



3548

Bus Safety

Policy 3548

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Review Dates:

I. PURPOSE

The safety of students being transported by Minneapolis Public Schools to and from their homes and on official district trips is important to the Board of Directors. The purpose of this policy is to establish rules for the education of students regarding bus safety, establish safety standards for employees and recognize the joint responsibility of parents, students, staff and contractors for safe bus transportation.

II. GENERAL STATEMENT OF POLICY

- A. The District may designate a School Bus Safety Week. Whenever possible this week shall be the first week of school, and most school bus safety training shall take place during this week.
- B. All students enrolled in Pre-Kindergarten through Grade 6 in a Minneapolis Public School, whether or not they regularly ride a bus to and from school shall be given adequate school bus safety training within the first three weeks of school covering the following topics:
1. transportation provided by the schools is a privilege, not a right of students;
 2. District and school rules for student conduct on or around school buses and bus safety;
 3. appropriate conduct while on a school bus;
 4. definition of the “danger zones” surrounding a school bus;
 5. safe procedures for boarding and leaving a school bus;
 6. procedures for safe vehicle lane crossing;
 7. school bus evacuation and other emergency procedures.
- C. Students enrolled in Grades 7 through Grade 10 who have not previously had bus safety training through a Minneapolis Public School shall receive individual or group instruction, or bus safety materials by the end of the first month of school
- D. Students who enroll after the school bus training is given in their school will receive individual or group instruction, or, in the case of Grades seven and above, written instructional materials within two weeks of their enrollment if they have not already received the training at a previous Minneapolis Public School.



- E. Students who enroll in Grades 11- 12 who have not had previous Minneapolis School Bus Training shall receive the training or written instructional materials within two weeks of enrollment.
- F. All students in Grades Kindergarten through Grade Three shall receive bus safety instruction at least twice during the academic year.
- G. All students transported by school bus to and from school must participate in at least one bus evacuation drill during each academic year.
- H. The District shall make reasonable accommodations for students whose first language is other than English in receiving bus safety training.
- I. The District shall make reasonable accommodations for students with disabilities in receiving bus safety training.
- J. The District shall adopt a bus safety curriculum and make it available to all schools, and shall also make it available for public view.
- K. Only students assigned to a school bus by the District shall be transported. Daily passes may be assigned by the school of enrollment.
- L. Students shall disembark only at their assigned bus stop unless they have a written daily pass from their school. Parents may request a daily pass to accommodate changes in after school care or other family purposes.
- M. There shall be no loading of any school transportation vehicle beyond the vehicle's approved capacity.
- N. Bus drivers must minimize to the extent practical the idling of school bus engines and exposure of students and other to diesel exhaust fumes.
- O. All school buses shall carry appropriate emergency equipment including a fire extinguisher and a first aid kit.

III. NON-PUBLIC SCHOOL TRANSPORTATION SAFETY

- A. Any non-public school student or charter school student who is transported by District Transportation services is required to follow all District rules



regarding bus transportation safety and rules of conduct while riding a school bus.

- B. Non-public schools that use District Transportation services for their students shall provide required bus safety training to their students as required for district schools in Paragraph II. above.
- C. Non-public schools must certify to the Superintendent or Superintendent's designee that all students enrolled in grades Kindergarten through Ten have received the appropriate training.

IV. SCHOOL BUS CODE OF CONDUCT

- A. The Superintendent, or Superintendent's designee, shall establish a Student Code of Bus Conduct. This Code of Conduct may be incorporated into the general Student Code of Conduct, or may be established separately. The Code of Bus Conduct shall include, but is not limited to:
 - 1. appropriate behavior at designated school bus stops
 - 2. appropriate behavior while on the bus
 - 3. appropriate behavior upon arrival at school, or at bus stop, while disembarking or loading onto the bus.
- B. Students are expected to abide by the Student Code of Bus Conduct. Failure to follow the rules set forth shall result in disciplinary actions for the student.
- C. Records of Student Code of Bus Conduct infractions shall be maintained and forwarded to the school administration and retained as other disciplinary records are maintained.
- D. Student conduct on a bus or in a bus loading or unloading area that creates a substantial danger to the student or surrounding persons or property shall be reported to the Minnesota Department of Public Safety as required by law.
- E. The Student Code of Bus Conduct shall be posted on every school bus.
- F. Any student conduct on a school bus, at a school bus stop, or in an unloading or loading area that constitutes a crime (for example, assault, possession or use of weapon, drug possession or vandalism) shall be reported to the School Resource Officer and may also be reported to local law enforcement.



