



**NBSF NOLA**

NEW BEGINNINGS SCHOOLS FOUNDATION

PIERRE A. CAPDAU AT AVERY ALEXANDER • MEDARD H. NELSON CHARTER SCHOOL • LAKE AREA HIGH SCHOOL

**2017-2018 Transportation Plan**  
**for**  
**Schools, Families, and Students**



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## TRANSPORTATION MANAGEMENT

The New Beginnings Schools Foundation shall provide to eligible students school transportation services which shall meet the objectives of safety, efficiency, adequacy, and economy. Through the use of a contracted transportation service provider, the Foundation shall maintain a student transportation program that shall conform to or exceed minimum standards as set forth by pertinent statutes and the Louisiana Department of Education. It shall be unlawful for the Foundation to permit the transport at one time a number of children on a school bus that exceeds the number of seats available on that bus.

All school buses shall carry evidence of insurance and be registered, marked, and equipped according to law. School bus transportation service providers shall be required to annually submit to the Chief Executive Officer or his/her designee proof of proper and valid insurance coverage prior to the commencement of any transportation services, but not later than August 1 of each year. Should any coverage aspects or insurance policy provisions change during the year, the transportation service provider shall notify the Chief Executive Officer or his/her designee immediately, but no later than twenty-four (24) hours of receipt of notification. All insurance policies of any transportation service provider shall include an endorsement that the policy may not be cancelled for any reason except after thirty (30) days prior notice. Insurance purchased shall be at least the minimum required by law and/or contract and shall include coverage provisions set by the Chief Executive Officer.

All school buses used to transport students shall be driven by persons who possess a current and valid *Commercial Driver's License* (CDL) with proper endorsements and who have completed state required pre-service certification training and in-service driving requirements in accordance with provisions outlined in Bulletin 119, *Louisiana School Transportation Specifications and Procedures*.

### SCHOOL ACTIVITIES

The use of any van, cargo or passenger, in any capacity, for the purpose of transporting students to and from any school-related activity shall be prohibited.

### BUS STANDARDS

It is the policy of the New Beginnings Schools Foundation that any used school bus purchased by any transportation service provider for use in the school system shall meet current Louisiana statutory requirements for motor vehicles, *Federal Motor Vehicle Safety Standards*, any state-required specifications for school buses that were in effect on the date the vehicle was manufactured, and any requirements of the transportation service contract.

School buses used to transport students, including activity and backup buses, shall not be more than twenty-five (25) years old. All newly purchased or replacement school buses, at the time they are acquired by the owner and placed in service, shall be ten (10) or less model years old. The number of years shall be reckoned from the date of introduction of the model year. This shall apply to buses purchased by any transportation service provider contracted to transport children to and from school and school-related activities and for use as spare buses.

When a new or pre-owned bus is purchased or the ownership of a bus is transferred, or when a transportation service provider enters into a contractual agreement with the Foundation, the owner shall assure that the bus is in compliance with all requirements contained in applicable federal and state laws and state and school district regulations. All buses so purchased shall be required to satisfactorily pass all mandated inspections prior to any usage.

All newly purchased special education buses shall be equipped to accommodate wheelchairs.

Ref: La. Rev. Stat. Ann.

§§17:158, 17:158.1, 17:158.2, 17:158.3, 17:158.4, 17:158.5, 17:158.6, 17:158.7, 17:159, 17:159.1, 17:159.2, 17:160, 17:161, 17:162, 17:163, 17:164, 17:165, 17:166, 17:492, 32:293, 32:378

Olive Morgan v. Livingston Parish Foundation, First Circuit Court of Appeals, March 1991

*Louisiana School Transportation Specifications and Procedures*, Bulletin 119, §701, §2501, §2903, Louisiana Department of Education



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## **TRANSPORTATION SAFETY PROGRAM**

The New Beginnings Schools Foundation recognizes the responsibility of all employees who drive while on Foundation business, as well as its transportation service provider, to practice extreme caution while driving, especially in transporting children to and from school. All drivers shall conduct themselves at all times in the discharge of their duties in such a manner that every precaution can be taken to afford maximum protection for themselves and the children they may transport. Therefore, the Foundation shall require the implementation, maintenance, and observance of a transportation safety program.

