

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 751.2 - TRANSPORTATION SAFETY PROGRAM**

- A. Student riders will be made aware of procedures to follow in emergency situations.
- B. All vehicles used to transport children will be maintained in such condition so as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure.
- C. Whenever employees are traveling on school district business, they are required to use seatbelts/shoulder straps, when such are available in the vehicle, regardless of whether the vehicle is district owned or privately owned.
- D. Two safety drills, including the use of the emergency door of the bus will be conducted. The first drill will be conducted no later than October 31, and the second drill will be conducted no later than April 30, on each bus on each bus route. Drivers will be familiar with proper procedures in case of a tornado emergency, and will make students aware of those procedures as part of the safety drill. The Transportation Supervisor will notify all busses when severe weather warnings are issued.
- E. Suspension of operations and/or route alterations:
  - 1. The District Administrator will decide (with possible counsel and advice of other school, city, and county officials) when road conditions warrant suspension of bus service. The District Administrator or designee will then inform pupils and the parent/guardian by radio and television announcements or other means to the fact that the buses will not be operating that day or that school will be dismissed early.
  - 2. Road conditions or mechanical difficulties may cause delay and/or temporary alteration of regular routes. The driver is expected to contact the Transportation Supervisor concerning such changes as soon as it is possible.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

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CROSS-REFERENCE: Policy 751.2 Transportation Safety Program

LEGAL REFERENCE:       Section 121.52(1), Wisconsin Statutes  
                                  Section 121.54(9), Wisconsin Statutes