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Policies 800 Support Services

801 Transportation

Policy 801.01

Student Transportation

Transportation services for the school district may be contracted out to a private provider. Such contract shall be approved by the Board.

Approved: September 11, 2006

Policy 801.02

Student Transportation Limits

Students living more than four miles from their designated school attendance centers shall be entitled to transportation to and from their attendance center at the expense of the school district. Students living less than four miles from their designated attendance center and students who receive a boundary exception to attend a school other than their designated attendance center are not entitled to school district provided transportation.

Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Those parents who transport their children at the expense of the school district shall be reimbursed in accordance with state statute.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It shall be within the discretion of the board to determine such conditions.

Legal Reference: Neb. Statute 79-601 et seq.

Approved: September 11, 2006

Policy 801.03

Special Education Student Transportation

Transportation of students who require special education services shall generally be provided as for other students, when appropriate.

Transportation of a student to and from a special education support service is a function of that service, and shall be specified in the individual education program. When the IEP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP, the school district will provide one or more of the following transportation arrangements for instructional services:

- Transportation from the student's residence to the location of the special education program and back to the student's residence.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education program.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education program.

Legal Reference: 20 U.S.C. §§ 1401, 1701 et seq. (1994).
34 C.F.R. Pt. 300 et seq. (1996).

Approved: September 11, 2006

Policy 801.04

Bus Scheduling, Routing, Safety

School bus stops and routes will be determined by the district and, if applicable, the contracted transportation provider and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules.

The superintendent or designee shall plan and implement a safety-training program for school bus drivers and vehicle passengers. The superintendent or designee shall monitor the scheduling of inservice and educational opportunities for transportation personnel to improve their awareness and skills regarding school bus safety.

Administrative rules and regulations shall be adopted to govern the safe operation of school buses. Students violating these regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to transportation vehicles or equipment by their children.

The school district shall conduct school bus safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education.

Each school bus vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, students with disabilities.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE Minimum Equipment Standards for student transportation vehicles. The superintendent or designee shall develop a systematic preventative maintenance program including daily, weekly, monthly, and annual schedules to insure vehicle safety and reliability. This will include a record keeping system for maintaining inspection reports along with procedures for filing reports and certifications to meet requirements of the Nebraska Department of Education.

School bus drivers must pass physical examinations and meet other criteria as established by state and federal law and by the Nebraska Department of Education. Bus drivers must have a valid student transportation vehicle operator's permit and shall have it in their possession when transporting students. This does not apply to the operator of a small vehicle being used only for extracurricular activities. These drivers must have a current and in-force Nebraska driver's license.

School bus driver selection procedures will be developed to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities.

Policy 801.04 (cont.)

All school bus drivers and small vehicle extracurricular activities drivers are required to inform the district immediately of any change in their driving or criminal records that could affect their eligibility to maintain the student transportation vehicle operator's permit and/or Nebraska driver's license.

Legal Reference: NDE Rule 91

Legal Reference: Neb. Statute 79-601 to 610

Cross Reference: 508.05 Emergency Plans and Drills
905 Safety Program

Approved: September 11, 2006

Policy 801.05

Parent Pay Transportation

When route buses have space, transportation may be provided on a parent pay basis for students attending their designated attendance center. Transportation rates for students on parent pay basis will be set annually by the Board on or before July 15. Current rates shall be available in the Superintendent's office.

Approved: April 13, 1992

Revised: March 12, 1996

Revised: September 11, 2006

Policy 801.06

Use of School Buses and School Vehicles

District owned school buses and other school vehicles are to be used for school district purposes only. School vehicles shall not be used for personal use by school employees except by permission of the Superintendent or designee. School district buses and other school vehicles will at all times be housed on school premises unless checked out for use on a district approved trip.

All drivers operating district owned vehicles and all passengers in district owned vehicles with seat belts shall use seat belts. Failure to do so is grounds for disciplinary action.

Legal Ref.: 79-606
Approved: October 12, 1992
Revised: December 11, 1995
Revised: September 11, 2006

Policy 801.07

Student Transportation for Extracurricular Activities

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, shall ride both to and from the event in the school vehicle unless arrangements have been made with the building principal or designee (activities director or coach/sponsor) prior to the event. A student's parent may personally appear before the district's event supervisor (activities director or coach/sponsor) and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

Legal Reference: Neb. Statute 79-610 et seq.