### INSPECTIONS

The School Board shall require its transportation service provider to mandate that all school buses used for the transportation of students be inspected by the assigned driver and any other person designated by the provider on a regular basis. All school buses shall be inspected a minimum of twice a year, once during June, July, or August, and certified as safe prior to the beginning of the school session, and once during December, January, or February of each school year, by an approved Louisiana Motor Vehicle Inspection Station. Buses fifteen (15) years of age or older shall be inspected more frequently than other buses to assure effectiveness of operation and safety of students. No bus shall be operated without a proper inspection tag certifying that a bus has met or exceeded minimum safety standards.

#### Daily Trip Inspections

Before beginning, during, and after completing each assigned route, trip, or individual run daily, all bus drivers shall conduct pre-trip, en route, and post-trip inspections of the vehicle and its special equipment to check for passengers, special equipment, medication, etc. that may have been left on the bus. Before the bus driver exits the bus after any trip or individual run, the bus driver shall immediately perform a post-trip inspection of the interior of the bus for children or other passengers that may have remained on the bus. The bus driver shall employ any means necessary to check for children who may be under seats. The bus driver shall also check for damage to seats, and articles left on the bus. Failure to check for children or other objects left on the bus may result in termination of the transportation service contract.

### ACCIDENTS

Any employee driving a Foundation owned, leased, or rented vehicles involved in an accident while driving such a vehicle shall report the accident to the Chief Executive Officer or his/her designee immediately following the accident or as soon thereafter as practicable and follow all applicable administrative regulations and procedures for reporting accidents.

The Foundation shall require its transportation service provider to immediately report to the Chief Executive Officer or his/her designee any accident involving the provider's school bus or bus driver while providing transportation services on behalf of the Foundation. A written report of the accident shall be submitted to the Chief Executive Officer within twenty-four (24) hours thereof.

The Foundation shall require its transportation service provider to suspend any bus driver upon being ticketed for suspicion of driving while intoxicated (DWI). Any Foundation employee whose job duties require a Commercial Driver's License (CDL) shall be suspended upon being ticketed for suspicion of DWI. Any bus driver who is convicted of DWI or has his/her license revoked shall be prohibited from operating school buses pursuant to the Foundation's transportation service contract. Any Foundation employee so convicted shall be terminated immediately.

All citations issued to any bus driver or to a Foundation employee whose job duties require a CDL, including but not limited to citations for leaving the scene of an accident or driving with a suspended license, must be reported to the Chief Executive Officer or his/her designee by the transportation service provider or by the employee within twenty-four (24) hours of receipt and, in the case of a bus driver, prior to the next scheduled bus route, whichever occurs first. Written notification shall be provided to the Chief Executive Officer or his/her designee within three (3) working days. A transportation service provider's failure to report a traffic citation shall constitute a breach of contract, and a Foundation employee's failure to report may result in grounds for termination.

#### USE OF CELLULAR TELEPHONES

No person shall engage in a call on a cellular telephone or similar device while driving a school bus. The use of cellular telephones by school bus drivers may be authorized in an emergency situation involving:

1. An emergency system response operator, 911 safety dispatcher, or school administrator;
2. A hospital or emergency room;
3. A physician's office or health clinic;
4. An ambulance or fire department rescue service;
5. A fire department, fire protection district, or volunteer fire department; or
6. A law enforcement agency.

In situations considered an emergency, the bus should be pulled safely out of traffic, if possible, and the motor turned off.

