



Administrative Directive 4.10.101-AD

Transportation for Students Attending Neighborhood Schools

General Transportation for Students Attending Neighborhood Schools AD ()

I. Purpose

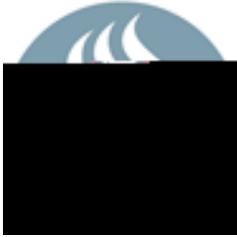
The purpose of this Administrative Directive is to provide notice and guidance to both the Portland Public School's community and the transportation service provider. This policy is made to support the Student Transportation Service Guidelines¹ and a policy change that will now require pre-K and Kindergarten students to be either accompanied off or met at the PM bus stop by a responsible person. This document reflects Portland Public School's policy of Equity and Excellence and its duty to create directives that protect the health and well-being of all students.

II. Definitions

- a. From: The stop the student will be picked up from in the AM, usually located near the student's home address provided.
 - b. AM/PM: Refers to the time of day that the student is being picked up or dropped off.
 - c. Tag: A small badge worn on the student's backpack, an example of which can be found in the Student Transportation Service Guidelines.
 - d. Responsible Person: The parent/ guardian or designee that will meet the child at the time of drop off.
 - e. Accompanied: A peer or sibling, designated by the parent, who is responsible to help their child off the vehicle and to the location designated by the Responsible Person when a Responsible Person is not present.
 - f. Vehicle: Includes vehicles, vans, and car services provided by PPS and its transportation vendors.
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B. Pre-Trip and Post-Trip Inspections

i. Pre-Trip/ Post-Trip: (Buses)

All drivers will perform a pre-trip and post-trip safety inspection of the vehicle at the end of each shift and a written inspection report on each vehicle operated. Post trip inspections will be recorded in the EVIR or School Bus Pre-trip Inspection Book (DBR). DBR slips will be turned into dispatch daily. The inspection guidelines are in the transportation employee handbook.

1. During the post-trip inspection of the vehicle, the driver will use the child safety alert system to ensure student safety.

- a. Child Safety Alert System (CSAS): The CSAS is an electronic device that is triggered by the ignition or lights of the bus. When a driver turns off the vehicle, they are required to walk to the back of the bus and push the cancel button. If the button is not pushed, an alarm goes off. This system prompts the drivers to inspect all seats before leaving the bus.

ii. Pre-Trip/ Post-Trip (Cars and Vans)

All drivers will perform a pre-trip and post-trip safety inspection of the vehicle at the end of each shift. The spirit of the inspection will mirror the procedures followed in the pre-trip/post-trip guidelines for the buses.

- a. In the case of a car or van, the vehicle will not contain a CSAS so the driver will have to manually check the vehicle. The driver should walk to the back of the car or van checking to see that all students have exited the vehicle.