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The Kamiah Joint School District No. 304 Board of Trustees will, as it deems necessary, provide for auxiliary services that will enhance the opportunity for all children to take full advantage of the district’s educational program.

* * * * * *

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED:
7-19-99
The Kamiah Joint School District No. 304 Board of Trustees adopts as policy the Pupil Transportation and Responsibilities and Operations Manual of the State Department of Education, revised 1996, and all subsequent revisions to this manual.

To afford more equal opportunity for public school attendance, the board will, where practical, provide transportation for the public school students within the district.

Regularly enrolled students and duly enrolled students of this district who reside one and one half (1 ½) miles or more from the school of attendance, may avail themselves of the transportation services the district operates in that particular area.

The board may transport students living less than one and one-half (1 ½) miles from their attended school when, in its judgement, and when approved by the State Board of Education, shall be allowed when hazardous areas are in the walking path of pupils.

The district will determine any walking routes to and from school that fall into the unsafe category, prepare and periodically review a “Measuring Instrument for Walking Students” and submit any new requests for Safety Busing each year for the Board’s approval. All existing Safety Busing requests will be submitted annually for the Board’s approval.

A day care, family day care home, or group day care facility, as defined in Section 39-1102, Idaho Code, may substitute for the student’s residence for student transportation to and from school. This district will not transport students between child care facilities and home.

Each year the board will establish bus routes and determine non-transportation zones not later than at the regular August meeting of the board. In approving the routing of school buses, or the maintenance and operation of all transportation equipment, or the appointment or employment of chauffeurs, the primary requirements to be observed by this board are the safety and adequate protection of the health of the students. All changes to established bus routes must be approved by this board.

Non-transportation zones will comprise areas of this district, as designated by the board, which are impractical by reason of scarcity of students and/or remoteness or condition of roads to be served by established bus routes.

LEGAL REFERENCES:
Idaho Code Sections
33-1501, et seq.
39-1102
Pupil Transportation and Responsibilities and Operations Manual,
Idaho State Department of Education, revised 1996.
ADOPTED: 7-19-99
REVIEWED: 4-21-03
REVISED: 5-19-03
Kamiah Joint School No. 304 establishes and adopts these policies governing the student transportation system and will inform students, teachers, administrators and transportation personnel of the requirements.

The board shall employ the transportation supervisor, who will be under the supervision of the superintendent.

This school district will maintain a personnel file for each school bus driver which will include the following:

1. Employment application;
2. Copy of yearly physical examinations;
3. Record of all school bus driver training;
4. Copy of current commercial driver’s license;
5. Copies of drug tests, if any;
6. Copies of annual driving record check; and
7. Copies of driver evaluations.

Appropriate supervision will be provided for loading and unloading areas at or near each school. The building principal or designee will schedule school personnel for such duties.

The district will provide emergency training and evacuation drills for students and bus drivers.

The transportation supervisor will ride on each route and with each driver at least one (1) time per year. The supervisor will evaluate the driver’s performance and the safety of the route and bus stops. The driver’s performance will include not only the actual operation of the vehicle, but also the driver’s control of the passengers. Documentation of the evaluation will be signed by both the transportation supervisor and driver, and retained in the driver’s personnel file.
LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 may transport nonpublic school students when requested, if there is space available to transport such students and commercial bus transportation is not reasonably available.

All nonpublic school students will be picked up only at established school bus route stops approved by this district. The nonpublic school student’s parents/guardian, or the nonpublic school will be responsible for proper supervision of the loading and unloading of the student(s) by an adult.

All nonpublic school students riding the buses of this school district will be subject to all laws, policies, rules and regulations applying to public school students being transported on such buses, and may be disciplined according to district policies and procedures. Such discipline may include termination of bus-riding privileges.

In the event this district does transport nonpublic school students the full cost for providing such transportation will be recovered by this district. The full cost will be calculated as follows:

1. Total actual operating costs plus depreciation divided by the total miles as filed on the prior year’s Idaho Department of Education Pupil Transportation Claim for Reimbursement. This figure will equal the average cost per mile of operating this district’s buses.

