

STUDENT TRANSPORTATION

The School District recognizes that transportation is an essential part of the School District services to students and parents, but the District further recognizes that transportation by school bus is a privilege and not a right for most students. The purpose of this policy is to provide guidance for safe transportation and to educate students, staff, parents, community members and transportation providers on safety issues and the responsibilities of school bus ridership.

All persons who ride school buses to and from school, for extra-class or co-curricular purpose or provide these services are to be aware and practice the established procedures indicated. The guidance provided in this policy should to be distributed to all students, parents, staff and transportation service providers in pre school communications, handbooks or individually at registration if entering school or employment after the beginning of the school year. Parents are encouraged to go over these procedures with their children and caretakers to ensure that the procedures are followed for the safety and welfare of those students. Student complaints about transportation services may be made using the forms found in Policy JII for Student Concerns, Complaints and Grievances. Adults may use established complaint procedures cross referenced below.

Adopted: July 16, 2018

LEGAL REF.:

[22-12-10 NMSA](#)

[22-16-4 NMSA](#) et seq. (1978)

[6.41.4.14 NMAC](#) et seq.

[42 U.S.C. 11301](#), McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

[JFABD](#) - Admission of Homeless Students

[JGC](#) - Assignment of at-risk students to classes and programs

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints, and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension/Expulsion

[JLCD](#) - Administering Medications to Students

[JLCG](#) - Do Not Resuscitate

[KEB](#) - Public Concerns and Complaints

[KEC](#) - Concerns/Complaints About Personnel

[KED](#) - Concerns/Complaints about Facilities and Services

STUDENT TRANSPORTATION

Student Bus Transportation

Procedures

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- Follow driver's instructions.
- The bus will not move until all passengers are seated.

- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.
- Consequences for school bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's eligibility to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried onto a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus with the exception of Service Animals.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.
- No fighting, harassment, intimidation or horseplay.

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

Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles to the highway. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.
- Medical needs for students with disabilities are to be handled in accord with the individualized educational program (IEP).
- All medications required by disabled students will be carried and administered by the person and means designated by the IEP.
- All medication transportation shall be prearranged and be subject to a prior health management plan being prepared if for purposes of possible use on the transportation.

Consequences for Misconduct

Emergency removal of a student from the bus may occur if the student endangers or reasonably appears to endanger the health, welfare, or safety of themselves, any other person, student, teacher, or employee. The driver must contact the school administration for approval of any emergency removal and file a written behavioral report within twenty-four (24) hours with a copy sent to the parents of the removed child.

Consequences for bus misconduct are to be handled by the principal of the school of attendance in accord with the minimal due process procedure including an opportunity to be heard. Exception: Students with individual educational programs (IEPs) or 504 accommodation plans including transportation will be referred to the team responsible for preparing the program. Such plans or programs shall include procedures for discipline and emergency removal for violation of bus conduct rules. A student may use Policy JII Student Concerns, Complaints, and Grievances to make a complaint regarding transportation.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint, the principal will then call the student to the office and warn the student that the parents must be notified that the student may be put off the bus or suffer other consequences if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion with the child the consequences will be determined.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely. Parents, community members, and others may submit complaints regarding transportation issues by completing the forms provided with Policies KE through KED. These can be obtained through the school Web site or from the school office.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

Possible reporting outcomes:

- 1st report: Student will be placed on probation and the parent/guardian will be notified that further behavior infractions may result in disciplinary action up to or including loss of ridership privileges.
- 2nd report: Student may be suspended from the bus for a minimum of one (1) day or suffer other consequences dependent upon the seriousness of the offenses reported.
- 3rd report: Meeting with parent/guardian. Possible loss of bus ridership privileges for an extended period.

Other Discipline

Depending on the nature and number of the offenses, consequences such as loss of transportation privilege, suspension or expulsion from school also may result from school bus stop misconduct.

Records

Records of school bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct may be provided to law enforcement.

Vandalism/Bus Damage

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

Notice

Students will be given a copy of school bus rules and the responsibilities and behavior standards for bus riders before the end of the first full week of school or when a child enrolls, if this occurs during the school year. The rules will also be posted on each bus.

Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety may be informed.