Ref: La. Rev. Stat. Ann. §§17:81, 17:491.2, 17:492, 32:289, 32:398, 32:871;  
Louisiana School Transportation Specifications and Procedures, Bulletin 119,  
§701, §909, §2903, Louisiana Department of Education



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## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The New Beginnings Schools Foundation recognizes that there are times in which private vehicles are used to transport students to and from school sponsored events. The Foundation directs that such transportation services shall only be utilized in emergency situations as authorized by the principal. Otherwise, proper student transportation, i.e., school buses, shall be used. The use of any van, either cargo or passenger, in any capacity, for the purpose of transporting students to or from any school-related activity shall be prohibited.

When private vehicles are to be used to transport students, such vehicles shall be chosen in advance of the anticipated usage, whenever possible. In situations where private vehicles are to be used for transporting students to school related activities, the following guidelines shall be adhered to:

1. The driver of a vehicle should be restricted to a teacher, parent, or legal guardian.
2. All students shall have written permission from their parent or legal guardian to travel with the group on file with the principal or his/her designee prior to any travel.
3. The number of students transported shall be limited to the recommended capacity of the vehicle. Seat belts shall be available for every passenger and each occupant of the vehicle shall buckle with the appropriate seat belt.
4. A photocopy of a valid driver's license of the driver(s) and insurance card of the vehicle shall be submitted to school personnel by the intended driver. Minimum insurance coverage as set by the Chief Executive Officer or his/her designee shall be required for any personal vehicles used to transport students. Appropriate signed documentation shall be made that the driver of the vehicle and the vehicle's owner are aware that their insurance shall be the first line of defense in the event of an accident.

Ref: La. Rev. Stat. Ann. §17:81



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## **SCHOOL BUS SCHEDULING AND ROUTING**

The New Beginnings Schools Foundation shall provide school bus transportation for all students living more than one mile from the school that they are assigned to attend. Students living within one mile of the school may be allowed to ride a school bus when the Foundation determines that conditions exist to warrant such transportation. Other students may be provided with school bus transportation in accordance with regulations of the Louisiana Department of Education.

A reasonable time shall be established for each route, and the transportation service provider shall be expected to adhere to this schedule. Likewise, students shall be expected to be at their respective bus stop when the bus arrives. Once a bus route has been established, the bus driver shall not alter or change assigned routes without order of the Chief Executive Officer or his/her designee. Any bus driver who feels a road is unsafe or dangerous shall report such dangerous condition to the transportation service provider, and the bus driver may be allowed not to travel the road with the prior approval of the Foundation's Director of Transportation, until the transportation services provider determines said road is safe or improved, or the situation has been rectified.

During inclement weather, bus drivers may make more frequent stops.

### LOADING AND UNLOADING OF STUDENTS

The loading and unloading of students onto and from school buses being utilized to transport students shall be conditional on the following:

1. Bus drivers shall be prohibited from loading or unloading students at school while the bus is in a traffic lane of any type of street as defined in state law and require that students be loaded or unloaded on a shoulder, in a school parking lot, or at other appropriate off-road location at the school as determined by the Foundation. This requirement shall not apply if the shoulder of a municipal road is the only available alternative and the municipality has not made the shoulder available by designating that area for loading and unloading students during designated school zone hours.
2. Bus drivers shall be prohibited from loading or unloading students at or near their homes while the bus is in a traffic lane of any type of street as defined by state law and it shall be required that students be loaded or unloaded on a shoulder, unless the Foundation determines the unloading on a shoulder is less safe for the student. However, if there is no shoulder, or if the shoulder is determined to be less safe, a bus driver may load and unload a student while the bus is in a lane of traffic but only if the bus is in the lane farthest to the right side of the road so that there is not a lane of traffic between the bus and the right-side curb or other edge of the road.

3. Bus drivers shall be prohibited from loading or unloading a student in a location on a divided highway such that a student, in order to walk between the bus and his/her home or school, would be required to cross a roadway of the highway on which traffic is not controlled by the visual signals on the school bus.

*Street or highway* means the entire width between the boundary lines of every way or place of whatever nature publicly maintained and open to the use of the public for the purpose of vehicular travel, including bridges, causeways, tunnels, and ferries.