2. Total number of bus seats divided by the total number of bus routes. This calculation will equal the average number of available seats per route.

3. The average cost per mile divided by the average number of available seats per route equals the average seat cost per mile.

4. Once the average seat cost per mile is established it will be multiplied by the sum of all nonpublic school students’ miles traveled from the designated bus stop to the nonpublic school and from the nonpublic school back to the designated bus stop. This will equal the total daily reimbursement.

5. The total daily reimbursement will be multiplied by the total school busing days for the school year, and then divided by the number of school months (typically nine (9)) to determine the monthly nonpublic school student payment.

6. A nonpublic school student’s parent or guardian will be billed monthly. If this district does not receive payment within ten (10) days from the date of the bill, the nonpublic school student will not be allowed to continue riding this district’s buses.
7. If appropriate, and space on this district’s buses is available, this district may enter into an agreement with a nonpublic school to provide transportation. The calculation method set forth above will be used and the nonpublic school will be billed monthly. Failure to make payment within ten (10) days from the date of the bill will result in termination of the agreement and the nonpublic school students will not be transported.

LEGAL REFERENCE:
Idaho Code Section 33-1501
Attorney General Guideline, Feb. 25, 1994

ADOPTED:
7-19-99

*NOTE: This policy is a modification of an agreement between Grangeville Joint School District No. 241 and a nonpublic school.

*NOTE: As required by the Idaho Constitution, School districts must charge parochial school students for costs incurred. In order not to unconstitutionally discriminate against any religious group, districts must also charge nonsectarian private school students the same amount. Attorney General Guideline, Feb. 25 1994.
For each district vehicle owned and used, the Kamiah Joint School District No. 304 Board of Trustees will have in effect at all times insurance purchased from a company or companies licensed to operate in this state, in amounts not lower than the minimum set by the State Board of Education, indemnifying the insured against claims for any injury to or death of a person arising out of the operation of the school transportation system.

Likewise, for each vehicle owned and operated by a transportation contractor to transport students, the transportation contractor shall have in effect at all times insurance purchased from a company or companies licensed to operate in this state, in an amount determined by the board but not lower than the minimum set by the State Board of Education, indemnifying the insured against claims for any injury to or death of a person arising out of the operation of the school transportation system.

LEGAL REFERENCE:
Idaho Code Section 33-1507

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 has the discretion to operate its own student transportation service or to contract with an independent entity for such services.

In the event this district elects to contract for student transportation services, all such contracts entered into will be in writing on a form approved by the state superintendent of public instruction. No contract will be for a duration in excess of five (5) years.

This district may elect to contract for the transportation of students in grades six through twelve (6-12) with other public transportation providers whose vehicles used to transport students comply with federal transit administration regulations. This district may also elect to contract for the transportation of students in grades six through twelve (6-12) with private transportation providers that are approved by the state department of education. This district must receive verification of state department of education approval prior to considering the services of a private transportation provider. For reimbursement purposes, this district will be required to establish that the reimbursable costs of transportation under the contract are equal to or less than the costs for school buses.

This district will advertise, bid and contract for all bus transportation service routes at a single time, and the contract will be awarded to the lowest responsible bidder or bidders meeting the specifications. This district reserves the right to accept, reject or select any portion of any or all bids and to waive any technicality.

This district will twice give public notice, as required by Idaho Code Section 33-402, regarding its request for transportation service bids. The public notice will be made not less than four (4) weeks before the date of opening bids.

LEGAL REFERENCE:
Idaho Code Sections
  33-402
  33-1006
  33-1510
49 CFR Part 665

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 will utilize the district's transportation system to transport students for extracurricular activities, upon approval of the superintendent or designee. A use charge will be charged against the activity or sponsoring student-group requesting the transportation.

