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**SUPPORT SERVICES  
SECTION 700**

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The board will, as it deems necessary, provide for auxiliary service that will enhance the opportunity for all children to take full advantage of the districts educational program.



**LEGAL REFERENCE:**

Idaho Code Section 33-506

**ADOPTED: 11/27/2007**

**AMENDED:**

### Transportation

The Board of Trustees' primary concern in providing transportation services to students is the safety and protection of the health of students.

### Requirements

The District shall provide transportation to and from school for a student who:

1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student's home[1] and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

### Homeless Students

Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act and State law.

### Foster Children

The Superintendent or designee shall develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall:

1. Ensure that children in foster care needing transportation to the school of origin will

promptly receive transportation in a cost-effective manner reasonable travel to the child's home for visitation, and reasonable travel for the child to remain in the school in which the child is enrolled at the time of placement; and

2. Ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:
  - A. The local child welfare agency agrees to reimburse the District for the cost of such transportation;
  - B. The District agrees to pay for the cost of such transportation; or
  - C. The District and the local child welfare agency agree to share the cost of such transportation.

### Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing him or her to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. Such training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. Documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

The Superintendent or designee shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

The District shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, State, and local laws, codes, and regulations;
2. Applicable manuals and guidelines;
3. Online access to internet and other resources; and
4. Applicable trade journals and organizations' publications.

Cross Reference:	3060	Education of Homeless Children
	8110	Safety Busing
	8120	Bus Routes, Stops and Non-Transportation Zones

Legal Reference: I.C. § 33-1501 Transportation Authorized  
LC. § 33-1503 Payments when Transportation Not  
Furnished  
IDAPA 08.02.03.109 Special Education  
20 USC§ 6312(c) Every Student Succeeds Act  
Standards for Idaho School Buses and  
Operations

Other Reference: Federal Highway Safety Guideline 17  
Idaho Department of Education, Idaho's School Bus Driver Training  
Classroom Curriculum

Policy History:

Adopted on: 11/27/07

Revised on: 12/15/15; 5/15/18

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[1] A day care center, family day care home, or a group day care facility may substitute for the student's residence for student transportation to and from school.

This district establishes and adopts these policies governing the student transportation system and will inform students, teachers, administrators, and transportation personnel of the requirements.

The board will designate which school officials will have responsibility and authority for operation of the student transportation system. The function of each official will also be designated.

This school district will maintain a personnel file for each school bus driver, which will include the following:

1. Employment application;
2. Copy of yearly physical examinations;
3. Record of all school bus driver training;
4. Copy of current commercial driver's license;
5. Copies of drug tests, if any;
6. Copies of annual driving record check; and
7. Copies of driver evaluations.

Appropriate supervision will be provided of loading and unloading areas at or near each school. The building principal or designee will schedule school personnel for such duties.

The district will provide emergency training and evacuation drills for students and bus drivers.

The district's transportation supervisor will ride on each route and with each driver at least one (1) time per year. The supervisor will evaluate the driver's performance and the safety of the route and bus stops. Documentation of the evaluation will be retained in the driver's personnel file.



LEGAL REFERENCE:  
Idaho Code Section 33-506

ADOPTED: 11/27/2007

**AMENDED:**

set forth above will be used and the nonpublic school will be billed monthly. Failure to make payment within ten (10) days from the date of the bill will result in termination of the agreement and the nonpublic school students will not be transported.



**LEGAL REFERENCE:**

Idaho Code Section 33-1501  
Attorney General Guideline, Feb. 25, 1994

**ADOPTED: 11/27/2007**

**AMENDED:**

**NOTE:** This policy is a modification of an agreement between Grangeville Joint School District No. 241 and a nonpublic school.

**NOTE:** As required by the Idaho Constitution, school districts must charge parochial school students for costs incurred. In order not to unconstitutionally discriminate against any religious group, districts must also charge nonsectarian private school students the same amount. Attorney General Guideline, Feb. 25 1994.



This district may transport nonpublic school students when requested, if there is space available to transport such students and commercial bus transportation is not reasonably available.

All nonpublic school students will be picked up only at established school bus route stops approved by this district. The nonpublic school student's parents/guardian, or the nonpublic school, will be responsible for proper supervision of the loading and unloading of the student(s) by an adult.

All nonpublic school students riding the buses of this school district will be subject to all laws, policies, rules, and regulations applying to public school students being transported on such buses, and may be disciplined according to district policies and procedures. Such discipline may include termination of bus-riding privileges.