Ref: La. Rev. Stat. Ann. §§17:158, 32:1  
*Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education





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## **SPECIAL USE OF SCHOOL BUSES**

It shall be the policy of the New Beginnings Schools Foundation to permit the use of school buses for student trips or excursions to enhance instructional activities. The use of buses for such trips shall be strictly governed by administrative regulations and procedures maintained by the Chief Executive Officer or administrative staff, as well as the terms of the Foundation's student transportation services contract. All arrangements for any trip or excursion shall be made by the Chief Executive Officer or his/her designee.

Any Foundation school or organization may use the Foundation's transportation service provider for athletic or activity trips. The Foundation shall be reimbursed by the school or organization for the cost of such transportation services for the particular event. If using an approved bus operator other than the Foundation's transportation service provider, the operator shall provide proof of appropriate insurance coverage prior to taking any trip. In addition, the following guidelines shall also apply to the special use of any school bus:

1. For activities of an educational nature within the parish, the use of the buses shall be requested by the principal of the school involved and such usage shall be limited in time so as not to interfere with the regular route to which that bus is assigned.
2. For educational activities outside the parish, the use of the buses shall be limited to transporting those students who are engaged in representing their school in the principal activity for which the trip is required. The request shall also come from the principal involved.
3. Approval for the use of the buses shall be requested at a time prior to the trip sufficient for the office staff to evaluate the request and to make the arrangements necessary. All buses on all occasions shall be driven by a properly qualified driver with a commercial driver's license. It shall be the responsibility of the principal of the school to assure compliance with the requirement.

Ref: La. Rev. Stat. Ann. §§17:81, 17:158



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## SCHOOL BUS CONDUCT

The New Beginnings Schools Foundation recognizes the driver of a school bus to be in authority with regard to pupil behavior in or about the vehicle which he/she operates. Foundation regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The driver shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of any suspension/expulsion of bus riding privileges.

In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department, and the Supervisor of Transportation shall be notified by the principal in writing, within forty-eight (48) hours of such decision, of the facts concerning each suspension, including reasons and term of suspension.

If the principal recommends the expulsion of bus riding privileges for a student, a hearing shall be conducted by the Chief Executive Officer or his/her designee and thereby informing the student and parent as to why bus riding privileges are being recommended for expulsion. The student, at that time, shall be given an opportunity to explain his/her version of the incident(s) to the Chief Executive Officer or his/her designee. The decision of the Chief Executive Officer/designee shall be final.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until re-admittance is directed by the Chief Executive Officer.

### PROCEDURES FOR REPORTING BUS CONDUCT

1. All schools shall be provided with the [\*School Bus Behavior Report Form\*](#), which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.

3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.
4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the driver. A copy of the report may also be sent to the Chief Executive Officer or designee.
5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Chief Executive Officer or designee.

Ref: La. Rev. Stat. Ann. §§17:81, 17:223, 17:416, 17:416.1  
*Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana  
Department of Education



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## PARENT & STUDENT TRANSPORTATION ACCEPTANCE FORM

TO: Parents of Students Riding the School Bus

FROM: New Beginnings Schools Foundation

Dear Parents/Guardians:

In order for you to understand the regulations covering the conduct of your child riding the New Beginnings Schools Foundation school bus, we are providing you a copy of the NBSF Student Transportation Rules and Regulations. It is requested that YOU and YOUR CHILD read these regulations.

This document will be used as a permanent record throughout your child's enrollment in NBSF schools. Your cooperation with us will make it possible to provide a safer and more efficient transportation program.

**Please sign and return this form to your school principal to complete your child's registration in order for your child to ride the school bus.**

For all parents/Guardians:

I have read the NBSF Student Transportation Rules and Regulations and agree, on behalf of my child, that my child, as a passenger, will abide by said regulations. Furthermore, I agree as a parent/guardian, to assume full responsibility for my child's conduct on said buses and I understand that my child can lose transportation privileges for violating the stated rules and regulations.

