TWIN LAKES STEM ACADEMY
STUDENT TRANSPORTATION SAFETY POLICY (709)

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

Twin Lakes may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. Twin Lakes shall provide all enrolled students with age-appropriate school bus safety training of the following concepts:

   a. transportation by school bus is a privilege, not a right;

   b. school policies for student conduct and school bus safety;

   c. appropriate conduct while on the bus;

   d. the danger zones surrounding a school bus;

   e. procedures for safely boarding and leaving a school bus;

   f. procedures for safe vehicle lane crossing; and

   g. school bus evacuation and other emergency procedures.

2. All students transported by school bus and enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. Students in grades K through 6 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. Twin Lakes will provide students enrolled in grades K through 8 school bus safety training twice during the school year.

4. Twin Lakes will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

5. Twin Lakes may provide kindergarten students with school bus safety training before the first day of school.

6. Twin Lakes may provide student safety education for bicycling and pedestrian safety for students in grades K through 8.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. Student behavior rules are in effect for students on school buses.

B. Consequences for school bus/bus stop misconduct will be imposed by Twin Lakes under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school's transportation safety director. Serious misconduct may be reported to local law enforcement. The school may use cameras on the buses in order to monitor student behavior.

1. School Bus and Bus Stop Rules

Twin Lakes bus safety rules are to be posted on every bus. If these rules are broken, Twin Lakes discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to a school administrator or designee.

2. Rules at the Bus Stop

a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the

driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation or horseplay.

j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Sit in your seat facing forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body inside the bus.

e. Keep your arms, legs and belongings to yourself.

f. No fighting, harassment, intimidation or horseplay.

g. Do not throw any object.

h. No eating, drinking or use of tobacco or drugs.

i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the school bus.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of Twin Lakes STEM Academy. Parents or guardians will be notified of any suspension of bus privileges. Other consequences may also apply (i.e. suspension of other school privileges, out of school suspension, parental contact etc.) at the discretion of the school administration.

b. Other Discipline
Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

c. Records

Records of school bus/bus stop misconduct will be will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by Twin Lakes STEM Academy to the Department of Public Safety in accordance with state and federal law.

5. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

7. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate Twin Lakes STEM Academy personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

Twin Lakes STEM Academy bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with Twin Lakes STEM Academy rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;

4. Monitor bus stops, if possible;

5. Have their children to the bus stop five minutes before the bus arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late.

V. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. The contractor used to provide buses for the school is required to follow all applicable school bus safety laws. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. Vehicles shall be maintained and inspected in accordance with legal requirements.

2. Only students assigned to the school bus by Twin Lakes STEM Academy shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to Twin Lakes STEM Academy policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the transportation boundaries of the school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. Bus drivers must park and load school buses at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

VIII. EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety

Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the pupil's name and address;

2. the nature of the pupil's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the pupil's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

An administrator at the school will be designated as the School Transportation and Safety Director by the school board. This person will make sure that the bus contractor meets all necessary safety and statutory requirements. The Director is the designated transportation director of the schools.

Y. TRANSPORTATION BOUNDARIES

- 35W to East
- 169 to West
- 610 to the North
- 394 to South
- All parts of the Osseo Area School District #279 not otherwise specified in boundaries above.

- *All students attending Twin Lakes STEM Academy as of June 1, 2021 that reside outside of the transportation boundaries will remain included in bus transportation plans.*

Adopted: 03/03/15
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