In the event this district does transport nonpublic school students, the full cost for providing such transportation will be recovered by this district. The full cost will be calculated as follows:

1. Total actual operating costs plus depreciation divided by the total miles as filed on the prior year's Idaho Department of Education Pupil Transportation Claim for Reimbursement. This figure will equal the average cost per mile of operating this district's buses.
2. Total number of bus seats divided by the total number of bus routes. This calculation will equal the average number of available seats per route.
3. The average cost per mile divided by the average number of available seats per route equals the average seat cost per mile.
4. Once the average seat cost per mile is established it will be multiplied by the sum of all nonpublic school students' miles traveled from the designated bus stop to the nonpublic school and from the nonpublic school back to the designated bus stop. This will equal the total daily reimbursement.
5. The total daily reimbursement will be multiplied by the total school busing days for the school year, and then divided by the number of school months (typically nine (9)) to determine the monthly nonpublic school student payment.
6. A nonpublic school student's parent or guardian will be billed monthly. If this district does not receive payment within ten (10) days from the date of the bill, the nonpublic school student will not be allowed to continue riding this district's buses.
7. If appropriate, and space on this district's buses is available, this district may enter into an agreement with a nonpublic school to provide transportation. The calculation method

For each district vehicle owned and used, the board will have in effect at all times insurance purchased from a company or companies licensed to operate in this state, in amounts not lower than the minimum set by the State Board of Education, indemnifying the insured against claims for any injury to or death of a person arising out of the operation of the school transportation system.



**LEGAL REFERENCE:**

Idaho Code Section 33-1507

**ADOPTED: 11/27/2007**

**AMENDED:**

1

This district has the discretion to operate its own student transportation service or to contract with an independent entity for such services.

In the event this district elects to contract for student transportation services, all such contracts entered into will be in writing on a form approved by the state superintendent of public instruction. No contract will be for duration in excess of five (5) years. However, for one (1) time only, the district may renew a contract with the current contractor, if the board of trustees, after renegotiation with the contractor, determines that the terms are satisfactory to the district. The board of trustees may renew the contract for a term not to exceed an additional five (5) years. The board may not renew any student transportation contract unless the bidding notice contained a substantially conforming summary of Idaho Code Section 33-1510.

This district may elect to contract for the transportation of students in grades six through twelve (6-12) with other public transportation providers whose vehicles used to transport students comply with federal transit administration regulations. This district may also elect to contract for the transportation of students in grades six through twelve (6-12) with private transportation providers that are approved by the state department of education. This district must receive verification of state department of education approval prior to considering the services of a private transportation provider. For reimbursement purposes, this district will be required to establish that the reimbursable costs of transportation under the contract are equal to or less than the costs for school buses.

This district will advertise, bid, and contract for all bus transportation service routes at a single time, and the contract will be awarded to the lowest responsible bidder or bidders meeting the specifications. This district reserves the right to accept, reject, or select any portion of any or all bids and to waive any technicality.

This district will twice give public notice, as required by Idaho Code Section 33-402(g), regarding its request for transportation service bids. The public notice will be made not less than four (4) weeks before the date of opening bids.



**LEGAL REFERENCE:**

Idaho Code Sections

33-402

33-1006

33-1510

49 CFR Part 665

*Scott v. Buhl Joint Sch. Dist. No. 412*, 123 Idaho 779 (1993)

**ADOPTED: 11/27/2007**

**AMENDED:**

School transportation may be used in connection with the operation and support of extracurricular and student activities upon approval of the superintendent or designee. A use charge will be charged against the activity or sponsoring student-group requesting the transportation.

Students riding to an activity in a school bus are expected to return on it. The principal alone can make an exception. Students on such trips are required to comply with the rules and regulations governing daily school transportation.



**LEGAL REFERENCE:**

Idaho Code Section 33-512(12)

**ADOPTED: 11/27/2007**

**AMENDED:**

The district will affix notices approved by the State Department of Education on or near the school bus doors of all existing buses, and all new buses, owned or leased by this district, or operated by a contractor of the district, to warn individuals against unauthorized school bus entry.

A person is guilty of a misdemeanor if that person:

- I. Enters a school bus with intent to commit a crime;
2. Enters a school bus and disrupts or interferes with the driver; or
3. Enters a school bus and refuses to disembark after being ordered to do so by the driver.