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Student's Name (Please Print)

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Parent/Guardian's Name (Please Print)

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Signature of Parent/Guardian

Date



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## Student Transportation Rules and Regulations

*The New Beginnings Schools Foundation (“NBSF”) follows the student transportation policy set forth by the Louisiana Department of Education (LDE) in Bulletin 119 revised February 2016. This NBSF document is intended to supplement the LDE’s student transportation policy.*

### 1. Student Transportation Eligibility Requirements

New Beginnings Schools Foundation will provide, via its contracted vendor for student transportation services (“the vendor”), free yellow school bus transportation to its schools’ students based on the following criteria:

- General Education Grades PreK – 2:

Pre-K students will be eligible to ride a bus and will be picked up at the nearest safe corner. For Grades 1-2, students who live 1 mile or more from the school will be eligible for free transportation. These eligible students shall be picked up at the nearest safe corner from their home. **For all students grade 2 and younger, a responsible adult must be present at the bus stop to meet the student. If there is no one at the stop to meet the student, the vendor will attempt to call the parent while the driver continues the route and will return to the stop after the route is complete. If there is still no one at the stop when the bus returns, or the vendor is unable to contact a parent/guardian, the vendor will contact the student’s school and attempt to return the student to the school. If no one is available at the school, the vendor will turn the student over to the New Orleans Police Department.** See Student Discipline Section 7 of this document for further details on the consequences of this situation.

- General Education Grades 3 – 12:

Students who live 1 mile or more from the school will be picked up at a bus stop no further than 1 mile from their home.

- Students with Disabilities:

Students whose IEPs require transportation shall be provided such transportation service as outlined in their IEP.

### 2. Eligibility Variances

A variance is an exception for students who would not ordinarily be eligible for transportation under the distance requirements provided for in the NBSF policy, or who would not be eligible for the specific arrangements now deemed necessary due to special circumstances.

A parent/guardian may apply for one of the following variances:

- a. Distance Variance: Parents/Guardians should apply for a distance variance if their child is not receiving transportation and their calculated distance from home to school is within the distance guidelines set forth by NBSF policy (i.e. home WITHIN 1 mile radius of school – See Section 1).

- b. Medical Variance: Parents/Guardians should apply for a medical variance if their child becomes incapacitated for a period of time because of serious medical reasons or suffers from a chronic health condition which precludes the child from walking the specified distance; and the child is allowed by medical authority to attend classes if appropriate transportation is provided. The medical variance form must be signed by the child's doctor and by the school's principal.
- c. Hazard Variance: Students are expected to walk along established streets and sidewalks, paved or unpaved, available to regular auto or pedestrian traffic, in order to reach school. Safety exceptions must be limited to those which result primarily from unsafe traffic, traffic control conditions, dangerous crossings or areas impassable to pedestrians. If the distance a child must travel to avoid a potentially hazardous condition exceeds the distance the child must travel from school to be eligible for transportation, then an exception to policy may be considered by the NBSF school once the school has received a completed hazard variance form.

All variance appeals should be provided by parents/guardians in letter form to the NBSF School Principal, who will make a variance determination in conjunction with the Chief Operations Officer. Until this evaluation is completed and a decision reached, the student must abide by the original decision concerning eligibility.

### **3. Specific Criteria for Contracted Bus Service**

- a. No bus run on a route shall exceed 60 minutes; the NBSF will work with the vendor to develop routes with a target route time of 45 minutes.
- b. No bus route shall operate across parish lines.
- c. The bus driver shall inspect the bus closely, including behind and under all seats, prior to leaving the school in the morning and prior to returning to the route completion to ensure that no student has been left on the bus.

