

AUXILIARY SERVICES

SERIES 700

- 701 Food Service Management
- 701.1 Food Service Director
- 701.2 Financial Support of Food Service
- 701.3 Free and Reduced Price Food Service
- 701.4 Closed Campus
- 701.5 Food Service – Meal Charges
- 701.5a Food Service Salary Deduction

- 702 Student Transportation Service
- 702.1 Transportation
- 702.A Transportation Request – Form
- 702.B Transportation – Proof of Insurance - Form
- 702.2 Student Eligibility for Bus Service
- 702.3 Student Transportation Records and Reports
- 702.4 School Bus Regulations
- 702.5 School Bus Safety Program
- 702.6 School Bus Scheduling and Routing
- 702.7 Special Transportation for Handicapped and
Exceptional Students
- 702.8 Special Use of School Buses
- 702.9 Non School Use of Bus Prohibited
- 702.10 Extra-Curricular Transportation
- 702.11 Extra Curricular Transportation Pay
- 702.12 Student Transportation in Private
Vehicles/Common Carriers
- 702.13 Bus Driver Examination and Training

- 704 Emergency Closings
- 704.1 Emergency Drills
- 704.3 Crisis Intervention Plan

FOOD SERVICE MANAGEMENT

The food service program provided by the school district is designed to provide nutritious school meals, snacks and milk to district students in accordance with law. The food service program operates as an integral part of the total school program and contributes to the district's efforts to improve student achievement.

The superintendent, in cooperation with the food service director, is charged with implementing Board policy as it pertains to the school food service program and making recommendations to the Board about the program and food service personnel. Food service personnel in the schools will be directly responsible to the food service director.

The school food service program will comply with all applicable laws, ordinances, rules and procedures pertaining to health, sanitation, storage and the service of foods. The district will meet all state and federal requirements necessary for participation in school meal programs. The principal of each school shall administer the food service program in his or her school. Each building principal is responsible for ensuring a safe dining environment and coordinating the food service program with instructional activities and other school and district programs as appropriate.

The food service director is responsible for ensuring that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district meet the nutrition standards established by the U.S. Department of Agriculture (USDA). The food service director will maintain records verifying that all foods meet required nutrition standards or will document any applicable exemption.

Meal Prices and Charges

Meal prices shall be established annually by the Board of Education in accordance with law.

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in administrative procedures.

Contracted Food Services

The district will contract with a third party to administer its meal services if the Board, after consultation with the superintendent, determines it is in the best interest of the district and its students to do so. Contracted food services will be bid in accordance with state and federal law and Board policy.

FILE: EF
Critical

Nondiscrimination Statement

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the USDA Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Community Use of Food Service Facilities

Outside organizations that use food service facilities may be charged a fee in accordance with Board policy. The food service director will ensure that supplies provided for the regular food service program, including USDA commodities, are not used by outside organizations.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted:

Revised: December 16, 2014

Cross Refs: ADF, District Wellness Program
DLB, Salary Deductions
JHCF, Student Allergy Prevention and Response
KG, Community Use of District Facilities

Legal Refs: ' ' 167.201, .211, RSMo.
Richard B. Russell National School Lunch Act, 42 U.S.C. ' ' 1751 - 1760
Child Nutrition Act, 42 U.S.C. ' ' 1777-1785

Niangua R-V School District, Niangua, Missouri

AUXILIARY SERVICES

Series 700

Policy 701.1

FOOD SERVICE DIRECTOR

The school lunch program of the Niangua R-V Public School District shall be directed by a qualified food service director. The director shall be responsible for the purchasing of food and supplies, keeping inventories, preparing menus and completing all reports as required by the Superintendent.

Readopted: October 16, 1997

READOPTED: MARCH 15, 2001

AUXILIARY SERVICES

Series 700

Policy 701.2

FINANCIAL SUPPORT OF FOOD SERVICE

The school lunch program shall be funded by local funds and monies supplied by state and federal agencies through the "School Lunch Fund."

The cost of school lunches shall be established annually on or before the July meeting according to the following categories:

Grades K-6

Grades 7-12

Employees and Visitors

The Board reserves the right to re-evaluate the cost of school lunches during the year if changes occur in monies supplied by state and federal agencies.

Lunch Cards

A child may purchase a lunch ticket for any number of days and on any day of the week.

Readopted: October 16, 1997

READOPTED: MARCH 15, 2001

Legal Refs: Sec. 167.201, 167.211, RSMo.