**LEGAL REFERENCE:**

Idaho Code Section 18-522

**ADOPTED: 11/27/2007**

**AMENDED:**

Proper conduct by students contributes greatly to the safety of this district's transportation program. Therefore, the following rules of student conduct must be observed:

1. Students must obey the bus driver's directions promptly and courteously.
2. Students must avoid loud talking or unnecessary confusion. Absolute silence is demanded when the driver stops the bus at a railroad crossing.
3. Students must keep hands, arms, and heads inside the bus at all times. Windows may not be opened more than half way.
4. Students must be on time to board the bus. It is recommended students arrive at the bus stop five (5) minutes before the scheduled arrival of the bus.
5. Students approaching bus stops, stay well off the roadway when waiting for the bus, and respect the property at the bus stop.
6. Students must not try to board the bus until it comes to a complete stop and the door is opened.
7. Students must remain seated while on board.
8. If it is necessary for a student to cross the road after leaving the bus, he or she must wait fifteen (15) feet in front of the bus until the "all clear" signal is given by the driver, then cross carefully. In crossing the road to board the bus, the student must wait until the driver gives the "all clear" signal, then carefully cross in front of the bus.
9. Students must board and leave the bus at their established stop, except when they have a request signed by their parent or guardian to do otherwise.
10. When assigned to a bus a student must continue to ride that bus unless reassigned by the respective school building principal.
11. Students must strive to keep the bus clean and neat. No materials are to be thrown from the bus. Eating or drinking is not allowed on a school bus.
12. No smoking or tobacco will be permitted on any bus transporting students to sponsoring functions.
13. No items are to be stored in the aisle. Any large items carried on the bus must be held on the students' laps. Items such as large musical instruments, shop projects, pets, etc., will not be transported with students on the bus.

- 14. A bus driver has the same status and authority as a teacher insofar as discipline is concerned.

The bus driver will first endeavor to convey to the student the seriousness of the violation of any of the rules of student conduct. Upon continued violation, the driver will refer the student to the principal or designee of his or her respective school. The principal or designee will seek to impress upon the student the need for improvement in bus conduct. The principal or designee, or the district supervisor of transportation, will suspend the student's bus transportation privileges as follows:

- 1. First (1st) suspension- three (3) school days;
- 2. Second (2nd) suspension- five (5) school days; and
- 3. Third (3rd) suspension - transportation privileges may be permanently revoked.

Suspension of bus transportation privileges for students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.

Any vandalism or destruction of school bus property will result in payment for damages and may result in automatic forfeiture of all school bus privileges for one (1) calendar year (365 days from date of occurrence).

Nothing will prevent the district from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority of the district, upon good cause given in writing to the parent/guardian of such student.



**LEGAL REFERENCE:**

*Pupil Transportation, Responsibilities and Operations Manual,*  
Idaho State Department of Education, revised 1996.

**ADOPTED: 11/27/2007**

**AMENDED:**



"Driver" means any person operating a school bus owned or operated by the district while transporting students to or from school or approved school activities. This includes full-time, regularly employed drivers; casual, or substitute drivers; leased drivers and independent owner-operator contractors.

The board of trustees will employ drivers only upon written application approved by the State Department of Education. Applicants must be over the age of eighteen (18), of good moral character, and not addicted to the use of intoxicants or narcotics. Persons or entities which provide student transportation services under contract with the district are required to supply the same information as required of school bus driver applicants.

A driver will be subject to the physical examination standards of the federal motor carrier safety regulations.

#### Temporary Illness or Temporary Incapacity of Bus Drivers

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders a bus driver physically or mentally unable to perform assigned duties. During such a period, the employee may use benefits as specified in the district master agreement. At the request of the transportation supervisor, Superintendent or designee. Any bus driver returning to work may be required to have an examination by a licensed physician to determine if the driver is able to resume all school bus driving duties. Physical examinations and medical examination reports will be completed according to guidelines set forth by the Federal Motor Carrier Safety Administration Title 49 CFR Ch.3 subsections 391.33-391.43.

Upon request of transportation supervisor, Superintendent or designee, Drivers will be required at their own expense to have an examination if that person has:

- 1) a loss or defect of finger, hand or limb;
- 2) medical history or diagnosis of diabetes mellitus requiring insulin for control;
- 3) diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease;
- 4) diagnosis of respiratory dysfunction;
- 5) clinical diagnosis of high blood pressure;
- 6) clinical diagnosis of rheumatic arthritic, orthopedic, muscular, neuromuscular, or vascular disease;
- 7) epilepsy or any other condition likely to cause loss of consciousness;
- 8) visual acuity of less than 20/40 with or without corrective lenses; color blindness;
- 9) has an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid;
- 10) uses a controlled substance prescribed by a licensed physician; and
- 11) no current diagnosis of alcoholism.