Students riding to an activity in a school bus are expected to return on it. If a student participant wishes to ride home with his or her parent/guardian, arrangements must be made by the parent/guardian directly with the coach/advisor. The parent/guardian may take only their child home. Students on such trips are required to comply with the rules and regulations governing daily school transportation.

LEGAL REFERENCE:
Idaho Code Section 33-512(12)

ADOPTED:
7-19-99
Students of Kamiah Joint School District No. 304 have specific duties and responsibilities when being transported by the district. The duties and responsibilities apply both to students being transported to and from school, as well as to students being transported to and from extra-curricular activities and are intended to increase safety for student riders. Each student shall comply with the following duties and responsibilities:

1. Safety. Each student shall be responsible for the safety of self and others.

2. Bus Safety. The student shall enter the bus with the least possible confusion, be seated and remain seated until the bus stops for pupils to unload.

3. Physical Behavior. The student shall keep all parts of body inside the bus except when unloading.

4. Crossing Road. If necessary to cross road, walk fifteen (15) feet in front of bus and wait at right edge of roadway for signal from driver before proceeding into traffic lane.

5. Clearance. The student shall stay away from bus except when loading or unloading.

6. Schedule. The student is responsible to be on time for the bus.

7. Traffic and Safety Requirements. The student shall observe traffic and safety requirements when walking to and from the bus stop.

8. Response to Driver’s Requests. The student shall respond to the driver’s requests promptly.

9. Orderly Behavior. The student shall wait in an orderly line and avoid “horseplay.”

10. Seating. Each student shall go directly to an available, or assigned, seat when entering the bus.

11. Profanity. The student shall not use profane language on the bus.

12. Controlled Substances. The student shall not use tobacco, alcohol or drugs and controlled substances.

13. Throwing Objects. The student shall not throw or pass objects on, from, or into buses.

14. Carry-on Objects. Except when prior approval is granted, pupils are to carry on only objects that can be held on their laps.
15. Hazardous Materials. The student shall not carry hazardous materials, objects, or animals on the bus.

16. Boarding/Exiting. The student shall not leave or board the bus at locations other than the assigned home stop or assigned school unless such arrangements have been approved by the transportation supervisor of the building principal.

17. Bumper Rides. The student shall not hitch rides via rear bumper.

LEGAL REFERENCE:
Pupil Transportation, Responsibilities and Operations Manual,

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 provides transportation to district students as authorized by Idaho Code §33-1501. Riding a school bus is not an undeniable right. It is a privilege which each student rider is responsible for retaining by maintaining appropriate behavior while loading, riding and unloading.

Drivers are encouraged to make parental contacts in an effort to handle discipline problems prior to following the School Bus Incident Procedures.

When necessary, the driver will complete the School Bus Incident Report and provide a copy to the Transportation Director. The Transportation Director will provide a copy to the principal of the school the involved student attends.

**First Offense**

The principal will meet with the student to discuss the problem. A copy of the incident report will be mailed home to the parents/guardians.

**Second Offense**

The principal will set a meeting to discuss the problem with the student, bus driver, transportation supervisor, and the parents/guardians. A copy of the incident report and the basis for the suspension will be hand delivered or mailed to the parents/guardians.

Consequence for second offense--transportation may be denied for up to five (5) days.

**Third Offense**

The principal will set a meeting to discuss the problem with student, bus driver, transportation supervisor, and parents/guardians. A copy of the incident report and the basis for the suspension will be hand delivered or mailed to the parents/guardians.

Consequence for third offense--transportation may be denied for up to the remainder of the school year.

The decision to remove a student for the balance of the school year may be appealed to the Board of Trustees if the appeal is made within ten (10) school days of the decision to deny transportation. A written appeal must be submitted to the superintendent requesting a hearing before the Board of Trustees stating why the decision should be changed or reconsidered.

Any violation of a serious nature may result in denial of transportation immediately.
Suspension of bus transportation privileges for students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.