Parent/Guardian Responsibilities for Transportation Safety:

- Provide the school office with proper student information including the home address, the home telephone number, and the telephone number at which the parent/guardian may be reached in the event of an emergency.
- Provide the school office and the transportation office with accurate information regarding student name, address, phone number, emergency information and day care information. Remember to immediately notify the school office of any changes.
- Instruct children to be at the school bus stop at least five (5) minutes before the scheduled pick-up time and not to arrive at the bus stop substantially more than ten (10) minutes prior to the scheduled pick-up time.
- Remain alert to impending weather patterns and have your child properly clothed for the current weather conditions.
- Consider in advance how long your child should wait at pick-up locations during conditions of extreme cold or extreme wind- chill conditions.
- Both parents and students should know the school name and the route number of the bus. Students in K-2 should have a "bus tag" fastened to their book bag or backpack containing the route, stop and child's name and contact information.
- Provide the child with a book bag or backpack for books and loose papers, pencils, etc.

Parent and Guardian Notification

A copy of the School District school bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

School Bus Driver Duties and Responsibilities

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

- Operating the vehicle in a safe and efficient manner.
 - Wearing driver's seat belt whenever the bus is in motion.
 - Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
 - Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
 - Driving Adjustments. Winter and wet weather conditions require adjusting speed and normal driving practices to compensate for road conditions.
 - Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
 - Service Door. The service door of the bus must be closed at all times while the bus is in motion.
 - Overloads. The registration card in all vehicles designates the maximum number of passengers allowed. This limit cannot be exceeded. A driver should call the dispatch office for instructions should a vehicle become overloaded.
 - Railroad Crossings. All vehicles must stop at railroad crossings, using required procedures, whether they are loaded or empty. Drivers shall not activate the eight (8)-way lights. Four (4)-way hazard lights are to be used before stopping and when crossing the tracks.
 - Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
 - Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus or on school property.
- Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
 - Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of state law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
 - Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight,

reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

- **Bus Cleaning.** Drivers are required to keep the interior of their buses swept and free of trash at all times.
- **Fueling.** The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. It is against the law to fuel with passengers aboard.
- Ensuring the safety, welfare and orderly conduct of passengers while on the bus.
- Meeting emergency situations in accordance with operating procedures.
- Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
 - **Relations with Students.** Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
 - **Relations with School Officials.** School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
 - **Relations with the Public.** It is important to remember that to the general public, the driver represents the School District. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.
 - **Student Discipline.** Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are governed by School District policy. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities.
 - **Route Changes.** Drivers may not make changes in the pick-up or drop-off schedule for his or her route without prior authorization. Bus stops may not be added, deleted or moved without approval. Drivers may not deviate from the established route without prior permission except as required by an emergency or temporary road condition.
 - **Route Problems.** Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the Dispatch Office or the transportation supervisor as soon as possible.
 - **Unauthorized Passengers.** Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by a school administrator.

- Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.
- Completing required reports.
 - It is the responsibility of the driver to completely fill out and turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.
- Completing required training programs successfully.
- Providing maximum safety for passengers during loading and unloading.
 - Standees Prohibited. Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
 - Dangerous Articles. No weapons or articles that may be classified as dangerous, may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Service animals are allowed.

ELIGIBILITY FOR BUS TRANSPORTATION /WALKERS AND RIDERS

The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs including three (3) and four (4) year-old developmentally disabled children.
- Students living within a two (2) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.
- Students who are residents within a school attendance area and:
 - If students in grades kindergarten through six (6), live more than one (1) mile from the school.
 - If students in grades seven (7) through nine (9), live more than a mile and a half (1 1/2) from the school.
 - If students in grades ten (10) through twelve (12), live more than two (2) miles from the school.
- Transportation for homeless students and foster children to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison or contact person for those students.

Upon proof of need by the Superintendent and as specified in statute 22-16-4 NMSA, up to six (6) students whose residences are five (5) or more miles from their school or schools of enrollment, may be transported to and from school by means of a school-owned sport-utility vehicle (SUV), driven by a school employed certified activity driver, in accord with the safety rules of the Public Education Department. If an SUV is proven necessary, reference procedures in [6.41.4.9 NMAC](#) C3 and [6.41.4.14 NMAC](#) A through K for General Requirements before establishment of the route.