While operating a school bus, a school bus driver must, at all times, be in the possession of a current commercial driver's license (CDL) including endorsements as specified in Idaho Code Section 49-105. The permit must be in a form approved by the State Department of Education and must be carried on the driver's person or prominently displayed at all times that the driver is operating any school bus carrying students. The board, after a hearing and for cause, may revoke a driver's permit.

**LEGAL REFERENCE:**

Idaho Code Sections

33-1508

33-1509

49-105

*Pupil Transportation Manual*, Idaho State Department of Education, revised 1996 and all subsequent revisions.

Code of Federal Regulations Title 49, Vol. 5 Part 391.41, revised 2005 and all subsequent revisions

**ADOPTED:10/17/07****AMENDED:**

Hours of Service of Drivers

The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law, and the District shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

- (1) More than ten (10) hours following eight (8) consecutive hours off duty; or
- (2) For any period after having been on duty fifteen (15) hours following eight (8) consecutive hours off duty.

Additionally, the District shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

- (1) Having been on duty sixty (60) hours in any seven (7) consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or
- (2) Having been on duty seventy (70) hours in any period of eight (8) consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-District trips.

Other Reference: Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

Legal Reference: FMCSA: § 395.5: Maximum driving time for passenger-carrying vehicles

Policy History:

Adopted on: 12/15/2015

Revised on:

The board of trustees adopts this policy to define the duties of all bus drivers transporting students of this district, whether on a regular route, field trip, or activity trip.

This policy applies to all regular and substitute bus drivers, whether employed by the district or on contract.

1. Prior to operating the bus, the driver will check the tires, lights, stop arm controls, and brakes to determine if they are in proper working condition. The driver will immediately report any equipment which is not in proper working condition.
2. The driver will regularly check the first-aid kit to see that it contains all required items and replace missing items.
3. Only properly enrolled students, eligible for transportation, and aides may ride the bus on a regular route. When special circumstances exist and space is available, the superintendent or designee may allow non-students to ride the bus. The driver will not allow non-students to board the bus, unless presented with prior written permission by the superintendent or designee. Teachers and other persons who have been officially appointed as chaperones may be allowed on the bus for field and activity trips.
4. The driver has complete responsibility, and final authority, for the operation of the bus and care of the student passengers. The driver is responsible for the proper discipline of students on the bus and will exercise discipline in compliance with the district's discipline policies. The driver will not remove any student from the bus for discipline reasons except at the student's school or the student's regular bus stop. The driver will report to *the transportation supervisor/any or designee* student whose behavior may endanger the operation of the bus, uses obscene language, or damages the bus.
5. The driver will load and unload students only from the right-hand side of the road and at a position from which the driver has clear vision of at least one hundred (100) yards in both directions. The driver will count the number of students exiting the bus at each stop and will ascertain the students' whereabouts prior to moving the bus. When loading or unloading students on a roadway having more than three (3) lanes, the driver will load or unload only those students who live on the right-hand side, unless the stop is at an intersection with traffic control signals.
6. Prior to crossing any railroad track, or entering or crossing any arterial highway, the driver will come to a full stop. If any railroad crossing, intersection, or access is obscured by trees, buildings, or other object, or wind, storm, fog, or any other restriction to visibility, the school bus driver will open any window or door that permits him/her to determine when it is safe to proceed.

7. The driver will require each passenger to be seated in a regular passenger seat. No passengers will be allowed to stand while the bus is in motion.
8. The driver will not allow students to carry weapons, inflammable or explosive materials, or animals onto the bus.
9. The bus driver will not, under any circumstances, exceed a rate of speed of sixty-five (65) miles per hour.
10. The driver will report to his or her immediate supervisor the license number of any vehicle that violates any law endangering students.
11. The driver will immediately report all traffic accidents in which the bus is involved to the local school authorities and the appropriate law enforcement agency. The superintendent will report all accidents to the State Department of Education. The driver or his or her supervisor will complete a School Bus Accident Report form and submit it to the State Department of Education within fifteen (15) days of the accident.
12. The driver will report *to the transportation supervisor or designee* any condition of or bordering the route which constitutes a hazard to the safety of the students being transported.
13. The driver will not leave an occupied bus. In case of emergency, the driver will radio for assistance. If such communication is not possible, the driver should send a bus aide for assistance, ask a passing motorist to communicate the need for assistance to the local law enforcement authorities or school district administrative office, or wait for help.
14. When the driver leaves an unoccupied bus, he or she will shut off the motor, set the brakes, and remove the ignition keys.
15. The driver will comply, as much as possible, with the time schedule established for the route.
16. A driver shall maintain route books, and other records as may be required by the board or State Department of Education.
17. Drivers may not use a cell phone or other personal portable electronic device while operating a school bus or any other vehicle transporting students. Including while loading and unloading students. Except in an emergency. An emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.