### **4. Communications**

- a. Bus Status: For information on the status of a bus and for other bus related concerns, parents/guardians and NBSF employees shall call the Transportation Hotline at (504) 827-1936.
- b. Eligibility Variance: To complete an eligibility variance form, parents/guardians shall contact the NBSF School Principal.
- c. School Contact: Each school shall provide the vendor a contact person for 1 hour after the buses depart the school to assist with questions from parents and the vendor. Each school shall provide the vendor an afterhours phone contact number to assist in the event of an emergency.
- d. Student Discipline Findings: Should a parent/guardian want to appeal a school bus ridership suspension, the parent/guardian shall contact the NBSF School Principal. The NBSF School Principal shall review the discipline action, and the NBSF School Principal's determination in conjunction with NBSF policy shall be final.
- e. Changes in Routes or Stops: Should a need develop for any changes in designated bus stops or routes, parents/guardians shall contact the NBSF School Principal. The NBSF School Principal shall work with the vendor and/or the Chief Operations Officer for review and possible establishment of new stops. The Chief Operations Officer shall send change requests and stop addition requests to the vendor's Router via e-mail. All requests will be reviewed within 5 business days. It will take 3 days for a dropped stop

and student to be re-added to a bus route. Requests to the vendor for additions and/or changes for individual student pick-up will be implemented within 5 school days. Any student who is not at his/her designated stop for 5 consecutive days will be dropped from the route. It will take 3 days for a student to be re-added to a bus route.

- f. Student Data Transmission to the vendor: NBSF shall submit updated general education student data to the vendor once per week. This will be in an electronic format, preferably Excel and contain name, school, grade, address, phone, secondary number and emergency contact information/numbers.
- g. NBSF School Suspensions/Expulsions: NBSF School Principals shall submit to the vendor in writing the name, address, grade and school of those students whose bus services have been suspended and the duration of the suspension.
- h. School Cancellation: Chief Operations Officer must provide notice of school cancellation to the vendor as soon as possible.
- i. Route Change Communications: the vendor shall provide to schools and to the Chief Operations Officer a bi-weekly update to the bus routes for posting at the school and the NBSF website.
- j. Designated Entrances: NBSF School Principals shall inform parents of designated areas to drop-off and pick up students at the school. NBSF School Principals shall inform the vendor of the designated bus drop-off and pick-up area at the school at least one week prior to the first day of school.

## **5. Procedures in the Event of Threat to School Safety**

- a. School Evacuation Plan: In cases where a school needs to be evacuated, the Chief Operations Officer will notify the vendor immediately of the need to re-locate children to a safe place. The vendor will get buses to the school as fast as possible to assist in this effort. If a school needs to be evacuated, students will be transported to an alternative destination in accordance with the school's crisis plan
- b. School Lockdown Procedures: In situations where a school is under lockdown at its PM departure time, the vendor will run its routes without that school and after routes are finished they will attempt to transport the school. If the school is under lockdown during the bus route time but prior to the busses dropping off in the AM, the Chief Operations Officer will notify the vendor to transport the students to their assigned alternate drop location.

## **6. Student Rules on the Bus**

- School Transportation is an extension of the school classroom and all school rules are in effect on the bus.
- No weapons, drugs, fighting, fireworks, lighters, inhalants or sexual contact.
- Students must have identification either on their person or in their backpack. This ID needs to have their name, address, phone, bus stop location and bus number.
- When the bus arrives, students should stand well back from the curb or stopping point and wait until the bus comes to a full stop. If you can touch the bus at any point when you are standing outside, you are in danger of being hurt.
- Students need to sit in their assigned seats. Younger students must sit towards the front of the bus.
- Do not place head or arms out of windows.
- Do not eat or drink on the bus.
- Do not mark, litter, or damage the vehicle.

- Avoid unnecessary loud talking, yelling or distractions that can effect the safe operation of the driver.
- Keep objects on your lap and control of your belongings.
- No standing when the bus is in motion.
- No obscene language, bullying, harassing or teasing.