Any vandalism or destruction of school bus property will result in payment for damages and may result in automatic forfeiture of all school bus privileges for one (1) calendar year (365 days from date of occurrence).

LEGAL REFERENCE:
Idaho Code §33-1501
Pupil Transportation, Responsibilities and Operations Manual,

ADOPTED:
7-19-99
"Driver" means any person operating a school bus owned or operated by the district while transporting students to or from school or approved school activities. This includes full-time, regularly employed drivers; casual, or substitute drivers; leased drivers and independent owner-operator contractors.

The board of trustees will employ drivers only upon written application approved by the State Department of Education. Applicants must be over the age of eighteen (18), of good moral character, and not addicted to the use of intoxicants or narcotics. Persons or entities which provide student transportation services under contract with the district are required to supply the same information as required of school bus driver applicants.

A driver will be subject to the physical examination standards of the federal motor carrier safety regulations.

While operating a school bus, a school bus driver must, at all times, be in the possession of a current commercial driver's license (CDL) including endorsements as specified in Idaho Code Section 49-105. The permit must be in a form approved by the State Department of Education and must be carried on the driver's person or prominently displayed at all times that the driver is operating any school bus carrying students. The board, after a hearing and for cause, may revoke a driver's permit.

LEGAL REFERENCE:
Idaho Code Sections
   33-1508
   33-1509
   49-105


ADOPTED:

AMENDED:
All school bus drivers and Kamiah Joint School District No. 304 employees whose job responsibilities affect the transportation of students must be familiar with the provisions of state and federal transportation laws pertaining to the operation of school buses, and will at all times observe all policies set forth in the Pupil Transportation, Responsibilities, and Operations Manual.

DUTIES

The Board of Trustees or its designee shall be responsible for defining in writing the duties of bus drivers. Duties of school bus drivers (regular route, field trips, activity trips, and substitutes) shall include the following:

1. The driver shall require each passenger on the bus to be seated in a regular passenger seat. No one shall be allowed to stand.

2. The driver shall know that vehicle is in safe, proper operating condition. The driver shall be certain to check tires, lights, stop arm controls, and especially brakes each time the driver expects to drive a bus.
   a. The initial pre-trip each day should follow the basic CDL pre-trip requirements for school bus.
   b. Each subsequent pre-trip should, at a minimum, ensure that all safety equipment is in working order, i.e., brakes, tires, lights, steering, horn, first aid kit, body fluid kit, fire extinguisher and emergency reflectors.

3. The driver will not allow guns or inflammable or explosive substances such as gasoline to be carried on a school bus.

4. The driver shall regularly check the first-aid kit, body fluid kit and fire extinguisher to see that they contain all necessary items. Anything missing or defective shall be reported by the driver.

5. It shall be the duty of every school bus driver to report the license number of any vehicle which violates any law endangering school children to his or her immediate supervisor.

6. The driver shall load and unload only from the right hand side of the road with clear vision of at least 100 yards (300 feet) in both directions.

7. When unloading students, the driver shall count the number of pupils exiting the bus and shall account for their whereabouts before moving the bus.

8. A driver loading or unloading students on a roadway having more than three (3) lanes must load or unload only students who live on the right side except at intersections with traffic control signals.
9. A driver on a route shall not leave an occupied bus. In case of a breakdown, the driver should radio for assistance. If electronic voice communication is not possible, the driver should send a school bus aide, ask several passing motorists for assistance, or two older pupils for assistance, or wait for help.

10. When necessary for driver to leave an unoccupied bus, the driver shall shut off the motor, set brakes, and remove ignition keys.

11. The driver shall not remove any student from the bus for discipline reasons except at the school or the student’s regular bus stop. A pupil picked up in the morning must be returned the student’s home bus stop unless other arrangement have been made.

