

## **CHAPTER 8**

### **8.7 BUS OPERATOR'S RESPONSIBILITIES**

#### **8.7.1 Personnel Matters**

Also see; Section 4.5

##### **8.7.1.1 Grievances**

The operator shall report all problems, grievances, irregularities, and suggestions promptly to the designated director of transportation.

Also see: Section 4.1.14

##### **8.7.1.2 Resignation**

Also see; Section 4.1.12

##### **8.7.1.3 Other Employment**

The policy of the Board of Education shall be not to allow Marshall County school bus operators to neglect any part of their duties and responsibilities because of other employment.

#### **8.7.2 Operational**

Also see: Section 4.5.

##### **8.7.2.1 Pupil Exclusion (Revised 02/28/95)**

Except in extreme cases of misbehavior, no pupil passenger should be put off the bus until the assigned destination for that pupil is reached. The Transportation Director must be notified before such action is taken. The school Transportation Director shall be responsible for informing the parent or guardian concerning the misbehavior of the pupil involved.

See Bus Conduct Report, Appendix G

##### **8.7.2.2 Reports**

The operator shall deliver promptly to the general supervisor complete reports at times specified by the supervisor. Failure to report promptly shall be considered a neglect of duty. Checks will be withheld for a number of days equal to the number of days that the reports are overdue.

##### **8.7.2.3 Meeting Attendance Required**

The failure of bus operators to attend general meetings called by the general supervisor shall be interpreted as neglect of duty.

#### **8.7.2.4 First Aid Certificates (Revised 02/28/95)**

All bus operators shall be instructed in first aid and, before operating a bus transporting pupils, shall hold at least a valid Standard First Aid Certificate issued in his/her name.

#### **8.7.2.5 Regulations for Pupils Transported in School Buses**

See same in Appendix G

#### **8.7.2.6 Video Monitoring Systems on School Buses (Adopted 02/28/95)**

Student management has as its objective the securing of desirable behavior on the part of all students riding the bus. The school bus is an extension of the classroom. The school day begins when the students enter the bus and the school day ends when the students leave the bus. The school bus operators are responsible for the discipline, health, safety and welfare of each passenger while in transit.

Student behavior on the school bus and the operator's management of the behavior are two key elements to a safe and enjoyable bus ride. Observance of the "West Virginia Regulations for Pupils Transported in School Buses" will ensure safety, prompt arrival and departure of buses, and proper attitude on the part of students. The video monitoring systems on school buses are only aids for managing the behavior of students. They do not replace the regulations for discipline, the authority of the operators, or the responsibility of school officials. The basic safe riding regulations must prevail and the consequences of misconduct must be carried out. The video monitoring systems may be used to assist those persons concerned with transportation in enforcing the school bus regulations. Violations of the regulations may result in the suspension of bus riding privileges. Violence of any kind on a school bus will not be tolerated.

The following are guidelines concerning the use of school bus video monitoring systems:

1. All students shall receive training in appropriate school bus riding practices. They also are to be advised of the "West Virginia Regulations for Pupils Transported in School Buses."
2. Video monitoring systems may be placed in any Marshall County School bus as authorized by the Superintendent, General Supervisor, or Transportation Director. All students shall be notified that they are subject to being videotaped on the school bus at any time. Notification to the parents of all students shall be made through the schools and media. The actual taping shall be audio and video.

3. The ideal method of utilizing the video monitoring systems shall be by scheduling cameras on the school buses on a random basis. Based on the number of incidences of misconduct or the seriousness of these reports, video monitoring of particular buses may be done more extensively. The Superintendent, General Supervisor, or Transportation Director shall decide if more extensive monitoring is needed. Such additional monitoring is meant to augment the written disciplinary reports of bus operators, not to replace such reports.
4. The Transportation Director shall periodically review the video tapes on a random basis to ensure proper school bus conduct. If no incidences are reported in five (5) days, the tapes will be recycled. If incidences are reported, or viewed during random selection, the video tapes will be recorded and maintained until final resolution has been reached regarding the video taped occurrence.
5. A request for viewing a video tape can only be made by operators, chaperones (approved by the Marshall County Board of Education), school administrators, Transportation Director, Assistant Superintendents, Superintendent, General Supervisor, Board of Education members, parents/guardians and if appropriate, students. The requesting party must show good cause for making the request.
6. A request for viewing the video tapes can only be made with the intent to observe a given problem or situation and in an effort to work toward resolution of that problem, incident or situation. Requests shall be made in writing to the Transportation Director.
7. All school bus monitoring systems and video tapes are the sole property of Marshall County Schools.