V. PARENT AND GUARDIAN INVOLVEMENT

- A. Parents, guardians and the adult caretakers of students are partners with the District in teaching safe bus conduct to students. The Student Code of Bus Conduct shall be made available to all parents and guardians. Adult caretakers of students hired or used by parents or guardians who meet school buses or bring students to bus stops may request copies of the Student Code of Bus Conduct from the student's parent or guardian. Individual schools may choose to make the Student Code of Bus Conduct available to adult caretakers other than parents or guardians.
- B. Parents, guardians and adult caretakers of children are responsible to:
1. Familiarize themselves with school district rules, policies, regulations and the principles of school bus safety, and the Student Code of Bus Conduct and review these with their student(s);
 2. Support safe riding and walking practices and teach students that they are responsible for their actions;
 3. Communicate safety concerns to school administrators;
 4. Monitor bus stops whenever possible;
 5. Arrange to have children at their assigned bus stop five (5) minutes before the scheduled bus arrival;
 6. Arrange to dress students appropriately for the weather conditions; and
 7. Make a plan with their children for times when the bus is late.

VI. SCHOOL TRANSPORTATION SAFETY DIRECTOR

- A. The Superintendent shall appoint an individual to serve as the District's school transportation safety director.
- B. The Safety Director shall have the day-to-day responsibility for student transportation safety, including transportation of non-public students and charter school students when transportation is provided by the District.
- C. The Safety Director shall review this policy on no less than a three year cycle to assure that it conforms to applicable law.

VII. RESPONSIBILITIES

- A. The Superintendent, or the District School Transportation Safety Director, shall no less than annually report to the Board on transportation safety records.



- B. Bus drivers are responsible for observing all safety requirements, encouraging compliance with the Student Code of Bus Conduct, reporting infractions, and supporting bus safety measures.
- C. Principals are responsible for assuring that all bus training required under this policy and applicable law is scheduled with staff.
- D. Principals are responsible for assuring that all students who enter after the initial training has been completed at their building have either received training prior to enrollment at their school, or receive the necessary training required under this policy.
- E. Principals are responsible for assuring that bus conduct infractions are recorded in the disciplinary record system.
- F. Teachers shall support bus safety, and shall review bus conduct rules with students prior to field trips using bus transportation.
- G. Parents are responsible as specifically identified in this policy as well as generally supporting bus safety.
- H. Students are responsible for following the Student Code of Bus Conduct and promoting bus safety among their peers.

Legal References:

Minn. Stat. §120A.22 (Compulsory Instruction)
Minn. Stat. §§121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. §§123B.84 - 123B.87 (Equal Treatment in Transporting Students)
Minn. Stat. §123B.88 (Independent School Districts: Transportation)
Minn. Stat. §123B.90 (School Bus Safety Training)
Minn. Stat. §123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. §123B.92 (Transportation Aid Entitlement)

Cross References:

MPS Policy 1040 (Student and Staff Data Protection)
MPS Policy 3545 (Transportation)
MPS Policy 3546 (Bus Equipment and Drivers)
MPS Policy 4002 (Harassment and Violence Prohibition)
MPS Policy 4025 (Drug-Free and Weapons-Free Schools and Workplace)



MPS Policy 4026 (Transportation Employees: Drug and Alcohol Testing)
MPS Policy 5200 (Behavior Standards and Code of Conduct)
MPS Policy 5201 (Hazing and Bullying Prohibition)
MPS Policy 5210 (Student Personal Electronic Devices)
MPS Policy 5220 (Tobacco Use, Student)
MPS Policy 5631 (Drug-Free Schools, Chemical Health, Chemical Use and Abuse)
MPS Policy 5680 (Search of Students, Lockers, Desks, Motor Vehicles)
MPS Policy 6131 (School Calendar)
MPS Policy 6132 (School Day)
MPS Policy 6230 (Field Trips)
MPS Policy 6450 (Pupil Fees)
MPS Policy 6680 (Safety, Security and Emergency Preparedness)
MPS Policy 6681 (Accident Prevention and Reporting)
MPS Policy 6682 (Emergency Health Care)
MPS Policy 6692 (Student Medication)