Transportation Zones

The following stipulations will define bus transportation zones and other items that may affect students in open enrollment.

Student(s) who select the freedom of choice alternative in school attendance, and commute from one zone to another must provide individual means of transportation. The District assumes no responsibility in freedom of choice transportation endeavors nor will the District provide transportation for the students.

Transfers must be made at the beginning of a semester. If an emergency arises or reasonable justification can be provided, the school principal will review the request. In the event the principal negates the request, the matter may be presented to the Superintendent and ultimately to the Board for a decision. Transfer students will be expected to remain in the school of their choice until the close of the semester in which they are enrolled.

Students may be denied enrollment in a school out of their attendance boundary if the school of their choice is overcrowded.

Adopted: July 16, 2018

LEGAL REF.:

[22-12-10 NMSA](#) (1978)

[22-16-4 NMSA](#) (1978)

[6.41.4.9 NMAC](#)

6.41.4.14 NMAC

[42 U.S.C. 11301](#), McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

[JFABD](#) - Admission of Homeless Students

SPECIAL EDUCATION STUDENT TRANSPORTATION

(Students with Special Transportation Needs)

If a student with special needs is capable of using the same transportation services as nondisabled students, special education law does not require transportation to be listed as a related service in the individual educational program (IEP).

It must be decided on an individualized basis whether or not a special education student or one with a disability requires transportation as a related service in order to receive a free appropriate public education (FAPE). If a student with a disability requires transportation as a related service, the School District must provide it.

Homeless children, those in foster care and those with a disruption in their education as defined in New Mexico statute shall be afforded transportation as indicated in related policies. Transportation for homeless students and foster children to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison or contact person for those students. If additional costs are incurred for this service reference 6.41.4.9 I NMAC for alternative sources of funding.

A representative of the District's transportation services or the transportation provider shall be afforded the opportunity to participate in the development of the transportation service required as a part of any of the following student groups:

- Those with an individual educational program (IEP) stipulating the requirement of transportation services,
- Those with health management plans in need of special transportation,
- Those with 504 accommodation plans,
- Homeless students, foster care students and those with disruption in their education to their school of origin or enrollment as necessary.

A plan for implementation of any and all transportation related needs will be prepared and approved for each student to receive such services.

Transportation time to and from school for a student with an IEP shall be comparable to transportation time provided to neighborhood students as a part of the required services. The transportation services to be provided shall be spelled out in the student's IEP or transportation plan including who and how will any required student medication be transported and if necessary applied during transport. Misconduct on student transportation will be in accord with standard procedures unless a change in transportation arrangements (removal of transportation for more than an aggregate of ten [10] days for a student with an IEP) is contemplated. At that time, matters will be referred to the team responsible for determination of transportation.

See related policies cross referenced below for additional policy issues referent to special needs students.

Adopted: July 16, 2018

LEGAL REF.:

[6.41.4.8 NMAC](#)

6.41.4.9 NMAC

[6.41.4.11 NMAC](#)

[6.41.4.13 NMAC](#)

[6.41.4.14 NMAC](#)

34 C.F.R. § 300.34

34 C.F.R. § 300.104

34 C.F.R. § 300.107

CROSS REF.:

[EE](#) - Transportation Services

[EEA](#) - Student Transportation

[EEAE](#) - Bus Safety Program

[IHB](#) - Special Instructional Programs

[IHBA](#) - Special Instructional Programs and Accommodations for Disadvantaged Students

[IMG](#) - Animals in the Schools

[JFABD](#) - Admission of Homeless Students

[JGC](#) - Assignment of at-risk students to classes and programs

[JIC](#) - Student Conduct

[JK](#) - Student Discipline

[JLCD](#) - Administering Medications to Students

BUS SAFETY PROGRAM

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all District transportation department personnel, bus operators, and bus passengers shall comply with the applicable regulations and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the safety of a passenger. A roster of students shall be maintained and updated with information provided by the school office. Bus drivers are to track the students daily and keep and enforce a seating roster in case of emergencies.

Bus evacuation drills shall be conducted and documented at least once each semester, at the school in accord with 6.41.4.9 C2 NMAC and shall include every passenger, driver or support person who rides a school bus and is in school on the day of the evacuation drill.