**LEGAL REFERENCE:**

Idaho Code Sections

33-1508

33-1509

*Pupil Transportation Manual*, Idaho State Department of Education, revised 1996 and all subsequent revisions.

**ADOPTED: 10/17/2007**

**AMENDED:**

All school bus drivers and all school personnel dealing with transportation must be familiar with the provisions of state and federal transportation laws pertaining to the operation of school buses, and will at all times observe all policies set forth in the *Pupil Transportation, Responsibilities, and Operations Manual*.

***REPORTS OF MISCONDUCT***

In the event an individual reports to the superintendent or designee that he/she observed a bus driver engage in misconduct while driving a school bus and which would reasonably pose a threat to the safety of students and the public, the situation will be immediately assessed. If it is determined that a safety risk exists, appropriate action will be taken by the district, which may include immediate suspension and an immediate referral to local law enforcement to assure the safety of passengers on the bus and the public.

If the report of misconduct involves allegations that appear to involve drug or alcohol use by the bus driver, the bus driver's supervisor or other trained district official will, as soon as possible, determine whether or not reasonable suspicion exists to require testing for drug or alcohol use pursuant to policy 744, Bus Driver Drug and Alcohol Testing Program.



**LEGAL REFERENCE:**

*Pupil Transportation & Responsibilities and Operations Manual*,  
Idaho State Department of Education, revised 1996,  
and all subsequent revisions.

**ADOPTED: 10/18/2005**

**AMENDED: 2/20/2007**

This district has an interest in establishing a work environment free from the influence of drugs and alcohol for the benefit of its drivers, students and the public. This policy is adopted to ensure that the district's transportation drivers are free from the effects of drugs and alcohol while at work or on district business. Questions pertaining to this policy will be directed to the superintendent or his or her designee.

## **DEFINITIONS**

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Alcohol use: The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

Alcohol screening test: An analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Confirmation test: A second test, following a screening test with a result of point zero two (0.02) or greater, that provides quantitative data of alcohol concentration. For controlled substances testing, confirmation test means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

Driver: Any person operating a school bus owned or operated by the district. This includes full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

Safety-sensitive function: Any activity by a bus driver during any period in which he/she is actually performing, ready to perform, or immediately available to perform bus driving duties.

Refusal to submit to a test means that a driver:

1. Fails to provide adequate breath for testing without a valid medical explanation;
2. Fails to provide adequate urine without a valid medical explanation;
3. Engages in conduct that clearly obstructs the testing process.



**PROHIBITIONS**

A bus driver for this district will not:

1. Report to duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of point zero four (0.04) or greater.
2. Be on duty or operate a school bus while in possession of alcohol.
3. Use alcohol while performing safety-sensitive functions.
4. Perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use alcohol for eight (8) hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. Refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test.
7. Report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a school bus.
8. Report for duty, remain on duty, or perform a safety-sensitive function if he/she tests positive for controlled substances.

**REQUIRED TESTING****Pre-employment Testing**

Prior to performing any safety-sensitive functions, a bus driver will undergo testing for alcohol and controlled substances. The test results from the pre-employment testing must show an alcohol concentration of less than point zero four (0.04), and a controlled substances test result indicating a verified negative result before a bus driver will be allowed to operate a school bus.

**Baseline Testing**

This district requires all bus drivers to submit to testing for the presence of alcohol and/or controlled substances within thirty (30) days after the effective date of this policy.

**Post-accident Testing**

As soon as practicable following an accident involving a school bus, the bus driver operating the bus involved in the accident will be tested for alcohol and controlled substances if:

1. The accident involved the loss of human life;
2. Personal injury to another person required medical treatment away from the scene of the accident;
3. The bus driver incurred an injury;
4. Damage to property owned by the school district or a third party is estimated to exceed one thousand dollars (\$1,000); or
5. The bus driver received a citation for a moving traffic violation arising from the accident.

A bus driver involved in a work-related accident requiring medical attention will inform his or her supervisor as soon as possible after the accident. Any needed alcohol or controlled substances tests may be promptly conducted in conjunction with his or her medical treatment. A bus driver who is injured in a work-related accident and is unable to provide a specimen for testing will authorize the release of relevant hospital reports or other documentation indicating the presence, or lack of, alcohol or controlled substances at the time of the accident.