## 7. Student Discipline Procedures

### Class 1 Rules Violations include:

- Littering on the vehicle
- Eating, drinking or chewing gum on the bus
- Unnecessarily standing on the bus
- Putting any parts of the body outside the bus window
- Insubordination or refusing to follow direction from a driver or monitor
- Offensive or obscene language or items on the bus
- Bullying, harassment or teasing
- Parent/guardian not at the bus stop to meet any student grade 2 or younger, and students of any age with significant physical, cognitive or social/emotional impairments.

### Class 2 Rules Violations include:

- Weapons or drugs brought on the bus
- Throwing items from the bus or at the bus
- Defacing or damaging the bus in any form
- Fireworks, Lighters or explosives on bus
- Use of inhalants on the bus
- Any conduct that would jeopardize the safety and well being of other students or the driver
- Fighting on the bus or at the stop
- Sexual contact of any nature

If a student commits a Class 1 discipline violation, actions taken shall be as follows:

- i. 1<sup>st</sup> Violation: Warning is given to parent/guardian from the Principal
- ii. 2<sup>nd</sup> Violation: Student is suspended from the bus for 5 days
- iii. 3<sup>rd</sup> Violation: Student is suspended from the bus for 10 days
- iv. 4<sup>th</sup> Violation: Student is ineligible for transportation for the remainder of the school year.

The vendor shall make every attempt to establish discipline (i.e. changes in seat assignments) after a student's first Class 1 violation.

If a student commits a Class 2 discipline violation, the student will be ineligible for transportation for the remainder of the school year.

In the event of any violation, the vendor shall submit in writing the initial documentation of the incident and shall provide it to NBSF School Principal immediately. The school will review the incident form, will take action pursuant to the above policy and will inform the vendor in writing of any disciplinary actions as well as the start date and return date for all suspensions. All suspensions include extracurricular trips of any type.



## 8. Guidelines for Parents/Guardians to Provide to Students Walking to School or to a Bus Stop

- Children who walk to school should always be in groups -- never alone -- and should also know the safest route to school. Instruct them never to take shortcuts, and discuss with them how important it is to cross the street in a designated crosswalk. Children need to obey the traffic signals and crossing guards, and should always look left, then right, then left again before crossing. Instruct children to allow sufficient time to cross the street safely.
- Be sure your child knows and/or carries a card with his or her home phone number and address, your first and last name and work and/or cell number, the number of another trusted adult, and how to use 911 for emergencies. Make sure your child has enough change to make a phone call or carries a telephone calling card or communication device as appropriate for his/her age.
- Plan a walking route to school or the bus stop. Choose the most direct way with the fewest street crossings and use intersections with crossing guards. Test the route with your child. Tell your child to stay away from parks, vacant lots, fields, and other places where there aren't many people around.
- Teach children -- whether walking, biking, or riding the bus to school -- to obey all traffic signals, signs, traffic officers, and safety patrols. Remind them to be extra careful in rainy or foggy weather.
- When car-pooling, drop off and pick up children at the entrance designated by the NBSF school principal. Do not leave until your child(ren) has(have) entered the school yard or building.
- Teach your child never to talk to strangers or accept rides or gifts from strangers. Remember, a stranger is anyone you or your children doesn't know well or doesn't trust. Teach your child never to take a ride with a family friend without prior approval from you.
- For students who are not riding the bus, parent/guardian must pick-up their child(ren) from school within 10 minutes of the school bell.

## 9. Field Trips

- A *School Field Trip Waiver and Permission Agreement* (Attachment 1) must be signed by the parent/guardian in order for your child to attend the field trip.
- All requests for field trips must be submitted to the vendor via an approved field trip request form at least 5 school days before the trip date. ***A MUNIS Purchase Order will also be required; school principals and program managers must plan ahead and file the requisition through the MUNIS system. If you need any assistance with the requisition, please notify Purchasing.***
- The school must confirm all assigned trips with the vendor 2 to 3 days before the scheduled trip; confirmation should be in writing, either a fax or e-mail from the vendor.