12. On regular to and from school bus routes, only aides and those properly enrolled school pupils eligible for transportation may ride. If the local district policy allows, exceptions may be made for passengers other than properly enrolled school pupils to ride the bus when special circumstances exist and space is available. Prior permission must be given in writing by the school district’s superintendent or designee before non-pupils may ride. Other persons and teachers who have officially been appointed as chaperones may be allowed on a school bus for field and extracurricular activity trips.

13. Bus drivers are responsible for the proper discipline of pupils on the bus and must exercise this function in accordance with written policies and instructions of school authorities. Drivers are encouraged to make parental contacts in an effort to handle discipline problems prior to following the School Bus Incident Procedures.

14. Drivers shall report all accidents to the local school authorities, and appropriate law enforcement agency, and the State Department of Education.

15. The Uniform School Bus Accident Report Form shall be completed by the driver or transportation supervisor and sent to the State Department of Education within fifteen (15) days of the accident.

16. The time schedule for pickup and delivery of children shall be followed as accurately as is possible.

17. The school bus driver has complete responsibility for the operation of his or her bus and care of his or her passengers. The driver always possesses the final authority.

18. At no time shall a driver exceed sixty-five (65) miles per hour or a lesser posted speed limit.
LEGAL REFERENCE:
Idaho Code Section 33-1254
Pupil Transportation, Responsibilities & Operation Manual,

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 has an interest in establishing a work environment free from the influence of drugs and alcohol for the benefit of its drivers, students and the public. This policy is adopted to ensure that the district’s transportation drivers are free from the effects of drugs and alcohol while at work or on district business.

DEFINITIONS

Alcohol: Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol use: Consumption of any beverage, mixture or preparation, including medication containing alcohol.

Screening test: Analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.

Confirmation test: A second test, following a screening test with a result of point zero two (0.02) or greater, that provides quantitative data of alcohol concentration. For controlled substances testing, means a second analytical procedure to identify the presence of a specific drug or metabolite independent of the screen test and using a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

Driver: Any person operating a school bus owned by the district or by a contractor providing transportation services on behalf of the district. This includes full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

Safety-sensitive function: Any activity by a driver during any period in which he/she is actually performing, ready to perform, or immediately available to perform bus driving duties.

Refusal to submit to a test means that a driver:

1. Fails to provide adequate breath for testing without a valid medical explanation;
2. Fails to provide adequate urine without a valid medical explanation; or
3. Engages in conduct that clearly obstructs the testing process.
4. Fails to remain readily available for post-accident testing.
PROHIBITIONS

A driver for this district must not:

1. Report to duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of point zero four (0.04) or greater.

2. Be on duty or operate a school bus while in possession of alcohol.

3. Use alcohol while performing safety-sensitive functions.

4. Perform safety-sensitive functions within four (4) hours after using alcohol.

5. Use alcohol for eight (8) hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

6. Refuse to submit to a post-accident alcohol or controlled substances test; a random alcohol or controlled substances test; a reasonable suspicion alcohol or controlled substances test; or a follow-up alcohol or controlled substances test.

7. Report for duty or remain on duty requiring the performance of safety-sensitive functions while using any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver’s ability to safely operate a school bus.

8. Report for duty, remain on duty or perform a safety-sensitive function if he/she tests positive for controlled substances.

REQUIRED TESTING

Pre-employment Testing

Prior to performing any safety-sensitive functions, a driver will undergo testing for alcohol and controlled substances. The test results from the pre-employment testing must show an alcohol concentration of less than point zero four (0.04), and a controlled substances test result indicating a verified negative result before a bus driver will be allowed to operate a school bus.

Baseline Testing

The district requires all drivers to submit to testing for the presence of alcohol and/or controlled substances within thirty (30) days after the effective date of this policy.