All vehicles used to transport students shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure. Buses shall be replaced at such intervals as will provide good equipment at all times.

Students shall not be put off the bus until reaching their destination without proper administrative authorization.

Notwithstanding regular state inspections, each school bus shall be inspected by the driver daily, before and after each use, to ascertain that it is in safe condition and equipped as required by all provisions of law, and that all equipment is in good working order. Additionally, the drivers, bus assistants, substitute assistants and activity vehicle drivers shall perform the responsibilities as enumerated in [6.41.4.11 NMAC](#) and [6.41.4.14 NMAC](#).

All school buses used to transport students on school bus routes and local education agency (LEA)-sponsored activities shall meet requirements pursuant to [6.40.2 NMAC](#) and the state of New Mexico guide for school bus maintenance and safety audit program, school bus inspection guide. Regulation 6.41.4.12 NMAC shall, as it relates to safety and equipment, become a part of this policy by reference.

Each driver of a District-owned or District-contracted school bus, as defined by and covered by the Commercial Motor Vehicle Safety Act of 1986, will conform to all requirements of said act and such statutes and regulations as may govern the operation and maintenance of the vehicle including the New Mexico guide for school vehicle maintenance and safety audit program.

The service provider or District transportation shall conform to the general requirements as outlined in [6.41.4.9 NMAC](#) for emergencies, loading and unloading of students, and establishing school bus stops.

Adopted: July 16, 2018

LEGAL REF.:

[6.40.2 NMAC](#)

[6.41.4.8 NMAC](#)

6.41.4.9 NMAC

6.41.4.11 NMAC

6.41.4.12 NMAC

[6.41.4.13 NMAC](#)

[6.41.4.14 NMAC](#)

CROSS REF.:

[EE](#) - Transportation Services

[EEA](#) - Student Transportation

[EEAEA](#) - Bus Driver Requirements, Training and Responsibilities

TRANSPORTATION TO STUDENT ACTIVITIES

Planned District-sponsored activity trips including co-curricular and extra-curricular activities will be arranged through the transportation department. All such trips outside of the District boundaries using school buses or commercial common carriers shall require a signed authorization for the activity trip to be presented to the bus drivers. Commercial common carrier buses may be used for activity trips as needed per the determination of the transportation department and available funding. Prior to and during work periods all drivers, school bus assistants and substitute school bus assistants shall not have used and will not use alcoholic beverages, illegal substances, or legal substances which would impair the driver's or the assistant's ability to perform required duties.

Activities of special nature including co-curricular and extra-curricular activities shall be conducted in accord with 6.41.4.8 NMAC D and 6.41.4.9 NMAC T. By reference these sections of the New Mexico Administrative Code shall be considered incorporated into this policy in their entirety.

Students are required to ride to and from school-sponsored activities in District-provided transportation unless other arrangements have been approved by the Superintendent. An exception may be granted for a student to be released to a parent or legal guardian at the completion of the activity if a written request is received and approved by the principal prior to the trip. Students will only be released to persons specified in the request form after provision of satisfactory identification to the person in charge of supervision of the student.

No travel will be scheduled without Administrative approval and a plan to incorporate opportunities for rest and relaxation for students, support personnel and drivers. All activity travel must conform to current Department of Transportation (DOT) Regulations regarding on duty, continuous, and total driving time.

School-Owned Activity Vehicle Driver

This policy shall be interpreted in a manner which is consistent with applicable statutes and regulations adopted by the federal and state governments. In the event of inconsistency, the federal or state-adopted requirements shall prevail.

Drivers of school vehicles, including activity drivers, are not required to obtain a Commercial Driver's License (CDL) unless they operate a vehicle that is designed to carry ten (10) or more passengers, including the driver.

The employer shall make available to each driver applicant at the time of hiring a current copy of 6.41.4 NMAC and any applicable District handbooks.