A bus driver subject to post-accident testing will remain readily available for such testing or may be deemed by the school district to have refused to submit to testing.

A post-accident test for alcohol will be administered within two (2) hours following the accident if possible. No test for alcohol will be administered after eight (8) hours following the accident. A post-accident controlled substance test will be administered within thirty-two (32) hours following the accident.

If it is determined by the district's administration that a bus driver's accident was caused solely by unsafe conditions or by the actions of a third party, the school district reserves the right to waive post-accident testing unless the accident involved the loss of human life or the bus driver received a citation for a moving traffic violation arising from the accident.

### **Random Testing**

A random test is a test that is unannounced and results in every bus driver having an equal chance of being selected for testing at any given time. The random selection method used by this district will consist of placing all drivers' names into a hat and a name will be pulled out at intervals chosen by the superintendent or his or her designee. Such random testing may result in a driver being tested more than once a year.

The minimum annual percentage rate for random alcohol testing will be twenty-five (25) percent of the average number of bus driver positions. The minimum annual percentage rate for random

controlled substances testing will be fifty (50) percent of the average number of bus driver positions. The minimum annual percentage rates set forth may change based upon the Federal Highway Administration's yearly minimum annual percentage rates.

Each bus driver notified that he/she has been selected for random alcohol and/or controlled substances testing will immediately go to the testing site; provided, however, that if the bus driver is performing a safety-sensitive function at the time of the notification, the driver will proceed to the testing site as soon as possible.

A bus driver will only be tested for alcohol while the driver is performing safety-sensitive functions, just before the bus driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

### **Reasonable Suspicion Testing**

A bus driver will be required to submit to an alcohol test and/or a controlled substances test when the district has reasonable suspicion to believe that the bus driver has violated this policy. The district's determination that reasonable suspicion exists to require the bus driver to undergo an alcohol and/or controlled substances test will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the bus driver.

Such observations will be made by a supervisor or district official having received a minimum of sixty (60) minutes of training on alcohol misuse and a minimum of sixty (60) minutes of training on controlled substance use. Said training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. The individual making the determination that reasonable suspicion exists will not conduct such tests.

A reasonable suspicion alcohol test is authorized only if the observations are made during, just preceding, or just after the period of the workday that the bus driver is required to be in compliance with this policy. No action will be taken against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.

### **DRUG TESTING PROCEDURES**

The drug testing procedures will include, but not be limited to, the following controlled substances:

1. Cocaine;
2. Marijuana;
3. Opiates;
4. Amphetamines;and

5. Phencyclidine.

Urine samples collected under this policy will not be used to conduct any other analysis or test.

The collection site person is responsible for maintaining the integrity of the specimen collection and transfer process, and will carefully ensure the modesty and privacy of the driver, and will avoid any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.

If, during the specimen collection process, the collection site person detects an effort by the driver to adulterate or substitute a specimen, a second specimen will be requested. If a second specimen is provided both will be tested. If the driver refuses to provide a second specimen the district will be so informed. Such conduct will be considered equivalent to testing positive and will result in an applicant not being offered employment with the district. A bus driver will have his or her employment with this district terminated in such a circumstance.

The entity or person(s) designated by this district to perform alcohol testing procedures and/or the specimen collection and analysis will strictly follow the Department of Transportation's rules, provide the necessary qualified personnel, protect the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.

**RETENTION OF RECORDS**

The following records will be retained for five (5) years:

1. Records of driver alcohol test results indicating an alcohol concentration of point zero two (0.02) or greater;
2. Records of driver verified positive controlled substances test results;
3. Documentation of refusals to take required alcohol and/or controlled substances tests;
4. Calibration documentation;
5. Driver evaluation and referrals; and
6. A copy of each annual calendar year summary.

The following records will be retained for two (2) years:

1. Records related to the alcohol and controlled substances collection process; and
2. All training records.

The following records will be retained for one (1) year:

1. Records of negative and canceled controlled substances test results; and
2. Alcohol test results with a concentration of less than point zero two (0.02).