Post-accident Testing

As soon as practicable following an accident involving a school bus, the driver involved in the accident will be tested for alcohol and controlled substances if:
1. The accident involved the loss of human life;

2. Injury to another person required medical treatment away from the scene of the accident;

3. The driver incurred an injury;

4. Damage to property owned by the district or a third party is estimated to exceed one thousand dollars ($1,000); or

5. The driver is cited for a moving traffic violation arising from the accident.

A driver involved in a work-related accident requiring medical attention will inform his or her supervisor as soon as possible after the accident. An alcohol or controlled substances tests may be promptly conducted in conjunction with his or her medical treatment. A driver who is injured in a work-related accident and is unable to provide a specimen for testing will authorize the release of relevant hospital reports or other documentation indicating the presence, or lack of alcohol or controlled substances at the time of the accident.

A post-accident test for alcohol will be administered within two (2) hours, but under no circumstances after eight (8) hours, following the accident. A post-accident test for controlled substances will be administered within thirty-two (32) hours following the accident.

If the district determines that the accident was caused solely by unsafe conditions or by a third party's actions, the district may waive post-accident testing unless the accident involved the loss of human life or the driver was cited for a moving traffic violation arising from the accident.

Random Testing

A random test is unannounced and results in every driver having an equal chance of being selected for testing at any given time. The random selection method involves pooling all drivers’ names and drawing names at intervals chosen by the superintendent or designee. Such random testing may result in a driver being tested more than once a year.

The minimum annual percentage rate for random alcohol testing will be twenty-five (25) percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing will be fifty (50) percent of the average number of driver positions. The minimum annual percentage rates may change based upon the Federal Highway Administration’s yearly minimum annual percentage rates.

Each driver notified that he/she has been selected for random testing will immediately go to the testing site; provided, however, that if the driver is performing a safety-sensitive function at the time of the notification, the driver will proceed to the testing site as soon as possible.

A driver will only be randomly tested for alcohol while, immediately prior to, or immediately upon ceasing the performance of safety-sensitive functions.
Reasonable Suspicion Testing

A driver will be required to submit to alcohol and/or controlled substances testing when the district has reasonable suspicion to believe that the driver has violated this policy. A determination of reasonable suspicion will be based on specific, contemporaneous, articulable observations concerning the driver’s appearance, behavior, speech or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

A reasonable suspicion alcohol test is authorized only if the observations are made during, just preceding, or just after the driver performs a safety-sensitive function. No action will be taken against a driver based solely on the driver’s behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.

DRUG TESTING PROCEDURES

The drug testing procedures will include, but not be limited to the following controlled substances:

1. Cocaine;
2. Marijuana;
3. Opiates;
4. Amphetamines; and
5. Phencyclidine.

Urine samples collected under this policy will not be used to conduct any other analysis or test.

The collection site person is responsible for maintaining the integrity of the specimen collection and transfer process, carefully ensuring the modesty and privacy of the driver, and avoiding any conduct or remarks that might be construed as accusatorial, offensive or inappropriate.

If the collection site person detects an effort by the driver to adulterate or substitute a specimen, a second specimen will be requested. Both specimens will be tested. If the driver refuses to provide a second specimen the district will be so informed. Such conduct will be considered equivalent to testing positive and will result in an applicant not being offered employment with the district. A driver’s employment with the district will be terminated in such a circumstance.

The entity or person(s) designated by this district to perform alcohol testing procedures and/or the specimen collection and analysis will strictly follow the Department of Transportation’s rules, provide the necessary qualified personnel; protect the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.
RETENTION OF RECORDS

The following records will be retained for five (5) years:

1. Alcohol test results indicating an alcohol concentration of point zero two (0.02) or greater;
2. Verified positive controlled substances test results;
3. Documentation of refusals to take required alcohol and/or controlled substances tests;
4. Calibration documentation;
5. Driver evaluation and referrals; and
6. Annual calendar year summary of testing.

The following records will be retained for two (2) years:

1. Records related to the alcohol and controlled substances collection process; and
2. All training records.

The following records will be retained for one (1) year:

1. Records of negative and canceled controlled substances test results; and
2. Alcohol test results with a concentration of less than point zero two (0.02).

