles, and establish stops before the beginning of the school year. Adjustments to routes or stops will be made as the number of students or location of student pick-up or drop-off may change, based on driver feedback, and as otherwise necessary.
4. Bus routes, bus numbers, and driver's name will be communicated to parents of students prior to the start of the school year, or as changes are made.

5. In order to transport students in a timely and efficient manner, and to control transportation costs and to conserve fuel, bus stops may be combined as deemed necessary by transportation administrators. Generally, bus stops are combined for students within two tenths (2/10) of a mile at a designated location.
6. Buses will not be routed on cul-de-sacs or dead-end roads less than two tenths (2/10) of mile in length or where a bus cannot navigate a three-point turn in the roadway.
7. Buses or school vehicles will only be routed on state or county maintained roads or streets.  
*Buses or vehicles will not be routed on private roads or driveways.*
8. Each bus and vehicle stop is reviewed for students' ability to safely access the location according to student's age, physical condition, road conditions, and distance to residence, facility, or school.
9. Bus or vehicle passenger loads will be adjusted as necessary to ensure compliance with state or federal laws, policies, and regulations or vehicle standards.
10. Buses or vehicles will be parked on school board property when not in use unless specific permission is granted by transportation administrators to park a bus or vehicle at another location.

**D. *Severe weather or other unsafe conditions:***

1. Transportation administrators in consultation with the Superintendent or designee, with information or directives from local or state law enforcement, state transportation officials, or emergency officials, will make alternate routes or changes to the schedule of any bus or vehicle to improve the safety of students, employees, or the general public.
2. This provision includes the use of public school buses for the evacuation of persons to safer locations as directed by emergency management officers.

**II. *Driver Responsibilities:***

1. Drivers are to provide for the safe operation of the bus or vehicle in accordance with School Board policies and regulations, employee handbooks and driving manuals, administrative regulations and directives and state and federal laws and regulations.
2. Drivers are to report to transportation administrators or principal their knowledge of any: unsafe operation of the bus; person's presence or behavior at a bus stop or along a bus route that is a safety concern; any operational defect related to vehicle or bus; vandalism; weapons; threatening, bullying or aggressive behaviors; and drugs, alcohol, or tobacco while at bus stops, or in buses or vehicles.
3. Drivers will follow established routes and timetables as directed by transportation supervisors.
4. Drivers will obtain permission from transportation supervisors before deviating from established routes or timetables except in cases of emergency, when necessary for student safety, or as directed by law enforcement.

5. The driver is responsible for the safe operation of the bus, and he has immediate supervisory authority over students at a bus stop and while in transit to and from school or a school sponsored event.
6. The driver or aide is required to enforce the Code of Conduct and safety rules for students while the child is waiting for the bus or vehicle, entering and exiting the bus or vehicle, and while riding in the bus or vehicle.
7. Drivers and bus aides have the responsibility to prevent misbehavior by establishing themselves as authority figures, communicating the Code of Conduct for bus riders, paying attention to the behavior of students to the extent possible while safely driving the bus, and acting reasonably promptly and appropriately to stop further misbehavior once it is observed or heard and in a manner that is consistent with the overall safe operation of the bus.
8. Drivers are expected to listen attentively to student's complaints of bullying or reports of serious misbehaviors, and take reasonably prompt action to intervene, if safe to do so, and to report such behaviors to building administrators.
9. Drivers are expected to communicate with parents about the less serious misbehaviors of their children and to respond to parent concerns as is reasonable under the circumstances.
10. Serious violations the Code of Conduct or ongoing less serious violations of the Code are to be reported to the principal of the school where the student attends using the appropriate discipline referral form and process as soon as possible.
11. Drivers are to report any unauthorized student on their bus.
12. Drivers are to report any suspicious persons around bus stops to Transportation Administrators or law enforcement directly in an emergency.
13. Drivers are to report any unsafe driving by another vehicle that violates state law to include passing a bus when loading or unloading passengers, passing in "no passing zones," following too close, excessive speed in a school zone, or reckless driving.

