

## Maries County R-I Schools Student Transportation Plan

The following guidelines highlight the major areas of question of the rules, regulations and laws of the Department of Elementary and Secondary Education and the State of Missouri.

1. All the rules and regulations of the Department of Elementary and Secondary Education will be followed.
2. All laws and regulations of the State of Missouri will be followed.
3. Maries R-I school buses will only travel roads that are publicly maintained.
4. Maries R-I school buses will only travel **eligible miles**. These are miles that are identified as reimbursable miles by the Department of Elementary and Secondary Education. Any exception to this rule must be approved by the Maries R-I School Board. ( 5 CSR 30-261.040)
5. Buses will be routed for maximum efficiency without being overloaded.
6. It is the **goal** of the school district for no students to ride a bus longer than 60 minutes.
7. Students living less than 1 mile from school are ineligible riders. The ineligible riders may not be counted for reimbursement. Maries R-I transports ineligible students PreK through grade 5 as long as there is room on the buses that are already traveling those areas.
8. Bus stops and bus turn-around spots are chosen with safety in mind. A bus may not stop unless visible for at least 300 feet in all directions. (5 CSR 30-261.010)
9. It is the goal of the district that no eligible riders have to walk more than .5 mile on a publicly maintained road to meet the bus.
10. School bus routes are established with safety and ability to be traveled in most weather conditions in mind. There are some publicly maintained roads that will not be traveled because of safety and road conditions.
11. The district will keep a list of **snow routes** or roads that will not be traveled in inclement weather. This list will be included in information provided to parents.
12. The Superintendent shall be designated as the Transportation Director. Any decision or interpretation of rules, regulations, and laws by the Transportation Director may be appealed to the School Board.
13. All activity trips will be cancelled when School is cancelled due to inclement weather.
14. Driver's records will be checked through the Missouri Highway Patrol at least once every school year. Drivers are required to notify the school district within 24 hours of an accident or traffic citation.

The following transportation guidelines, along with the guidelines in the preceding section, support and facilitate district policies EEA (Student Transportation Services) and EEAB (School Bus Scheduling and Routing).

1. The creation or modification of any student transportation routes must be done under the supervision and with the approval of the Superintendent and will be submitted for final approval to the Board of Education.
2. Compensation for owner/operator contract bus drivers is based on **loaded** (eligible miles traveled on the scheduled route with assigned students present on the bus) miles and approved rates per mile. Miles traveled empty (deadheading) will not be compensated.
3. An accurate map of all student bus routes will be maintained by the District. This map will be the reference document for routing, tracking of state eligible miles and loaded miles eligible for

contract compensation. A rider list for each route/driver will be submitted to the Board for approval by the October Board meeting.

4. Changes occurring on any approved student route during the school year must be reported to the district office within two weeks or less of the change and must be approved by the Superintendent.
5. Contract bus drivers who need to use a district-owned bus must sign the bus out in the central office and sign it back in when finished. Beginning and ending odometer readings must be recorded to determine miles used. The driver will be charged for use at a rate of \$0.85 per mile (current board approved rate). Drivers will return the bus fully fueled after use.
6. The Superintendent will designate a person responsible for managing the district fueling station, fueling all district buses, monitoring and recording all fuel consumption from the district fueling station. Key access to the fueling station will be limited to one key for the fueling station manager and one key for the central office. All district busses will be fully fueled each day unless checked out.
7. Bus regulations are to be enforced by all drivers with the support of building administrators and the Superintendent. Bus regulations are listed in the elementary handbook on page 15 and in the jr/sr high handbook on page 15.
8. Contracted bus drivers are responsible of providing the district office with a list of any substitute drivers that they may employ if they are absent from their route. The district must be provided a copy of each substitute's driver's license (with photo) and bus certification and a current background check before they are cleared to drive.
9. SNOW ROUTES: When moderate inclement weather occurs, the district may stay in session and run snow routes. Snow routes will be determined according to the following procedure:
  - The Superintendent or designated staff will contact all bus drivers and inform them that snow route procedures are in effect.
  - Each driver will determine which of their bus stops are accessible and which are not. They will contact their rider families to let them know who will be picked up and who will not.
  - Students absent due to snow route conditions will not be penalized under district attendance policies.
10. Bus route contracts shall be signed and returned within 15 business days of the date of issue. Failure to comply will serve as non-acceptance of the contract. All required documentation and paperwork shall be submitted prior to the beginning of school. Failure to do so shall be considered breach of contract, resulting in termination by the Maries R-I Board of Education.
11. Detours initiated due to road conditions on the route shall be reported to the Transportation Director by the following day and for each day that the detour is enacted. The approved Bus Route Detour Report shall be used. The Transportation Director shall review the detour reports and approve them for payment of additional miles.
12. Route changes due to changes in ridership requiring a change in contract mileage and amount will be reviewed by the Transportation Director and presented for determination at the next regular Board Meeting. Changes will take effect during the next pay period.
13. Fuel stipend will be based on a sliding scale to compensate for fuel increases or decreases at 15% with a benchmark level of \$2.45 (Board approved May 8, 2006).

Maries R-I Board Approved 9/30/15