School-owned activity vehicle drivers shall maintain and provide to the employer a copy of the following:

- a current driver's license;
- a current medical examiner's certificate from a physical recorded on the DOT form;
- a driving record pursuant to requirements in Paragraph (3) of Subsection A of 6.41.4.13 NMAC; and
- a current first aid and cardiopulmonary resuscitation (CPR) certificate pursuant to the requirements in Paragraph (4) of Subsection A of 6.41.4.13 NMAC

The District shall verify the following documentation is in each driver applicant's file:

- a completed employment application form that meets or exceeds federal, state and department requirements, unless the applicant is currently employed by the local education agency (LEA);
- documentation pursuant to requirements listed in Subparagraphs (b), (c) and (f) of Paragraph (1) of Subsection M of 6.41.4.9 NMAC;
- a current medical examiner's certificate indicating that a physical examination was passed using the DOT physical examination form that is current as of the date of the examination. The transportation administrator or the department may require a physical examination be performed at any time. The medical examiner's certificate shall be provided to all appropriate parties;
- a completed New Mexico school-owned activity vehicle driver pre-service training record per the current school bus driver instruction (SBDI) manual provided by the department;
 - training shall be provided by an SBDI with activity vehicle (AV) certification by the department or an activity vehicle instructor (AVI) certified by the department using the current SBDI manual provided by the department;
 - as part of the pre-service training, the driver applicant must complete a defensive driving course (DDC) that is nationally recognized and approved by the department. In lieu of AV-certified SBDI or AVI DDC training, a certificate of completion of a DDC course that is approved by the department may be accepted. The certificate of completion shall be dated within four (4) years of the driver applicant's date of application; and

All drivers and assistants are to comply with the list of responsibilities indicated in 6.41.4.11 NMAC.

Adopted: July 16, 2018

LEGAL REF.:

[6.41.4.8 NMAC](#)

6.41.4.9 NMAC

6.41.4.11 NMAC

6.41.4.13 NMAC

[6.41.4.14 NMAC](#)

CROSS REF.:

[EEAE](#) - Bus Safety Program

[JIC](#) - Student Conduct

[JK](#) - Student Discipline

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

The Board may, subject to regulations adopted by the Public Education Department, provide per capita or per mile reimbursement to a parent or guardian in cases where regular school bus transportation is impractical because of distance, road conditions or sparseness of population or in cases where the local school board has authorized a parent to receive reimbursement for travel costs incurred by having a child attend a school outside the child's attendance zone.

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

Adopted: July 16, 2018

LEGAL REF.:

[22-16-4 NMSA](#) et seq. (1978)

REGULATION

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- Each employee authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.
- No student will be sent on school errands with the student's own vehicle, an employee's vehicle, or a District-owned vehicle.

Per Capita Feeder Policy

The transportation department will provide per capita or per mile reimbursement to a parent or guardian in cases where regular bus transportation is impractical because of distance, road condition or sparse population. To be eligible for Per Capita Feeder Route, a pupil must live outside the legal walking distance to the nearest school bus route:

- Kindergarten through grade six (6) - One (1) mile radius.
- Middle School - One and one-half (1.5) mile radius.
- High School - Two (2) mile radius.

The transportation department will approve all agreement(s) made with parents or guardians for per capita feeder services. The agreement(s) will define the term of service, the contract amount, and the responsibilities of the parent. It will be the responsibility of the parent or guardian to transport their students to the bus stop five (5) minutes prior to the scheduled bus arrival and in the afternoon, be waiting for the bus to return.

A parent or guardian who has entered the per capita agreement must provide proof of insurance, vehicle registration and driver's license to the transportation department and shall maintain the insurance for the term of the agreement. If the identity of the vehicle or driver changes or number of pupils transported changes, this information must be reported. There will be no reimbursement or back payment for time lapsed if the participant's insurance expires.

The transportation department shall establish the mileage reimbursement rate. This will include the mileage from the home to the bus stop, the return mileage from the bus stop to the home during the day, and the reverse in order to pick up the students in the afternoon. In cases where the student is transported to school by parents and the parent remains in the community or goes to a job, the reimbursement would not apply other than one (1) round trip per day.

The system of accountability will be in place to ensure that services are rendered according to the terms of the agreement. The transportation department will verify student attendance on a monthly basis before payment is issued. The parent's signature on the monthly voucher will assure us that they have transported their child each day to and from. There will be no reimbursement for a day on which the student is not in school.