**III. Student Responsibilities:**

1. Students are to identify themselves to the driver upon request.
2. Students will adhere to the Code of Conduct at bus stops, and on school buses or other vehicles owned, rented, or leased under the jurisdiction of the school board. (See policy JFC-SBR1 and JFCC-SBR-1)
3. Students will learn their bus number, location of bus stop, and location or address of their residence or other afternoon destination.
4. Students must use the boarding or disembarking location assigned to their place of residence. Boarding or disembarking a bus at an unauthorized location is prohibited and can result in a bus suspension. Any student who needs to board or disembark at a different location on a regular basis (more than 10 occurrences during a school year) for child supervision purposes must have written permission from a parent and the person providing supervision of the child, if applicable.

*Students needing this service will need a permanent bus boarding pass approved by transportation department administrators.*

5. Students who need a temporary bus boarding pass (less than 10 occurrences during a school year) for child supervision purposes must have written permission from a parent and the person providing supervision of the child, if applicable. Students needing this service will need a bus boarding pass approved by their principal or designee.
6. Students are expected to report to the driver, principal, or parent their knowledge or observation of any of the following behaviors or conditions in a division vehicle or on a bus:
  - a. any unsafe operation of the vehicle or bus;
  - b. any person's presence or behavior at a bus stop or along a bus route that is a safety concern;
  - c. any known or observed operational defect related to the vehicle or bus;
  - d. any vandalism of the vehicle or bus;
  - e. any student possession of weapons in the vehicle or bus, or bus stop;
  - f. any threatening, bullying or aggressive behaviors by students; and
  - g. any student possession of drugs, alcohol, or tobacco while at bus stops, or in buses or vehicles.
7. Students approved for an out of zone attendance are not provided transportation to or from their residence, unless such transportation is specifically approved as part of a student's Individualized Education Program (IEP) or Section 504 Plan. Students may not walk or ride to another location for the *sole purpose* of using transportation.
8. Once approved by the principal for out of zone attendance, students may board and/or disembark a bus serving the approved school zone at a residence or facility where the before or after school supervision of the child is provided. There must be written authorization from the person at the residence or facility who is taking control of the child.
9. A student may not walk or be dropped off by car at a stop that does not serve the student's residence. This rule is in place to promote student safety by having students use an assigned stop so the student has access to shelter during severe weather or if a safety threat arises while the student is waiting for transportation.

**IV. Parent Responsibilities:**

1. Parents are to establish school arrival and school departure routines for the benefit of their child's learning, physical safety, and emotional well-being and communicate those routines to bus drivers, teachers, and school office staff.
2. Parents are responsible for expecting and encouraging the proper and safe behavior of their children while riding the bus or at bus stops.
3. Parents are to ensure their children are at their assigned bus stop at the appointed time for pick-up, and that their children act appropriately at bus stops.

4. The supervision and safety of children to and from the bus stop is the sole responsibility of the parent or caregiver. **Parents of pre-kindergarten through fifth grade (preK-5<sup>th</sup>) students are complete a form signifying if the child needs supervision when disembarking the bus in the afternoon.** A driver will not permit such child to disembark the bus if the parent or the identified person(s) on the form is not available to escort the child home. *If the child is not permitted to disembark as provided for in this paragraph, the child will be returned to the child's assigned school, where the parent will be required to pick up the child. If a driver is required to return a student three (3) times in a school year as provided for in this paragraph, the student's transportation privileges will be suspended for one (1) week and until such time as the student's parents meet with the school principal to discuss the conditions for the resumption of transportation services. Any additional failure by parents to comply with the supervision requirements of this paragraph may lead to a longer suspension of transportation services for a period of time to be determined by the Superintendent or designee.*
5. Parents are to report to the driver, transportation administrators, or principal, their knowledge of:
  - a. any unsafe operation of the bus or vehicle;
  - b. any safety concern relating to the operation of the bus or vehicle or the conditions at any bus stop;
  - c. any operational defect related to a vehicle or bus;
  - d. any vandalism of a vehicle or bus;
  - e. any weapons in a vehicle, on a bus, or at a bus stop;
  - f. any threatening, bullying or aggressive behaviors by any student in a vehicle, on a bus, or at a bus stop;
  - g. any drugs, alcohol, or tobacco at a bus stop, or in buses or vehicles.
6. Parents shall notify teachers or school office personnel in writing if a change is necessary in the student's routine transportation or usual destination after school for the purpose of the child's supervision, medical or dental appointments, or family emergency.
7. Parents must give written permission when their child needs to ride another bus, disembark at another stop, or have another student arrive at their home. (This authorization must be approved by the principal/principal designee and given to the bus driver in the form of a temporary bus boarding pass if less than ten occurrences are needed or a permanent bus pass approved by transportation administrators if more than 10 occurrences are needed.)
8. Parents are to transport their child to and from school if a bus suspension is imposed.
9. Parents seeking out of zone attendance must arrange for the transportation of their child to and from the school, unless such transportation is specifically approved as part of a student's Individualized Education Program (IEP) or Section 504 Plan. If before or after school child supervision is necessary, the parent must have an authorized person or facility within the approved school zone acknowledge in writing their acceptance of responsibility for the child if transportation is to be provided.

