

**CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY**

**POLICY: TRANSPORTATION SAFETY**

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The Board directs the Chief School Administrator to oversee development of regulations to govern:

- A. Pupil conduct on buses;
- B. In-service education for bus drivers to include:
  - 1. Management of pupils;
  - 2. Safe driving practices; recognition of hazards;
  - 3. Special concerns in transporting handicapped pupils;
  - 4. Emergency procedures on the road; accident report;
  - 5. Information on required drug and alcohol testing.

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a district-owned or contracted vehicle that include any of the following:

- A. Physical injury to anyone concerned, no matter how minor
- B. Property damage of any kind, even if the financial loss is negligible
- C. Failure of any mechanical function of a district-owned or contracted vehicle during operation, even if no injury or damage results

It shall be the responsibility of the Chief School Administrator to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performances, and in scheduling inspection of vehicles.

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. NOTE: IF THE DISTRICT DOES NO BUSING, SUCH A DRILL MIGHT ONLY BE NECESSARY BEFORE A FIELD TRIP. ALL PUPILS MUST RECEIVE EVACUATION INSTRUCTION AT LEAST ONCE WITHIN THE SCHOOL YEAR.

Vehicles and Equipment

All district-owned or contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All district-owned or contracted vehicles used to transport children shall conform with state standards for such vehicles.

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All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

**Bus Drivers**

Drivers of all Type I and Type II school vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district shall be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and implementing regulations and shall provide all bus drivers with required information on them (see policy 4219.23 Employee substance abuse). Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

**Legal References:** N.J.S.A. 18A:25-2 Authority over pupils  
N.J.S.A. 18A:39-1 et seq. Transportation to and from schools  
N.J.S.A. 39:3-10.9 et seq New Jersey Commercial Driver License Act  
N.J.S.A. 39:3B-10  
through -12 School Buses, Equipment and Regulations  
N.J.A.C. 6:21-1.1 et seq. Pupil transportation  
See particularly:  
N.J.A.C. 6:21-1.2(c),  
-11.3(a)

34 CFR Part 85.100, Government-wide Debarment and Suspension (nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)

49 U.S.C. §2717 et seq.- Omnibus Transportation Employee Testing Act of 1991

49 C.F.R. Part 40 - Procedures for Transportation Workplace Drug and Alcohol Testing Programs

49 C.F.R. Part 382 - Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391 - Qualification of drivers

Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

Manual for the Evaluation of Local School Districts (June 1993)

**Possible**

**Cross References:** 3516 Safety  
3541.1 Transportation routes and services  
4211 Recruitment, selection and hiring  
4219.23 Employee substance abuse  
4231/4231.1 Staff development; in-service education/visitations/conferences  
5131 Conduct/discipline  
5142 Pupil Safety

Adopted: December 9, 1996