### **CONFIDENTIALITY OF RECORDS**

This district will not release bus driver information compiled pursuant to this policy except in the following circumstances:

1. A bus driver, upon written request, is entitled to receive copies of any records pertaining to the driver's use of alcohol or controlled substances, including records of test results.
2. Results of all bus driver alcohol and/or controlled substances testing will be provided at the request of the Secretary of Transportation (DOT), any DOT agency, or any State or local officials with regulatory authority over the district or any of its bus drivers.
3. Records may be used in a lawsuit, grievance, worker's compensation claim, unemployment compensation, or other proceeding initiated by or on behalf of a bus driver, and arising from the results of an alcohol and/or controlled substance test administered under this policy.
4. Records will be made available to a subsequent employer or other identified person upon receipt of a written request from a bus driver. The release of information is permitted only in accordance with the terms of an employee's consent.

### **NOTIFICATION OF TEST RESULTS**

This district will notify a bus driver of the results of a pre-employment controlled substances test if the bus driver requests the results within sixty (60) calendar days of being notified of the disposition of the employment application.

This district will notify a bus driver of the results of random, reasonable suspicion, and post-accident tests for controlled substances if the test results are verified positive. The employee will also be informed which controlled substance or substances were verified as positive.

In those instances where the medical review officer has been unable to contact the driver to discuss the results of a controlled substances test, the superintendent or designee will make reasonable efforts to contact and discuss the test results with the individual, regardless of employment status. The superintendent or designee will request that the individual contact the medical review officer within twenty-four (24) hours, and will also inform the medical review officer of such notification.

Each driver who has engaged in conduct which violates this policy will be advised of the resources available to the driver in evaluating and resolving the problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

Each driver who engages in conduct which violates this policy will be evaluated by a substance abuse professional, at the driver's own expense, who will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

### **SELF-REFERRAL**

All bus drivers employed by this district who may consider themselves alcohol or controlled substances dependent will be encouraged to obtain an evaluation by a licensed substance abuse professional and seek treatment, if so recommended. This district will provide informational assistance in locating professional substance abuse counseling to any driver requesting such assistance.

Bus drivers undergoing alcohol or controlled substances rehabilitation will do so at their own expense (other than those expenses covered by the district's insurance program), on their own time, or during an unpaid leave of absence approved by the district prior to taking the leave.

Any bus driver who demonstrates successful progress or completion of a recommended course of treatment may return to work only after passing an alcohol and/or controlled substances test at the driver's expense. Any such driver will be expected to comply with all aspects of this policy.

### **POLICY VIOLATION CONSEQUENCES**

Any individual who tests positive in the pre-employment test for alcohol (point zero four (0.04) or higher) or controlled substances will not be offered employment with this district. Any bus driver who tests positive for alcohol (point zero four (0.04) or higher) or controlled substances will have his or her employment with this district terminated.

No driver tested under this policy who is found to have an alcohol concentration of point zero two (0.02) or greater, but less than point zero four (0.04), will perform or continue to perform safety-sensitive functions for this district, until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. No action will be taken under this policy against a driver based solely on test results showing an alcohol concentration less than point zero four (0.04).

The possession, use, purchase, or distribution of alcohol or controlled substances by a bus driver in a district vehicle, on district property, or during work hours is prohibited. Any bus driver who violates this prohibition will have his or her employment with this district terminated.

A bus driver's off-the-job illegal use, manufacture, purchases, possession, or distribution of controlled substances, drug paraphernalia, or illegal use of alcohol resulting in criminal charges against the driver will result in the driver being requested to submit to alcohol and/or controlled substances testing. If the tests are positive, the driver will fall within the provisions of this policy. If a bus driver is convicted of the above-stated offense, the driver will have his or her employment with this district terminated.

Any driver who refuses to be tested, or fails to release or provide information as required by this policy, will have his or her employment with this district terminated.

**CONCLUSION**

The terms of this Transportation Workplace Alcohol and Drug Testing Program are intended to achieve a work environment where bus drivers are free from the effects of alcohol and/or controlled substances. The provisions of this policy may be revised as necessary. This district anticipates that by implementing the provisions of this policy, its drivers will enjoy the benefits of working in a safer and more productive environment.

Further information is available from the superintendent or designee concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem of a driver or a coworker; and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.



**LEGAL REFERENCE:**

The Omnibus Transportation Employee Testing Act of 1991  
PL 102-143  
49 C.F.R. Parts 40 and 382

**ADOPTED: 10/18/2005**

**AMENDED: 2/20/2007**

Any employed or contracted school bus driver for this school district, who observes a violation of the law requiring all drivers to stop before reaching a stopped school bus with visual signals flashing, will prepare a written report on a form provided by the Idaho Department of Education indicating that a violation has occurred.

The school bus driver or a school official will deliver the report to a peace officer of the state, county, or city in which the alleged violation occurred within seventy-two (72) hours after the alleged violation occurred.