**V. *Principal's Responsibilities***

1. The principal of the school is ultimately responsible for discipline of students and shall require appropriate behavior of students on the school bus or vehicle and at bus stops.
2. Principals are to communicate to students and parents the rules for safe bus-riding, and take preventive steps to promote proper bus riding behavior.
3. Principals have authority to deny students the privilege to use school transportation for a period of time for acts of misconduct which interfere with the safe and orderly operation of the buses or interfere with the rights of other students. Principals also shall have the authority to deny students the privilege to use school transportation under circumstances as described in Section IV.4 of this regulation.
4. Principals are expected to act in a timely manner on discipline referrals submitted by drivers or aides, and to communicate to drivers, students, and parents the outcome of any discipline proceeding.
5. Principals are to issue temporary bus boarding passes for students needing a change in transportation or destination on less than 10 occurrences during the school year. Principals are to notify transportation administrators for students needing a permanent bus boarding pass on a regular basis (more than 10 occurrences during the school year).
6. Principals are to assign properly trained staff for effective traffic control and student supervision during the school arrival and departure periods.
7. Principals are responsible for maintaining student records to include the address of residence, parent phone and email contact information, bus number, emergency contacts, health information, and any other information or written notices regarding any change in routine transportation pickups or drop-offs.

Adopted: March 14, 2016

**Culpeper County Public Schools**  
**Office of Transportation**  
Telephone (540)825-5446 Fax (540)829-2047  
(Revised 1/16)

**Pre-K through Grade 5 Afternoon Bus Stop Supervision**

*In order to promote the safety of students, we need you to complete this form and return it to your child's bus driver as soon as possible. Thank you for your cooperation.*

**Child # 1 Full Name** \_\_\_\_\_

- This child will NOT require supervision when getting off the bus in the afternoon.
- This child will require supervision when getting off the bus in the afternoon. (Please indicate who will supervise below.)

**Child # 2 Full Name** \_\_\_\_\_

- This child will NOT require supervision when getting off the bus in the afternoon.
- This child will require supervision when getting off the bus in the afternoon. (Please indicate who will supervise below.)

**Child # 3 Full Name** \_\_\_\_\_

- This child will NOT require supervision when getting off the bus in the afternoon.
- This child will require supervision when getting off the bus in the afternoon. (Please indicate who will supervise below.)

**The following people may supervise my child when they get off the bus in the afternoon:**

- Parent or Legal Guardian      Name: \_\_\_\_\_
- Other family member      Name: \_\_\_\_\_
- Sibling who rides same bus      Name: \_\_\_\_\_
- Designated adult (neighbor)      Name: \_\_\_\_\_