CONFIDENTIALITY OF RECORDS

The district will not release driver information compiled pursuant to this policy except in the following circumstances:

1. A driver, upon written request, is entitled to receive copies of any records pertaining to the driver's use of alcohol or controlled substances, including records of test results.

2. Results of all driver alcohol and/or controlled substances testing will be provided at the request of the Secretary of Transportation (DOT), any DOT agency, or any State or local officials with regulatory authority over the district or any of its drivers.

3. Records may be used in a lawsuit, grievance, worker's compensation, unemployment compensation, or other proceeding initiated by or on behalf of a driver, and arising from the results of tests administered under this policy.

4. Records will be made available to a subsequent employer, or other identified person,
upon receipt of a written request from a driver. The release of information is permitted only in accordance with the terms of an employee’s consent.

NOTIFICATION OF TEST RESULTS

The district will notify a driver of the results of a pre-employment controlled substances test if the bus driver requests the results within sixty (60) calendar days of being notified of the disposition of the employment application.

The district will notify a driver of the results of random, reasonable suspicion and post-accident tests for controlled substances if the test results are verified positive. The driver will also be informed which controlled substance or substances were verified as positive.

If the medical review officer has been unable to contact the driver to discuss the results of a controlled substances test, the superintendent or designee will make reasonable efforts to contact and discuss the test results with the individual, regardless of employment status. The superintendent or designee will request that the individual contact the medical review officer within twenty-four (24) hours, and will inform the medical review officer of such notification.

Each driver who has engaged in conduct which violates this policy will be advised of the resources available to the driver in evaluating and resolving the problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

Each driver who engages in conduct which violates this policy will be evaluated by a substance abuse professional, at the driver’s own expense, who will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substances use.

SELF-REFERRAL

All drivers who may consider themselves alcohol or controlled substances dependent will be encouraged to obtain an evaluation by a licensed substance abuse professional and seek treatment, if so recommended. The district will provide informational assistance in locating professional substance abuse counseling to any driver requesting such assistance.

Drivers undergoing alcohol or controlled substances rehabilitation will do so at their own expense (other than those expenses covered by the district’s insurance program), on their own time, or during an unpaid leave of absence approved by the district prior to taking the leave.

Any driver who demonstrates successful progress or completion of a recommended course of treatment may return to work only after passing an alcohol and/or controlled substances test at the driver’s expense. Any such driver will be expected to comply with all aspects of this policy.

POLICY VIOLATION CONSEQUENCES

Any individual who tests positive in the pre-employment test for alcohol or controlled substances
will not be offered employment. Any driver who tests positive for alcohol or controlled substances will be terminated from employment with the district.

No driver tested under this policy who is found to have an alcohol concentration of point zero two (0.02) or greater, but less than point zero four (0.04), will perform or continue to perform safety-sensitive functions for the district, until the start of the driver’s next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. No action will be taken under this policy against a driver based solely on an alcohol concentration less than point zero four (0.04).

The possession, use, purchase, or distribution of alcohol or controlled substances by a driver in a district vehicle, on district property, or during work hours is prohibited. Any driver who violates this prohibition will have his or her employment with this district terminated.

A driver’s off-the-job illegal use, manufacture, purchases, possession, or distribution of controlled substances, drug paraphernalia or illegal use of alcohol, resulting in criminal charges against the driver will result in the driver being requested to submit to alcohol and/or controlled substances testing. If the tests are positive, the driver will fall within the provisions of this policy. If a driver is convicted of the above-stated offense, the driver’s employment will be terminated.

Any driver who refuses to be tested, or fails to release or provide information as required by this policy, will have his or her employment with the district terminated.

CONCLUSION

The terms of this Transportation Workplace Alcohol and Drug Testing Program are intended to achieve a work environment where bus drivers are free from the effects of alcohol and/or controlled substances. The provisions of this policy may be revised as necessary. The district anticipates that by implementing the provisions of this policy, its drivers will enjoy the benefits of working in a safer and more productive environment.