FREE AND REDUCED-PRICE FOOD SERVICE

School officials will determine student eligibility for free and reduced-price meals, snacks and milk in accordance with state and federal law. Eligible students will be provided meals, snacks and milk either free or at a reduced price if state and federal resources for school food programs are available. The superintendent or designee may establish rules and procedures as needed to accomplish this goal.

The criteria for determining a student's need and the procedures for securing free and reduced-price meals, snacks and milk for the student will be outlined and publicized each year by the district in accordance with law. The criteria and procedures are established at the state and federal level.

The district will establish a school breakfast program or will adopt a resolution requesting a waiver excusing the district from this requirement, in accordance with law. The resolution, if adopted, will be filed with the Missouri Department of Elementary and Secondary Education.

The students who participate in the free or reduced-price meals, snacks or milk program will not be overtly identified, distinguished or served differently than other students and will have the same choice of meals, snacks or milk as other students. The district may charge all students for à la carte menu items. No person other than employees and contracted food service personnel responsible for the administration of the free and reduced-price meals program will have access to information:

1. Obtained from an application for free or reduced-price meals.
2. Received for the purpose of direct verification.
3. Pertaining to eligibility status for free or reduced-price meals, snacks or milk, unless specifically authorized by law.

The superintendent or designee will investigate whether the district can continue to provide meals to students receiving free and reduced-price meals when schools are closed for an extended period due to an emergency or health crisis. The superintendent or designee will determine whether such a program is practically and financially feasible by consulting with:

1. Food service personnel regarding purchasing and supplies.
2. Facilities staff to determine storage options.
3. Local emergency planners to develop a preparation and delivery system.

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FILE: EFB
Critical

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 7-25-14

Revised:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
ADF, District Wellness Program
JHA, Student Insurance
JHCF, Student Allergy Prevention and Response
JO, Student Records
KB, Public Information Program

Legal Refs: 11 167.201, .211, RSMo.
42 U.S.C. 1751-1760
National School Lunch Program, 7 C.F.R. Part 210
Special Milk Program, 7 C.F.R. Part 215
School Breakfast Program, 7 C.F.R. Part 220
Summer Food Service Program, 7 C.F.R. Part 225
Child Nutrition Programs, 7 C.F.R. Parts 240, 245, 247, 250
5 C.S.R. 30-680.010, .020, .030, .050, .060, .070

Niangua R-V School District, Niangua, Missouri

AUXILIARY SERVICES

Series 700

Policy 701.4

CLOSED CAMPUS

Students are not authorized to leave the school campus during lunch periods or have lunches brought into them from commercial food services without special permission from building level principal.

Readopted: October 16, 1997

READOPTED: MARCH 15, 2001

FOOD SERVICE MANAGEMENT
(Meal Charges)

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Employees

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in Board policy DLB.

Students

1. A student may not accumulate more than five unpaid charges for complete meals.
2. A student who has accumulated five unpaid charges for complete meals and is still unable to pay for meals will be provided a substitute meal that meets the district's nutrition guidelines.
3. Substitute meals provided to the student will be charged to the student's meal account.
4. Students may not charge à la carte items.
5. A student with money in hand will not be denied a meal even if the student has past due charges.
6. Students will not be singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not hold student records in violation of law.

Interventions

After a student accumulates three unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

FILE: EF-AP1

Critical

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

Notifications to Parents/Guardians

The district will provide the following notifications to parents/guardians:

1. The district will provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. The district will invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. The district will turn over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district.
4. District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

AUXILIARY SERVICES
SERIES 700

FILE: EF-AP1
Critical

POLICY NO 701.5

Implemented: 7-25-14

Revised:

Niangua R-V School District, Niangua, Missouri

SALARY DEDUCTIONS
(Payroll Deduction Authorization Meal Charges)

This is an agreement for payroll deduction between _____ ("Employee") and the Niangua R-V School District.

The Employee agrees that the District may deduct an amount sufficient to cover any meal charges from the Employee's pay in any pay period where the Employee owes meal charges. An explanation of any deduction for meal charges will be clearly noted on the Employee's pay stub or otherwise provided to the Employee in writing.

This agreement will be in force for the full period of the Employee's employment with the district unless revoked in writing by the Employee. If this agreement is revoked, the Employee will not be allowed to charge meals.

I authorize the District to make withholdings from my salary for the purposes of and in the manner described in this agreement.

Employee's Signature

Date

* * * * *

Note: *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: 7-25-14

Revised:

Niangua R-V School
Niangua, MO 65713

STUDENT TRANSPORTATION SERVICES
(Student Transportation in Private Vehicles/Common Carriers)

Section 304.060, RSMo., authorizes vehicles other than approved school buses to be used for transportation of students subject to regulations adopted by the State Board of Education. The district, its officers and employees, volunteers and every person employed under contract by a school district shall be subject to these regulations. All contracts executed for transporting children in school buses on behalf of the district shall include a reference to these regulations. The following is a copy of Missouri Regulation 5 C.S.R. 30-261.045:

- I. Requirements for Transportation of Students in Vehicles Designed for Transporting more than Ten Passengers Including the Driver**
 - A. After July 1, 2001, newly purchased, newly leased, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity, as defined by the manufacturer, to carry more than ten passengers including the driver that are used to transport students to or from school or to transport students to or from any place for educational purposes or school purposes shall meet state and federal specification and safety standards applicable to school buses. Contract common carriers meeting federal Department of Transportation standards may be used for field trips as outlined in Section III of this procedure.

- II. Requirements for Transportation of Students in Vehicles Designed for Transporting Ten Passengers or Less Including the Driver**
 - A. The number of passengers, including students and driver, that may be transported at any one time shall be limited to the number the manufacturer suggests as appropriate for that vehicle in accordance with ' 304.060, RSMo., or if not posted in the vehicle, then limited to the number of seat belts in the vehicle.
 - B. The driver and each passenger shall be properly secured with the appropriate seat restraint at all times while the vehicle is in motion.
 - C. Motor vehicles designed for enclosed passenger transportation may be used subject to approval by the local Board of Education.
 - D. Motor vehicles shall be licensed according to law and shall display a current state safety inspection sticker.
 - E. The driver of a district-owned or district-contracted vehicle shall have a valid Missouri operator's license for the motor vehicle and comply with ' 302.272, RSMo.,

and 5 C.S.R. 30-261.010(2)(A) 1-3, not to include a parent or guardian transporting only his/her children under a written contract with the district and who is not compensated by the district. The parent or guardian shall have a valid Missouri operator's license for the vehicle operated as per 5 C.S.R. 30-261.010(2)(A).

- F. The driver of a privately owned vehicle who is not compensated by the school district to transport students to and from school or school-related events shall have a valid Missouri operator's license for the vehicle operated as per 5 C.S.R. 30-261.010(2)(A). This shall include any person who transports school children as an incident to employment with a school or school district, such as a teacher, coach, administrator, secretary, school nurse or janitor unless such person is under contract with or employed by a school or school district as a school bus operator as per ' 302.010(19), RSMo. Compensation shall be defined for the purpose of this section as any reimbursement received by the driver that exceeds the average cost of operating a car per mile as established by the American Automobile Association.
- G. Motor vehicles shall have liability insurance coverage in accordance with ' 537.610, RSMo., and as required by the local Board of Education.
- H. When transportation service in motor vehicles other than those licensed as school buses is contracted, there shall be a written contract between the district and the individual or firm providing the service.

III. Requirements for Transportation of Students in Authorized Common Carriers

- A. Authorized common carriers shall only be used to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this procedure, are over-the-road, intercity-type coaches equipped with reclining seats, air conditioning and restroom facilities and holding authority from the Missouri Department of Economic Development, Division of Motor Carrier and Railroad Safety, or the Federal Carrier Safety Administration.
- B. There shall be a written contract between the district and individual or firm providing the vehicle.
- C. All contracts with authorized common carriers shall include:
 - 1. Proof of liability insurance in the amount of five million dollars per accident.

Policy No: 702

2. Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.

- D. The driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualifications of the Federal Motor Carrier Safety Regulations.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented:

Revised: June 17, 2016

Niangua R-V School District, Niangua, Missouri

AUXILIARY SERVICES

Series 700

Policy 702.1

TRANSPORTATION

The School Board shall each year adopt specific rules and regulations governing the transportation of school children.

In general, state regulations for type and condition of vehicles used in school transportation shall be rigidly followed.

It shall be the duty of the Board, upon recommendation of the Superintendent of Schools, to contract with operators of buses. Based upon data furnished by the Superintendent of Schools concerning areas in need of bus service, routes shall be arranged and established so as to accommodate the most children possible, with the least amount of unnecessary duplication and expense.

Every effort shall be made to provide transportation for all children living a mile or more from the school they attend. Depending on road conditions the route will be arranged so that no child will be required to walk an unreasonable distance to catch a school bus.

School buses will not travel up a road 1/2 mile and come back the same route to pick up a student.

Exception: Service will be provided for students living within the 1/2 mile limit if all of the following conditions are met.

- a) If the oldest child is in kindergarten or first grade.
- b) If road conditions, including turn around area, are approved by the administration.
- c) If the family agrees to pay \$20.00 per month to cover the cost of service not covered by state aid.
- d) If the Board approves the individual situation.

Students will be transported beginning on the first day after board approval and payment of the initial fee. Subsequent payments would be due on the first day of each month. Families that fail to pay by the first will receive late payment notice. Service will be discontinued if payment is not received by the 10th of the month. The minimum length of service shall be increments of one month. Any disruption of service shall require re-approval by the Board of Education.

Readopted: March 15, 2001

STUDENT TRANSPORTATION SERVICES
(Transportation Request Form)

This form must be completed any time school transportation will be used. Complete a separate form for each trip and submit to the director of transportation no fewer than seven (7) days prior to the date transportation is needed. Today's date is _____.

Group, Organization or Team Requesting Transportation: _____

Sponsor/Coach: _____

Date of Trip: _____ Number of Students to Be Transported: _____

Destination: _____

Departure Time: _____ Anticipated Return Time: _____

Special Instructions or Requests

Approval/Authorization

Trip Has Been Approved: Yes No

Signature/Title of Individual Authorizing Trip

Date

This part of the form is to be completed by the Director of Transportation and returned to person requesting transportation.

To: _____

1. Your request for transportation to _____ (destination) on _____ (date) has been approved. You will be using bus number _____ and

FILE: EEA-AF1

Critical

your driver will be _____. Your students will be picked up at
(time) _____ a.m./p.m. at _____ (location).

2. Your request for transportation has been approved with you as driver. You may pick up bus
number _____ at _____ a.m./p.m. (time) on _____ (date) from
_____ (location).

3. Your *Request for Transportation* has been denied for the following reason:

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented:

Revised:

Niangua R-V School
Niangua, MO 65713

Policy NO 702.B

STUDENT TRANSPORTATION SERVICES
(Proof of Vehicle Liability Insurance for Volunteers)

Dear _____,

You have agreed to transport students of the district to a field trip function or for some other school-approved purpose. Please be aware that in the event of an accident, your insurance will provide primary coverage. In order to serve as a volunteer driver, you will be required to provide proof of insurance. Your insurance must meet or exceed minimum requirements as established by the state of Missouri and as set by the district.

Please COMPLETE the following information. SIGN where indicated and RETURN to the school office four (4) working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company's Name (*not agent's name*): _____

Policy Number: _____ Expiration Date: _____

Policy Limits: _____

Please attach a copy of driver's license and proof of insurance to this form

Date of Birth: _____ Missouri Driver's License No.: _____

Expiration Date for License: _____ Motor Vehicle License No.: _____

Number of Persons Manufacturer Suggests as Appropriate for Vehicle or the Number of Operative Seat Belts in Vehicle: _____

I agree to obey all local and state laws while operating a vehicle carrying district students and/or employees. I agree that my vehicle meets and I will abide by the requirements of state and federal law including, but not limited to 5 C.S.R. 30-261.045. All persons will be properly secured with the appropriate seat restraints before I will operate the vehicle. By my signature I am verifying that I own the above-referenced vehicle, that my vehicle is licensed according to law, displays a current state safety inspection sticker and is insured in accordance with state law.

Parent/Volunteer Name (as it appears on driver's license): _____

Address/Daytime Phone: _____

Signature: _____ Date: _____

FILE: EEA-AF2
Critical

Return form to _____ (business manager). If you do not have required coverage, you will not be allowed to transport students.

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented:

Revised:

Niangua R-V School
Niangua, MO 65713

AUXILIARY SERVICES

Series 700

Policy 702.2

STUDENT ELIGIBILITY FOR BUS SERVICE

It shall be the policy of the Niangua R-V School District to provide free transportation for all resident students living one (1) mile or more from school as measured from their house to the unloading area at school by most direct route. Students living 1/2 to 1 mile from school may be transported if they are on the regular route. Stops are to be designated by the Superintendent. All students must obey the regulations stated in Policy No. 506.1--Student Behavior on Buses. Failure to obey these regulations may result in denial of transportation by the school.

Readopted: October 16, 1997

READOPTED: MARCH 15, 2001

Legal Refs: Sec. 167.231, 167.251, RSMo.

STUDENT TRANSPORTATION RECORDS AND REPORTS

The Board of Education shall provide for the proper accounting of student transportation records and reports in the school district. The superintendent or his or her designee shall be responsible for preparing and submitting to the State Board of Education necessary reports for apportioning state transportation aid, and for statistical purposes. A listing shall be made of students scheduled to be transported on the Board's approved routes on the second Wednesday of the months of October and February. The school district listing of students scheduled to be transported by route must be signed and maintained by the superintendent or his or her designee.

* * * * *

Adopted: NOVEMBER 19, 1998
READOPTED: MARCH 15, 2001

Cross Refs: JEE, Student Attendance Accounting

Legal Refs: § 304.060, RSMo.
5 CSR 40-261.010, (98 MoReg 968, 969, 1446, 1447)

Niangua R-V School District, Niangua, Missouri

AUXILIARY SERVICES

Series 700

Policy 702.4

SCHOOL BUS REGULATIONS

Instruction for Drivers:

The following policies seem to be advisable and in conformity with State regulations and will insure safe and satisfactory transportation.

1. Bus drivers shall be familiar with Missouri Pupils Transportation laws, regulations and standards, and shall be governed by these regulations.
2. While in the school bus, the children are in the custody of the school bus driver, and he is designated as the person responsible to the Board of education and to the administration for their discipline and protection.
3. The driver shall report any discipline problems he needs assistance with to the school principal directly in charge of the pupil immediately. There should be no delay in reporting fights, unusual happenings on the school bus and other problems. We desire to get these reports from the bus driver before the parents contact the school.
4. No student shall be unloaded or picked-up, downtown or at any station coming to school or going home. No student should be allowed to leave the bus to ride to school or to ride home in a car unless the request is made by a responsible member of the immediate family of the child.
5. School buses shall not stop at unauthorized places for purposes of students purchasing candy, pop, or other such item. This delays the schedule and expected time home by the parents, creates an undue safety hazard, and places parents and students who cannot afford these commodities in an unfavorable position.
6. Drivers shall travel the route assigned, except temporary changes required due to road conditions, flash floods, etc.
7. In case of ice or snow, the school office shall announce over the radio or TV, if school is to be closed. Bus drivers shall be notified personally when possible. We shall rely upon the judgment of the drivers whether they should proceed on their route. Road conditions vary and all or certain parts of some routes may need to be omitted. The safety of the pupils is the major concern. Do not proceed, if in your judgment, it is not safe to do so when snow and ice conditions exist.

8. The driver shall determine the latest starting time possible for loading the first child in the morning, so that you may arrive at school at not earlier than 8:05 a.m. The door will be opened at 8:00 a.m. Students shall remain on the bus until the door is opened. When loading in the afternoon it is the responsibility of the driver to be sure that no children are left behind.

9. Safety: All students should be seated before bus in motion. Prohibit students from hanging arms out of bus, fighting or scuffling, standing in aisles, moving about in the bus and loud and boisterous talking, and etc. All these items are safety factors, and prevent the driver from giving adequate attention to his duties, prevents him from hearing warning horns, etc. and causes undue damage to the bus.

Readopted: October 16, 1997

READOPTED: MARCH 15, 2001

Legal Refs: Sec. 167.251, RSMo.

**AUXILIARY SERVICES
SERIES 700**

POLICY 702.5

SCHOOL BUS SAFETY PROGRAM

The safe transportation of district students to and from school is to be of primary concern to school officials in the administration of the school bus program of the school district. All state laws and regulations pertaining to the safe use of school buses will be observed by drivers, students and district personnel. All school buses used to transport children shall be inspected by an official inspection station prior to operating the vehicle during the school year as required by law. Furthermore, all school buses which meet specific weight and structural requirements must be equipped with a crossing control arm as required by law.

The superintendent, in cooperation with the principals, is responsible for developing and publishing rules governing student conduct during transportation.

A program to acquaint all students with safe riding, loading, unloading, and emergency bus evacuation procedures shall be implemented and continued throughout the year. The superintendent will establish administrative regulations and procedures to enforce this policy.

Adopted: MARCH 22, 2000

READOPTED: MARCH 15, 2001

Cross Refs: EEA, Student Transportation Services
JFCC, Student Conduct on School Buses

Legal Refs: §§ 167.251, 304.050, 307.375, RSMo.
Missouri Pupil Transportation Administrative Handbook
Missouri Certified Bus Driver Instructor's Manual
Missouri School Bus Procedures Manual

Niangua R-V School District, Niangua, Missouri

SCHOOL BUS SCHEDULING AND ROUTING

Bus routes, schedules and stops will be developed under the direction of the superintendent following procedures set by the State Board of Education. The purpose of bus scheduling and routing will be to achieve maximum service with a minimum fleet of buses and to render reasonable and equal service to all eligible students.

School bus routes will be approved by the Board no later than October for initial approval, and no later than June for the final modifications made during the school year.

Bus routes will follow the most direct roads practicable for bus travel to serve those students entitled to transportation service. Where an alternate route may be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly.

Routes will be designed to eliminate as many turn-around points as possible and to employ as nearly as practicable the full carrying capacity for each bus trip. No bus will be overloaded. New routes will be established only when capacity of the existing routes has been reached or is imminent.

Authorized bus stops will be located at convenient intervals for students and in places where students may board and get off, cross highways and await arrival of buses with the utmost safety permitted by highway conditions. The location of the students' residences, the age and grade of the students, the road conditions and the funds available will be considered when determining bus routes.

Students will ride their assigned buses, getting on and getting off at their regularly assigned stops, unless a note from their parent or guardian authorizes students to depart at other than their regular stop or to ride a bus other than their assigned bus. Notes will be subject to approval by the superintendent or designee. In unusual or emergency situations, parents/guardians may request to have their child picked up or dropped off at a different spot by directly communicating to the superintendent or designee.

* * * * *

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: JANUARY 17, 2002

FILE: EEAB
Critical

Legal Refs: §§ 163.161, 167.251, RSMo.
5 CSR 30-261.010
Missouri Pupil Transportation Administrative Handbook
Missouri Minimum Standards for School Buses
Missouri Certified Bus Driver Instructor's Manual
Missouri School Bus Procedures Manual

Niangua R-V School District, Niangua, Missouri

AUXILIARY SERVICES

Series 700

Policy 702.7

SPECIAL TRANSPORTATION FOR HANDICAPPED AND EXCEPTIONAL STUDENTS

It shall be the policy of the Board, the handicapped and/or exceptional students shall use the same vehicles as those provided other students to the maximum extent possible. When needed, pupil transportation in vehicles other than school buses will be provided.

Readopted: October 16, 1997

READOPTED: MARCH 15, 2001

AUXILIARY SERVICES

Series 700

Policy 702.8

SPECIAL USE OF SCHOOL BUSES

All school buses and transportation equipment purchased by the school district shall be used for school purposes only. This policy is in keeping with the definition of "school bus" as provided in Section 301.010 (42), RSMO., which states:

- *School Bus*--Any motor vehicle used solely to transport students to or from school or to transport students to or from any place for educational purposes,

School buses shall not be used by or on behalf of private, commercial or religious organizations

Any bus purchased after August 28, 1996, used to transport children to or from a federal Head Start program shall bear signs indicating that it is a Head Start school bus. Any bus that was used to transport children to or from a Head Start program prior to August 28, 1996, which continues to transport these children may also bear Head Start signs.

Adopted: October 16, 1997
READOPTED: MARCH 15, 2001

Legal Refs: Sec. 301.010, 304.076, RSMo.

AUXILIARY SERVICES

Series 700

Policy 702.9

NON-SCHOOL USE OF BUSES PROHIBITED

Buses are primarily for the purpose of transporting pupils to and from school; however, buses may be scheduled for school-sponsored trips if they do not interfere with the primary purpose of to and from school transportation.

School buses shall not be used by or on behalf of private, commercial, religious, or other organizations which are not a part of the school district organization.

Readopted: October 16, 1997

READOPTED: MARCH 15, 2001

AUXILIARY SERVICES

Series 700

Policy 702.10

EXTRA-CURRICULAR TRANSPORTATION

Transportation will be provided by the Niangua R-V Public School District to all school activities. All students who participate in these activities are required to use the transportation provided by the district. After the event/game (s) is over, the coach/sponsor may allow the student participator/athlete to ride home with their biological parent and/or guardian, NOT boyfriend (s) or girlfriend (s).

Any person who is not 'contracted' with the Niangua R-V Public School District who wishes to ride an activity bus to an event must receive prior approval in writing from the administrator who is responsible for the activity/event. The Principal's or Superintendent's decision will be final.

Student activity buses may be utilized if the demand for such service is warranted. The building Principal will be responsible for the requisitioning of the bus, the method in determining what number of students may ride, and who may not ride (i.e., those with a discipline history, . . .). This will usually be done on a first come, first served, basis while seating space is available.

Adopted: October 16, 1997

Readopted: August 12, 1999

READOTPED: MARCH 15, 2001

AUXILIARY SERVICES

Series 700

Policy 702.11

EXTRA-CURRICULAR TRANSPORTATION PAY

The Niangua R-V School in its efforts to provide transportation to extra curriculum and curricular activities away from Niangua shall employ licensed bus drivers for trips requiring the use of a bus. The following pay schedule shall be used in determining proper compensation for services rendered

- 1) All trips pay a flat rate of \$20.00 plus minimum wages per hour for trips over three hours. The minimum wage per hourly rate shall be applied only to time above the three hour cut off and shall not apply to less than 3 hours. The driver will also be eligible for compensation for meals during the trip.

Trips shall be scheduled through the head bus driver who will assign trips in an equitable manner. Trips taken by the head bus driver shall result in compensation in accordance with the aforementioned schedule.

Readopted: October 16, 1997

READOPTED: MARCH 15, 2001

AUXILIARY SERVICES

Series 700

Policy 702.12

STUDENT TRANSPORTATION IN PRIVATE VEHICLES/COMMON CARRIERS

Section 304.060, RSMO., authorizes vehicles other than approved school buses to be used for transportation of students. Such vehicles shall transport no more children than the manufacturer suggests as appropriate for such vehicle. Section 304.060, RSMO., further authorizes the use of authorized common carriers for field trips and other special trips for educational purposes. This rule establishes standards for transportation in other than approved school buses and standards for use of authorized common carriers.

Requirements for Transportation of Students in Vehicles Other Than School Buses

- A. Vehicles designed for enclosed passenger transportation may be used subject to approval by the local Board of Education.
- B. Vehicles shall be licensed according to law and shall display a current state safety inspection sticker.
- C. The driver of a private automobile shall have a valid Missouri operator's license. The driver of other vehicles transporting to and from school shall be licensed in accordance with Section 302.272, RSMO. Private automobiles are defined as any motor vehicle not regularly used by the general public engaged in the transportation of persons or property for hire.
- D. Vehicles shall have liability insurance coverage as required by the local Board of Education.
- E. If transportation service in vehicles other than school buses is contracted, there shall be a written contract between the district and the individual or firm providing the service.
- F. The school district shall ensure that the drivers are at least 21 years of age and comply with applicable state regulations.

Requirements for Transportation of Students in Authorized Common Carriers

- A. Authorized common carriers shall only be used to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this policy, are over-the-road intercity-type coaches equipped with reclining seats, air conditioning and

restroom facilities and holding authority from the Missouri Division of Transportation or the Interstate Commerce Commission.

- B. There shall be a written contract between the district and individual or firm providing the vehicle.
- C. All contracts with authorized common carriers shall include:
 - 1. Proof of liability insurance in the amount of five (5) million dollars per accident.
 - 2. Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.
- D. The driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualifications of the Federal Motor Carrier Safety Regulations.

Adopted: October 16, 1997

READOPTED: MARCH 15, 2001

Legal Refs: Sec. 304.060, RSMo.
5 C.S.R. 30-261.045 (1-3)

AUXILIARY SERVICES

Series 700

Policy 702.13

BUS DRIVER EXAMINATION AND TRAINING

The driver of a school bus is responsible for the safety of students riding the bus; therefore, the students are under the authority and supervision of the bus driver while on the bus. Therefore, each bus driver shall observe all state laws and regulations pertaining to the safe use of school buses.

The following qualifications for bus drivers have been established by law or by regulations of the Missouri Department of Elementary and Secondary Education and/or by policies of the Niangua School District Board of Education. The qualifications for a substitute bus driver shall be the same as for a regularly employed driver.