**Additional Instructions or comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## EXTENDED SERVICE PROGRAM

### A. Eligibility

1. Employees who are interested in the Culpeper County Public Schools Extended Service Program must meet all of the following criteria:
  - a. Candidates must be employees of Culpeper County Public Schools for a minimum of five (5) years immediately prior to his/her retirement.
  - b. Candidates must be a member of the Virginia Retirement System for at least twenty (20) years and be between the ages of 55 and the date upon which the employee is eligible for unreduced Social Security benefits.
  - c. Candidates will be eligible to participate in the service program for one year for each year of fulltime service with the Culpeper County Public School Division to a maximum of five (5) years immediately prior to his/her retirement.
  - d. Candidates must have 6 month break in service during their first year of retirement before they can participate in the Culpeper County Public Schools Extended Service Program.
  - e. This policy does not apply to candidates who are currently eligible or become eligible for disability retirement benefits through VRS.
  - f. Candidates who are on an "Improvement Assistance Plan" via Culpeper County Teacher Evaluation Program prior to retirement, will not be eligible for the Extended Service Program.
  - g. The division superintendent is not eligible for this program.

### B. Compensation

1. Candidates will only be compensated for the days they have worked.
2. A candidate under this program shall be paid their final daily rate of pay he/she received in the position held at the time of retirement for each assigned workday. For calculation purposes, extra duties such as coaching or sponsoring activities will not be used to determine the service payment.
3. Participants will not benefit from annual revisions or cost of living increases to the salary scale, but will receive the higher of the participant's final daily rate and the applicable substitute/temporary hourly at the time the service is rendered.
4. Participants will not be eligible for any employee welfare or fringe benefits.

### C. Application

1. Candidates who wish to participate in the Extended Service Program must make written application no later than February 1 of the last year of their employment. Failure to apply by this date automatically disqualifies the employee.
2. Application, and any approval permitting participation in the program, shall not constitute an offer of reemployment or a pre-arrangement for employment with Culpeper County Public Schools.

### D. Service Responsibilities

1. The specific duties to be performed by the candidate will be assigned by considering the candidate's previous employment responsibilities. The assignment will be determined by the Division Superintendent or designee.
2. Candidates participating in the Extended Service Program may work an average of two days per month, not to exceed the applicable maximum set forth below:
  - a. A person retired from a 10 month position may work no more than 20 days each year;
  - b. A person retired from an 11 month position may work no more than 22 days each year;

- c. A person retired from a 12 month position may work no more than 24 days each year.
3. The participant is expected to monitor their days of service per year and alert the Executive Director of Human Resources when the participant has reached the maximum provided in this paragraph.
4. If a participant is offered an assignment/duty, and the participant declines the assignment/duty, this program does not guarantee that the employee will be able to perform all of the days of service allowed under this policy. Consideration will be given to candidates who provide reasonable justification for refusing to work the day(s) offered.

E. Employee Termination from Program

1. Participation in the Culpeper County Public Schools Extended Service Program requires a six month break in service of the first year of retirement and will continue until the earlier of:
  - a. Employee completes five (5) year maximum eligibility,
  - b. Death of retired employee,
  - c. Employee no longer is able or willing to perform duties as assigned,
  - d. Employee accepts another position that includes Virginia Retirement System (VRS) membership,
  - e. Employee becomes eligible to receive unreduced Social Security benefits, or
  - f. Employee is terminated from program because of unacceptable and/or poor work performance.

F. Right of the School Board to Amend/Terminate Program

1. The Culpeper County School Board reserves the right to amend or terminate the program when the Board determines that it is in the best interest of the school system to do so.
2. The Culpeper County School Board reserves the right to immediately terminate or amend the program if any legislative enactment or regulation changes benefits provided by VRS to retirees.
3. The program shall automatically terminate and be void of further force and effect should the school board determine that it has not received appropriations which are sufficient to meet its obligation under the program.
4. The Culpeper County School Board will review this policy annually.

Adopted: March 14, 2016

**AGREEMENT AND SIGNATURE FORM – EXTENDED SERVICE PROGRAM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_ SS# \_\_\_\_\_

Person to contact if you are not at home:

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Will you be participating in the Culpeper County Public Schools health insurance program this year?

List your last teaching or administrative assignment: \_\_\_\_\_

List areas of service you might be able to provide to the system.

Your signature below indicates agreement with all stipulations of the Extended Service Program (ESP) and your willingness to participate.

\_\_\_\_\_  
Employee Signature Date

Beginning Date of Participation \_\_\_\_\_

Required Ending Date will be five years from the beginning date of participation