



Mitchell School District 17-2 POLICY

Category	Approval
Series 500: Foundations and Basic Commitments	Adopted
	Revised
	5/11/87
	3/27/90, 7/9/01, 8/11/08, 4/25/11
	Reviewed
	8/9/04, 6/25/12, 6/27/16, 4/27/20

STUDENT TRANSPORTATION RESPONSIBILITIES AND GUIDELINES

MSD 532

1. Only administrators or designee have the authority to order contracted vehicles or buses for student transportation.
2. In reserving vehicles, consideration will be given to the number of students, miles traveled and earliest requests. K-12 will have first preference. In cases of conflict, an administrative conference will be held to resolve the problem.
3. Only school employees are permitted to drive school vehicles.
4. Staff will not transport more students than the designated capacity of the vehicle. Transporting more people than the designated capacity is a violation of state law.
5. Staff may not drive a school bus without a bus driver's license.
6. Staff will call persons in the order given should a bus break down:
 - A. bus owner (call made by bus driver)
 - B. building administrator/activities director
 - C. central administration office personnel
- A directory of emergency names and telephone numbers will be available in the vehicles.
7. School vehicles may be used in the summer for student transportation if it is a school sponsored activity and does not violate SDHSAA rules and regulations. Written approval from the immediate supervisor is required four (4) weeks in advance of the event.
8. The activities director will coordinate extra-curricular travel for grades 7-12.
9. The middle school principal will coordinate all curriculum busing for grades 6-8.
10. The senior high principal will coordinate all curriculum busing for grades 9-12.
11. The elementary principals coordinate all K-5 busing for curricular and extra-curricular.
12. Special Services transportation will be coordinated with the special services director.
13. The transportation director is responsible for all bus routes to and from school.
14. When travel destination is more than 100 miles one way, the district may use cruisers or district owned vehicles, whichever is more cost efficient. Cruisers shall be defined as buses with individual seats rather than bench seats, rest rooms and underneath storage compartments.

15. Under certain circumstances, the activities director may order a cruiser when the distance is less than 100 miles one way. This would be appropriate in the following instances:
 - A. When the use of a cruiser reduces the number of vehicles on the road and thereby reduces the total transportation cost.
 - B. When equipment must be transported and will not fit in a regulation bus.
16. Proper supervision for any school trip must be arranged and have prior administration approval.

Legal Refs: SDCL 13-29-7, 13-29-11, 32-32-1

7/09/01 revision renumbered the policy from 1008 to 532 and removed provision relating to emergency licensing for bus drivers, student national conventions and K-8 mileage limits to bring policy in line with current practices.

08/11/08 Change number 9 from 6-9 to 6-8. Change number 10 from 10-12 to 9-12.

4/25/11 revision moved the criteria number of miles from 80 to 100 for the still discretionary use of a cruiser, as a cost-saving measure.