- Field trip buses cannot leave before 9am and must return to the school by 2pm. If the trip is scheduled to end later in the day, special arrangements must be made with the vendor and the scheduled pick-up time shall be late enough so as to not interfere with any regular to/from school transportation runs.
- Trip cancellation policy- there will be a \$75 charge for trips cancelled after a bus has already been dispatched for the trip.
- In situations where extra-curricular trips run beyond their scheduled time, the vendor's bus will depart to complete its assigned route and the trip will be serviced by the next available bus after the home-to-school routes are complete. The vendor is not responsible for any transportation beyond returning group to their home school. In cases of circumstances outside of anyone's control, the vendor will do its best to transport students home from the school after routes are finished.

## **10. Reminders**

- First Few Weeks of School: Parents should be aware that the first few weeks of school are always a transitional period and as such population changes and address changes affect routes and they are adjusted quite frequently. We ask that parents be patient and understanding during this period.
- Keep Student Information Current at the School: It is essential that the school is provided the most up to date information, including telephone numbers (home and work), address changes, emergency contact information.
- School Time and Calendar: Parents/guardians must take note of their student's school time and school calendar. Parents/guardians should make themselves aware of half days and holidays and make the appropriate arrangements for their children. When in doubt, contact the school for more information.
- Safety: Bus drivers should allow extra travel time in order to reach the destination safely. Parents should instruct their children to be cautious while crossing streets and when boarding and disembarking the bus. Children are easily distracted and accidents happen in a split second. It is important that they be aware of their surroundings at all times. The more we educate our children to be defensive pedestrians the safer they will be.

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*See subsequent pages for relevant student transportation forms.*



# NBSF NOLA

NEW BEGINNINGS SCHOOLS FOUNDATION

PIERRE A. CAPDAU AT AVERY ALEXANDER • MEDARD H. NELSON CHARTER SCHOOL • LAKE AREA HIGH SCHOOL

## ATTACHMENT 1

### School Field Trip Waiver and Permission Agreement

In consideration of the New Beginnings Schools Foundation (“NBSF”) and the NBSF School operating the field trip (“the School”) collectively permitting:

Student’s Name: \_\_\_\_\_ (the Child) in grade \_\_\_\_\_ to participate in the Field Trip to: \_\_\_\_\_ on: \_\_\_\_\_ (Date) departing at: \_\_\_\_\_ (Time) returning on: \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time), at the approximate cost of \$\_\_\_\_\_, the undersigned hereby releases the NBSF and the School, their respective directors, officers and employees of and from any and all claims whatsoever arising or which may arise by reason of the Child’s participation in the Field Trip including, without limitation, any claims due to personal injuries resulting from and/or arising out of the negligence of the NBSF, the School, and its respective directors, officers or employees.

Should the Child suffer injury or illness while on the Field Trip, the undersigned hereby authorizes any representative of NBSF and the School and, in particular, any teacher accompanying the Child to authorize such medical attention for the Child as may be deemed appropriate by said representative of NBSF and the School in the circumstances. The undersigned agrees to bear the costs of all medical care and procedures required by the Child. The undersigned also agrees to maintain appropriate medical insurance coverage for the Child while on the Field Trip.

The undersigned hereby releases NBSF and the School, its respective directors, officers and employees from any claim arising out of any medical treatment the Child may require. Medical Insurance Provider: \_\_\_\_\_

The undersigned acknowledges that should the Child fail to keep and obey all rules and regulations prescribed by NBSF and the School, its respective directors, officers and employees, while participating in the Field Trip, the NBSF and the School may, in its sole and absolute discretion, terminate the Child’s participation in the Field Trip and, if warranted, send the Child home without refund for the cost of the Field Trip. Any additional costs incurred by reason of the termination of the Child’s participation in the Field Trip and/or as a result of the Child being sent home will be the responsibility of the undersigned.

#### **PLEASE CHECK BOX, DATE AND SIGN BELOW**

I have carefully read this Waiver and Permission Agreement and understand the terms and conditions of it and agree to be bound thereby. The Child has the undersigned’s permission to participate in the Field Trip.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_