

POLICY

Revised

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 3541.33

TRANSPORTATION SAFETY

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The board directs the chief school administrator to develop regulations to govern pupil conduct on buses and to ensure all contracted transportation companies provide inservice education for bus drivers to include but not be limited to:

1. Management of pupils;
2. Safe driving practices; recognition of hazards;
3. Concerns in transporting special needs pupils;
4. Emergency procedures on the road; accident report;
5. Information on required drug and alcohol testing.

Accidents

Immediate reporting of all incidents involving a contracted vehicle are required for any of the following:

- A. Physical injury to anyone concerned, no matter how minor
- B. Property damage of any kind, even if the financial loss is negligible
- C. Failure of any mechanical function of a contracted vehicle during operation, even if no injury or damage results.

It shall be the responsibility of the chief school administrator to obtain all pertinent reports and communicate their contents to the Board in a timely manner.

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year.

Vehicles and Equipment

All contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All contracted vehicles used to transport children shall conform with state standards for such vehicles.

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district requires that the contracted transportation company be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and the implementation of regulations. Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

Use of Video Cameras on School Buses

The Board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding. Refer to 3541.33R.

Date adopted: 2/8/99

Date reviewed: 3/23/09

Regulation

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 3541.33R

USE OF VIDEO CAMERAS ON SCHOOL BUSES

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

Student Records

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A parent may view the video without consent from any student or parent of a minor student also shown in the video if the other students are bystanders. But if there is an altercation between multiple students, then all parents must give consent in order for the video to be viewed by parents.

A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

The Franklin Township School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with a video camera:

This bus is equipped with a video/audio monitoring system.

Review of Videotapes

The school district will review videotapes (choose from the following):

- Option 1--when necessary as a result of an incident reported by a bus driver or student. The videotapes may be re-circulated for erasure after 3 days.
- Option 2--at least (weekly, monthly, etc.). The videotapes may be re-circulated for erasure after _____ days. Note: Videotapes should be kept for a minimum of two weeks.
- Option 3--randomly. The videotapes may be re-circulated for erasure after 3 days.

Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the videotape was viewed.

Video Monitoring System

Video cameras will be (choose one of the following):

- Option 1--used on all school district buses.
- Option 2--rotated randomly on school district buses.
- Option 3--used on only a select number of school district buses, up to and including all vehicles.

Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the superintendent in consultation with the building principals and transportation director.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

POLICY

New

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 3541.32

DISTRICT OWNED VEHICLES

For efficiency of operations, the board directs the chief school administrator to oversee school district vehicles and to develop regulations to govern vehicle tracking, maintenance, accounting, assignment and usage.

Vehicle Tracking, Maintenance, and Accounting

The school district will maintain records of the following information:

A. Vehicle inventory control record including:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Person assigned or pool if not individually assigned;
7. Driver license number of person assigned and expiration date;
8. Insurer and policy number of person assigned; and
9. Usage category such as regular business, maintenance, security or pupil transportation.

B. Driving record of operators of district vehicles including:

1. Name of driver;
2. Driver license number and expiration date;
3. Insurer and policy number of person assigned;
4. Motor vehicle code violations;
5. Incidents of improper or non-business usage;
6. Accidents, and;
7. Other relevant information.

C. Record of maintenance, repair and body work for each district vehicle including:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Usage category such as regular business, maintenance, security or pupil transportation;
7. Manufacturer's routine maintenance schedule;
8. Category of work performed (routine maintenance, repair or body work);
9. Purchase order number;
10. Date work was performed;
11. Detailed description of Work performed;
12. Mileage on date work was performed; and
13. Cost of work performed.

District Vehicle Assignment and Use

A. District vehicles will be assigned in accordance with OMB Circular 08-16-ADM or any superseding circulars.

B. The board upon the recommendation of the chief school administrator may authorize, by an affirmative vote of the board's full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the district for pool use according to the following classifications:

1. Vehicles may be assigned permanently and individually to the chief school administrator, school business administrator, head of facilities services, head of security services or other supervisory employees who, based on their job duties, may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
2. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.

- C. Board members or employees may be temporarily assigned a district vehicle for travel events.
- D. The chief school administrator shall ensure that an employee, such as the school business administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator.
- E. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.
- F. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
- G. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the chief school administrator and the authorization of an affirmative majority vote of the full board.
- H. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the chief school administrator, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.
- I. The district vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.
- J. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.
- K. No physical alterations shall be made to a vehicle without prior board approval.
- L. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.
- M. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.
- N. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
- O. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles.
- P. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with

the vehicle coordinator and the district staff member responsible for making insurance claims.

Q. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.

R. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:

1. Frequent violation of traffic laws;
2. Flagrant violation of the traffic laws;
3. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
4. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
5. Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
6. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
7. Use of a district vehicle by an unauthorized individual while assigned to an employee;
8. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities;
9. Use of radar detectors in district vehicles.

S. The board shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

Date: