

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



TRANSPORTATION/TRAVEL REIMBURSEMENT

A. Student Transportation

1. The district will not pay any mileage to and from school or board and room for high school students.
2. Elementary Transportation Allowances for Grades K-8
The amount of transportation allowance shall be the suggested state rate per mile for the distance actually traveled in excess five (5) miles each way. Such distance shall be measured from the place of such publicly used road nearest the dwelling house of the child to the schoolhouse site. (13-30-3)

B. School Vehicles

The school district has vans/vehicles available for transportation. A faculty member desiring to use a vehicle for school business should make his request through his/her principal. The principal will verify availability of a vehicle with the Administrative Office. Preference will be on a "first signed up" basis. If a vehicle/van is not available, employees choosing to use their own car will be reimbursed at the current mileage rate. If vans/vehicles are available for use, mileage will not be paid for use of personal vehicle.

C. Student Conduct on School Buses

Students are expected to discipline themselves and comply with the instruction of the bus operator. The driver will be in full charge of the bus and the passengers. There must be no disturbances of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following minimum rules of conduct while riding the bus:

1. Students must be on time at the designated bus stops. The bus cannot wait beyond its regular time schedule for tardy pupils.
 2. Students must not stand in the traffic lanes while waiting for the bus.
 3. Students must not approach the bus while it is still moving or run behind the bus after release.
 4. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
 5. Students must occupy the seat assigned to them if seats are assigned.
- Help plan and conduct Native American family and community meetings
 - Attend all required trainings provided by the Winner School District and assist in implementation of trainings related to this post
 - Comply with all Winner School Board policies and enforce all state laws applicable to District staff
 - Be provided an office at the Winner High School, use of a school computer and software programs for job-related purposes

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6. Ordinary conversation is permitted. Shouting, screaming, running, fighting, vulgar talk, and pushing is not permitted.
7. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
8. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Pupils must not throw waste paper or rubbish on the floor or out of the windows of the bus.
9. Students will not open or close the windows without permission of the bus driver.
10. Students must not, at any time, put hands, arms, or heads out of the bus window.
11. Be courteous and obedient to the bus driver at all times.
12. Tobacco, alcohol and illegal drugs are prohibited.
13. Dangerous weapons are prohibited.
14. A student may be held liable for any damage inflicted on the bus by them.

D. Violation of Bus Rules

1. The bus driver will visit with the student about the violation and make seat assignment if necessary.
2. The bus driver may report violation to the building principal. The principal will have a conference with the student about the violation and inform the parent/guardian of the violation. If necessary the principal may call a parental meeting concerning the violation of the bus rules.
3. For serious violations (such as C6, C12, C13 & C14) of the bus rules or repeated violations of the bus rules, the principal, with approval from the superintendent, may suspend a student from riding privileges for a period of 1-10 days.
4. The superintendent may suspend a student from riding privileges for a period of 1-90 days.
5. The school board will make final determination on any suspension of a student's riding privilege over 90 days.

E. Travel Reimbursement

Persons on official business for the Winner School District 59-2 will be reimbursed according to travel regulations in force as established by the Winner School District.

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Tickets must be turned in on all lodging, airline fares, taxi, and all other travel expenditures except meals, unless a purchase order was approved in advance. Student and adult meals will follow the state established rates.

	In State	Out of State
Breakfast	\$6.00	\$10.00
Lunch	\$11.00	\$14.00
Dinner	\$15.00	\$21.00
Max. in state allowance \$32.00		
Max. out of state allowance \$45.00		

All lodging requests must be approved by the business office or superintendent.

F. Emergency School Bus Mutual Assistance Pact

On July 12, 1993 the school board voted to enter into the School Mutual Assistance pact.

G. Winter Bus Travel

The Winner coaches and activities director will observe the following precautions:

1. Prior to leaving home coaches will check with the state highway or sheriff on road conditions before departing if there is a question on roads or weather.
2. Coaches should inform the athletic director, principal, or business manager if route changes are made.

H. Activities Travel Policy See Policy # 1.09