

TRANSPORTATION POLICY RESPONSIBILITIES

Responsibilities of the School Committee as they pertain to transportation:

The Franklin School Committee is the policy making agent of the transportation system. The Committee is the agency of appeal concerning decisions of the operating staff, but every endeavor should be made to solve the problem at the appropriate level of authority before appeal to the School Committee. The bus company assumes responsibility for the pupil's welfare when he/she boards the bus and retains this responsibility until he/she leaves the bus. The School District assumes responsibility for the student after they exit from the school bus and throughout the time they remain on school grounds to the time they board the bus to return to their home destination.

Responsibilities of the School Superintendent as they pertain to transportation:

1. Make policy recommendations on pupil transportation to the School Committee.
2. Provide factual data to the School Committee.
3. Make administrative decisions within the framework of School Committee policy.
4. Forward required reports and forms to the Massachusetts Department of Education.
5. Exercise his/her authority over contractors and drivers in matters pertaining to school transportation.
6. Keep the School Committee informed of accidents or serious incidents pertaining to transportation of pupils.

Responsibilities of the Assistant Superintendent for Administrative Services as they pertain to transportation:

1. Make recommendations to the Superintendent on pupil transportation.
2. Develop transportation contracts which comply with the philosophy and policy of the Superintendent of Schools and the School Committee.
3. Serve as a resource to the transportation contractor on bus routes and bus stops.
4. Insure that all personnel are complying with the regulations of the transportation policy.
5. Serve as a resource to principals and the contractor to address transportation matters.
6. Supervise the appropriate administration of the software program that identifies which pupils are entitled to bus transportation under School Committee policy.
7. Serve as a resource to the Police Department in matters related to the need for crossing guards and for opinions related to waiver requests and questions of safety.
8. Inform the Department of Public Works about pertinent issues concerning bus routes or walking routes, and to make recommendations to the Superintendent pertaining to same.

9. Develop accounting system which insures that the Town of Franklin receives services for which it has contracted, and also that State reimbursements are maximized.

Responsibilities of the School Principal as they pertain to transportation:

The Principal has two major responsibilities related to transporting pupils to and from his/her school. His/her first responsibility is to assure prompt loading and unloading of students on assigned buses and the assignment of school personnel to the task of monitoring the loading and unloading processes. His/her second major responsibility is to cooperate with the driver and Assistant Superintendent for Administrative Services in addressing disciplinary concerns.

Responsibilities of the Teacher as they pertain to transportation:

The teacher must: teach bus safety to all pupils at least three times per year and ensure that pupils are dismissed in a prompt and orderly manner directly to their buses.

Responsibilities of the Bus Contractor as they pertain to transportation :

1. The bus contractor must comply with the transportation contract between his company and the Franklin School Committee. Working with the Assistant Superintendent of Schools, he must develop and maintain bus routes and bus stops and a listing of students who should be bused from each stop.
2. The contractor must insure that all vehicles comply with contract standards and State safety requirements.
3. The contractor is responsible for keeping the buses clean inside and out, for seeing that defrosters, heaters, and windshield wipers are in good working condition, and for repairing any defects that might arise that might affect safety and comfort of the children. The contractor should delegate to his drivers the reporting to him of defects in the buses.
4. The contractor must maintain vehicles that are regularly inspected and approved by the Registry of Motor Vehicles.
5. The contractor must file with the Superintendent of Schools the names, addresses, and telephone numbers of all bus drivers who will operate a bus or buses before the opening of schools with additions or deletions as they may from time to time arise, and see that the above examinations are made.
6. All bus drivers must undergo a satisfactory Criminal Offense Record Investigation as a requirement of employment. The contractor will also certify in writing by September 10 that a satisfactory record review has been made with the Registry of Motor Vehicles in each state in which the driver has been licensed.

7. The Franklin School Department shall have the option to reject the services of any driver at any time with cause. The Superintendent of Schools, in making his decision or rejecting services of a driver, will document his reasons in writing to the bus contractor, driver, and School Committee.

8. By September 10, the contractor is obligated to certify to the Superintendent of Schools in writing that all bus drivers comply with the legal requirements for bus drivers. When the contractor submits the list of drivers to the Superintendent of Schools he assumes the responsibility that all drivers listed comply with all applicable state, local and federal requirements relating to the transportation of students including but not limited to Massachusetts General Laws Chapter 90.
9. All buses will be equipped with 2-way communication devices, safety sweeper arms, external speakers, blinking lights, stop arm and all other devices required by law and contract.
10. The bus contractor will employ a Transportation Coordinator who will be responsible for receiving and satisfactorily addressing complaints/concerns and other matters related to school bus transportation. The Bus Company Transportation Coordinator will be responsible for informing of action taken to address complaints and concerns to the party of origin. The contractor may request the assistance of the Assistant Superintendent of Schools to address some of these matters as appropriate.
11. The contractor, with the assistance of his drivers, will work with the Assistant Superintendent for Administrative Services to resolve individual busing problems, including discipline. The contractor will not take disciplinary action against any child. Cases that warrant such action should be reported at once to the Principal of the school. The contractor, if not satisfied with the action of the Principal, will report his reason for dissatisfaction to the Assistant Superintendent for Administration Services.
12. The contractor will be responsible for posting bus route and safety information including emergency numbers on each bus.
13. The contractor will certify in writing by September 10 of each operational year that the transportation policy for the Franklin Public Schools has been provided to each driver.
14. Transportation contractors must carry insurance as specified by the Commonwealth of Massachusetts and the School Committee. The minimum requirement for school buses is \$300,000 per injury and \$500,000 per accident exclusive of the contract in force.

The minimum requirements for station wagons and sedans is \$100,000 per injury and \$300,000 per student.

15. The contractor will report all accidents or serious incidents to the Assistant Superintendent for Administrative Services who will be responsible for informing the Superintendent.
16. The contractor will insure that all vehicles used to transport children to and from school meet the "Massachusetts Rules and Regulations Establishing Minimum Standards for Construction and Equipment of School Buses"