The report will include the following information:

1. The time of the alleged incident;
2. The location of the alleged incident;
3. The motor vehicle license plate number;
4. A description of the vehicle involved.



**LEGAL REFERENCE:**

Idaho Code Sections  
49-915  
49-1422  
49-1423

**ADOPTED: 11/27/2007**

**AMENDED:**



The district will operate school breakfast and lunch program for the benefit of the regularly enrolled students of the district and authorized adults. The programs will be operated in compliance with all appropriate United States Department of Agriculture (USDA) regulations concerning the operation of food programs.

The District supports the philosophy of the National School Lunch and Breakfast programs and shall provide wholesome, appetizing and nutritious meals for children in the District’s schools. Because of potential liability to the District, the food services program shall not accept donations of food without the approval of the Board and appropriate agency such as the local public health district and/or the United State Department of Agriculture (USDA). Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met and consult with the local public health districts before selling the food as part as the school meals.

The programs will be financed through allowable regular or special funds in this District, including the Commodity Support Program. The programs will be operated so that their regular operating costs come from the state and federal programs as well as money collected from the sale of meals to students and adults. The price of the sale of meals to student and adults will be established annually by the board on recommendations by food service personnel.

When necessary, the board may expend capital or operating funds for support of the programs, subject to the regular budgetary procedures of the district.

**Community Involvement**

The District shall promote activities to involve students and parents in the school lunch and breakfast programs. Such activities may include teaching students about good nutrition practices and involving the school faculty and the general community in activities to enhance the program.

To the maximum extent practical, the District shall inform families about the availability of breakfast for students. Information shall be distributed just prior to or at the beginning of the school year. Additional reminders may be sent throughout the school year and/or posted to the District’s website.

**Qualifications of School Food Service Staff**

Qualified nutrition professionals will administer the school meal programs. As part of the District’s responsibility to operate a food service program, continuing professional development opportunities may be provided to select District nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers, according to their levels of responsibility. The District may work with the School Nutrition Association for such professional development offerings.

Legal Reference: 42 U.S.C. 1751, et seq. National School Lunch Act  
7 CFR Part 210 Student, Parent and Community Involvement

Policy History:

Adopted on: 1/12/1997 ?

Revised on: 1/18/2005

11/27/2007

10/18/2016

12/12/2018

Food Services

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United States Department of Agriculture Foods

The District shall use USDA foods made available under the Federal Food Distribution Program for school meals.

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### Free and Reduced Price Food Services

The District shall provide free and reduced price meals to students according to the terms of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). The District shall inform parents of the eligibility standards for free or reduced price meals. Identity of students receiving free or reduced price meals will be confidential in accordance with the guidelines for the NSLP and SBP. A parent has the right to appeal any decision with respect to his or her application for free or reduced price food services to a designated hearing official.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

### Summer Food Service Program

If more than fifty percent (50%) of a school's students are eligible for free or reduced-price school meals, that school may sponsor the Summer Food Service Program.

### School Meal Charging

All Basins School District students are limited to three (3) charged meals.

Unpaid charges place a financial burden on our school. This charging policy is to insure compliance with federal requirement for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

Parents/Guardians are responsible for meal payment to the Basin School District Child Nutrition program. Notices will be sent out once a week to the parent/guardian notifying them of the negative account balance by automated letter, phone call, email or note. Negative balance notifications will continue to be sent once per week until the account is brought current. Parents may make other arrangements with the Food Service Supervisor.

Students/Parents/Guardians may pay for meals in advance via the Idaho PayPort accessed through our website at [www.idahocityschools.net](http://www.idahocityschools.net) or call and make a payment over the phone at 208-392-41823 x 5, cash or with a check payable to Basin Elementary or ICHS (Idaho City High School). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Before lunch account refunds are returned for withdrawing and graduating students a written or emailed request must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account. We request that no meals be charged the last two weeks prior to the last day of school.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Basin School District Child Nutrition Program.

Unpaid Meal Debts will be actively collected based on account histories at the end of each school year. For those accounts deemed responsible accounts, negative balances will carry over into the next school year. All others will be collected.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable.

Legal Reference : 42 U.S.C. 1751 et seq.      National School Lunch Act  
7 CFR Parts 210.12      Student, Parent, and Community Involvement  
Idaho Code Sections  
33-512 – Governance of Schools  
33-603 – Payment of Fees or Returning of Property

Policy History:

Adopted on: 12/15/2015

Revised on: 12/18/2018