- A bus driver shall hold a valid school bus permit in accordance with Section 302.272, RSMO, and shall submit all driver's license numbers to the office of the superintendent prior to the first day of school.
- A driver shall be at least 21 years old at the time he or she applies for a school bus permit.
- A driver shall be in good physical and mental health, free from communicable disease, and have normal use of both arms, hands, legs and feet. Vision shall be at least 20/40 in each eye, with correction if necessary. A driver shall be able to distinguish the colors of red, green and yellow. Hearing shall be adequate to hear ordinary conversation. A driver shall undergo a physical examination annually by a licensed physician, and shall present a signed physical examination certificate to the office of the superintendent prior to the first day of school. For those drivers aged 70 and over, the school bus permit shall be renewed annually. The driver shall pass the required examinations prior to receiving the renewed permit.
- A driver shall be neat and clean; abstain from the use of tobacco in the bus; refrain from driving under the influence of intoxicants, narcotics or drugs; and display appropriate conduct.

Adopted: October 16, 1997

READOPTED: MARCH 15, 2001

Legal Refs: Sec. 302.272, 304.060, RSMo.

Missouri Certified Bus Driver Instructor's Manual

MO Pupil Transportation Administrative Handbook

MO School Bus Driver Manual

Commercial Motor Vehicle Safety Act of 1986,

Title XII of Pub. Law 99-570

EMERGENCY DRILLS
(Emergency Closings)

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which district buildings are located. In any case, a minimum of two fire, two tornado and two bus evacuation drills each shall be conducted regularly during the academic school year.

Each attendance center shall develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated and reviewed with employees. The emergency plan shall include:

1. Assignment of employees to specific tasks and responsibilities.
2. Instructions relating to the use of alarm systems and signals.
3. Specific provisions for warning and evacuation of individuals with specialized needs.
4. Information concerning methods of fire containment.
5. Systems for notification of appropriate persons and agencies.
6. Information concerning the location and use of firefighting equipment.
7. Specification of evacuation routes and procedures.
8. Posting of plans and procedures at suitable locations throughout the facility.
9. Evacuation drills which include the actual evacuation of individuals to safe areas.
10. An evaluation for each evacuation drill.

Notification of school closings due to inclement weather will be announced on local radio, television stations and on the district's website.

Similar announcements will also be made if the opening of any or all schools will be delayed or if any schools will be dismissed due to weather conditions and/or other emergencies.

FILE: EBC-API
Critical

On days when school is not in session because of inclement weather or other emergency closings, there will be no student-related activities in the school buildings, unless approved by the superintendent.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented:

Revised: 4-25-14

Niangua R-V School District, Niangua, Missouri

EMERGENCY DRILLS
(Districts Not Required to Hold Earthquake Drills)

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

Emergency Drills

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted:

Revised: 4-25-14

Cross Refs: IC, Academic Calendar/Year/Day

FILE: EBC
Critical

Legal Refs: §§ 170.315, 320.010, RSMo.
5 C.S.R. 30 - 261.010

Niangua R-V School District, Niangua, Missouri

CRISIS INTERVENTION PLAN

The Niangua R-V School District has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school.

This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available in the central and building offices upon request, unless it is considered a closed record pursuant to the Missouri Sunshine Law.

The superintendent or designee shall develop a comprehensive all-hazards emergency response plan. The plan must identify potential emergency situations that may impact the district, include procedures for responding to those emergency situations and address the transition back to pre-emergency status. The plan will be developed based on recommendations from the Missouri Center for Education Safety, the State Emergency Management Agency (SEMA) or other appropriate entities that provide expertise in emergency planning. In addition, the plan will be developed with cooperation from local public-safety first responders and, to the extent possible, will be compatible with city and county plans. The emergency plan will include provisions addressing the needs of special populations of students and will assume a potential shelter-in-place period of up to 72 hours.

Reporting

All district staff are required to report potentially dangerous situations immediately. Each building in the district will foster an environment in which students feel comfortable sharing with a responsible adult any information regarding potentially threatening or dangerous situations.

Community Emergency Plan

The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources (including school facilities, commodity foods, school transportation and equipment) if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.

Crisis and Emergency Plan Records

In accordance with law and district policy, the district will close records pertaining to school security guidelines, policies and response plans; structural plans of real property; security systems; and access and authorization codes for security systems.

FILE: EBCA
Critical

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted:

Revised: 4-25-14

Cross Refs: BDC, Closed Meetings, Records and Votes
JHD, Student Guidance and Counseling

Legal Refs: ' ' 160.480, 610.021, RSMo.

Niangua R-V School District, Niangua, Missouri