

**SUPPORT SERVICES**

**CODE: EEAE**  
**POLICY**

**BUS SAFETY PROGRAM**

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. School bus drivers will instruct children in the proper procedures for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations. Drivers need to be sure that all student riders are included in a drill. Proper documentation for each drill shall be maintained on file with the school district.
3. All vehicles used to transport students will be maintained in a condition that will provide safe and efficient transportation. All vehicles will be inspected periodically to be certain that they are in good mechanical operating condition. This shall include the following:
  - (a) All school buses shall undergo a safety inspection not less than two (2) times each school year, with one inspection conducted by a person not employed by the school district. A copy of the inspection report shall be on file with the school district.
  - (b) School bus operators shall perform a daily pre-trip inspection and report promptly any defect or deficiency discovered. Documentation of the inspection shall be submitted weekly and retained on file with the school district for a period of not less than one (1) year.

**REVISED POLICY**

**ADOPTION DATE: OCTOBER 11, 1995**

**REVISION DATE: SEPTEMBER 9, 1998**

**REVIEW DATE: OCTOBER 10, 2012**