

1 Joint School District No. 2, Meridian

2
3 AUXILIARY SERVICES

4
5 Series 700

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7 Policy Title General Operation – Transportation Code No. 702.10

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10 Joint School District No. 2 will operate it's transportation department in compliance with
11 the laws of the State of Idaho and consistent with the State Standards for Idaho School
12 Buses and Operations (SISBO). Transportation policies and procedures will be detailed
13 in the District's Transportation Department Policies and Procedures Manual and will be
14 reviewed annually by the Superintendent or designee. Any changes to transportation
15 policy will be submitted to the Board of Trustees for approval.

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17 Board Authorizations of Transportation

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19 Each school year the Board of Trustees will approve the established bus routes and
20 determine safety-busing areas for the coming school year no later than the regular
21 August meeting of the board. The Board of Trustees delegates to the Superintendent or
22 designee the authority to alter established bus routes during the school year as justified
23 by changes in conditions or the number of students being transported. The Board of
24 Trustees will designate the school official(s) who will have the responsibility and
25 authority for operation of the student transportation system and will define in writing, the
26 function of each transportation official.

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28 Records Maintenance and Reporting

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30 The Transportation Department will maintain accurate records of all operations including
31 bus runs, run mileage, categorized bus mileage, student rider counts,
32 maintenance/repair records, and other related records necessary to documents safety
33 and financial accountability. Information will be made available to the Department of
34 Education for audit purposes upon request and shall be retained for a minimum of four
35 (4) years, including the current fiscal year.

36
37 Supervision of School Loading/Unloading Zones

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39 The school principal shall provide adequate supervision of loading and unloading areas
40 at their site during the loading and unloading of school buses. Supervision should be
41 appropriated to the size of the loading/unloading area and the number of students
42 present to ensure close, continuous and interactive supervision whenever students
43 and/or buses are present in the loading area.

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49 Date of Adoption:
50 5/10/05

Legal Reference: Code of Idaho
SISBO