Approved: September 11, 2006

Policy 801.08

Summer School Program Transportation Service

The school district may use school vehicles for transportation to and from summer extracurricular activities.

Transportation to and from the student's attendance center for summer school instructional programs shall be within the discretion of the board. It shall be the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent shall consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

Approved: September 11, 2006

Policy 801.09

Use of Private Vehicles on School Business

The board discourages the use of private vehicles for district business. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation needs far enough in advance to avoid any non-emergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability.

No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. School district administrators and teachers assigned to multiple buildings shall be granted standing authority to use their private vehicles for routine school-related business and/or to travel between district facilities. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the board.

Approved: September 11, 2006

802 School Food Services

Policy 802.01

Food Service

A hot lunch program will be provided for all students in the District. Provisions will be made for kitchen facilities in each school or complex of schools. The District may, with Board approval, contract with a private company or corporation for the management of the hot lunch program.

All families having children attending the District will be notified of the current guidelines for free or reduced prices for school meals. A copy of the complete regulations and procedures regarding reduced price and free meals and milk shall be available in the office of the Superintendent.

The cost of lunches will be based on the cost for preparation and serving of food, cost for components of the meal exclusive of federally donated commodities, and the cost for replacement of expendable items.

The price for school lunch will be set annually by the board and will be calculated at a level to encourage a high level of student participation in the program.

Approved: April 13, 1992
Revised: March 12, 1996
Revised: September 11, 2006

Policy 802.02

Food Service Purposes and Facilities

Aims and objectives of the school lunch program are to:

1. make it possible for every student to have a nutritionally adequate lunch.
2. make the maximum contribution to the educational experience of students.
3. be generally non-profit for the District.
4. maintain high standards in all phases of the program.

The Board has established the school lunch program as an integral part of the total school program within the following guidelines :

1. The school lunch program will generally operate on a break-even basis for the District.
2. Strict compliance with all laws and regulations pertaining to health, sanitation and safety, internal accounting, employment practices, dietary components, costs of lunches and periodic reporting is required.
3. The school lunch program will be conducted as an additional learning experience for pupils.
4. School personnel are not eligible to be served without cost.
5. The District will offer no food to students other than that offered through the regular lunch program during school lunch hours.

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Revised: March 12, 1996
Revised: September 11, 2006

Policy 802.03

Student Conduct in the Food Service Program

The principal of the school shall be responsible for the conduct of students in the lunchroom, scheduling lunch services so that they are available at the most advantageous times, supervising custodial services, and furthering the educational program that lunchroom operations make possible.

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Revised: March 12, 1996
Revised: September 11, 2006

803 Office Services

Policy 803.01

Mail and Delivery Service

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff members.

To avoid overburdening the service, employees will not be allowed to use interschool mail for the delivery of non-school related personal letters, notes and materials.

The recognized collective bargaining unit(s) will be permitted to use the service in accordance with the terms of the negotiated agreement, board policy on the use of school facilities and current postal regulations.

Approved: September 11, 2006

Policy 803.02

Data or Records Retention

School district records shall be housed in the central office of the school district. It shall be the responsibility of the superintendent or designee to oversee the maintenance and accuracy of the records. School district records shall be retained in accordance with Schedule 10 and Schedule 24 of the Nebraska Management Division of the Office of the Nebraska Secretary of State.

Approved: September 11, 2006

804 Risk Management

Policy 804.01

Insurance

The Board shall purchase with District funds the type and amount of insurance necessary to protect the Board as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the school buildings while Board members are acting in the discharge of their duties within the scope of their employment, or by direction of the Board.

Legal Ref.: 44-762

Approved: April 13, 1992

Revised: March 12, 1996

Revised: September 11, 2006

Policy 804.02

Liability Insurance

The Board shall purchase all needed liability insurance to the extent permitted, or otherwise not restricted, by law after recommendations of the insurance committee have been considered.

Legal Ref.: 23-175.01

Approved: April 13, 1992

Revised: March 12, 1996

Revised: September 11, 2006

Policy 804.03

Employee Bonds

District employees who handle funds shall be covered under fidelity bonds, paid for by the District.

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Revised: March 12, 1996

Revised: September 11, 2006