Further information is available from the superintendent or designee concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem of a driver or a coworker; and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Questions pertaining to this policy will be directed to the superintendent or designee.
LEGAL REFERENCE:
The Omnibus Transportation Employee Testing Act of 1991
   PL 102-143
   49 CFR Parts 40 and 382

ADOPTED:
   7-19-99
Any employed or contracted school bus driver for Kamiah Joint School District No. 304, who observes a violation of the law requiring all drivers to stop before reaching a stopped school bus with visual signals flashing, will prepare a written report on a form provided by the Idaho Department of Education indicating that a violation has occurred.

The school bus driver or a school official will deliver the report to a peace officer of the state, county, or city in which the alleged violation occurred within seventy-two (72) hours after the alleged violation occurred.

The report will include the following information:

1. The time of the alleged incident;
2. The location of the alleged incident;
3. The motor vehicle license plate number;
4. A description of the vehicle involved.

LEGAL REFERENCE:
Idaho Code Sections
49-915
49-1422
49-1423

ADOPTED:
7-19-99
PHILOSOPHY

The Kamiah School Board believes that children and youth who begin each day as healthy individuals can learn more and learn better and are more likely to complete their formal education. The Board also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

NUTRITION

Academic performance and quality of life issues are affected by the choice and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

1. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district’s Food Services Department. Menu and product selection shall utilize student, parent, and staff whenever possible.

2. Nutrition services policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.

3. A la carte offerings to students shall be nutritious and meet federal recommended guidelines and shall be selected with input from students, parents, and staff.

4. Vending Machines.
   - All snack vending machines and concessions shall provide only single serving snacks that meet at least two, with at least 50% of the items meeting three of the following: 300 or fewer calories, six grams of fat or less, one or more grams of fiber, at least 10% of RDA of calcium, iron, vitamin A or vitamin C.
   - All beverage vending machines in school public areas and all faculty/staff areas at school and district sites shall include:
     a. water
     b. 100% fruit juice
     c. non-carbonated drinks with less than 150 calories per container
     d. no more than 1/3rd of the choices will be carbonated drinks

5. Nutrition services shall support classroom activities for all elementary students that include hands-on applications of good nutrition practices to promote health and reduce obesity.
HEALTH EDUCATION AND LIFE SKILLS.

Healthy living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

1. Each school shall provide for an interdisciplinary, sequential skill-based health education program based upon state standards and benchmarks.

2. Students shall have access to valid and useful health information and health promotion products and services.

3. Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.

4. Students shall be taught communication, goal setting and decision making skills that enhance personal, family, and community health.

PHYSICAL EDUCATION AND ACTIVITY

Physical education shall be taught by a certified specialist. Physical activity shall be provided by a qualified staff member. Physical education and physical activity shall be an essential element of each school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

Physical Education Program

The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.

1. Participation in such physical activity shall be required for all students in kindergarten through grade six for a minimum of thirty minutes one day a week, or the equivalent.

2. Such instruction may be provided for grades 7-8 through formal physical education courses, integration into other courses, regularly scheduled intramural activities, and/or regularly scheduled school-wide activities.

3. High schools shall require one (1) credit for graduation.

Students shall be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.

Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

SECTION 700: SUPPORT SERVICES
HEALTHY AND SAFE ENVIRONMENT

A healthy and safe environment for all, before, during and after school supports academic success. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community.

1. School buildings and grounds, structures, buses and equipment shall meet all current health and safety standards, including environmental air quality, and be kept inviting, clean, safe, and in good repair.

2. Each school and district site shall maintain an environment that is free of tobacco, alcohol and other drugs.

3. Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.

4. Each work site, school and classroom shall work to create an environment where students, parents/guardians, and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.

SOCIAL AND EMOTIONAL WELL-BEING

Programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment.

1. Each school shall provide a supportive environment that includes guidance, counseling, and social work services that encourages students, families, and staff to request assistance when needed and links them to school or community resources.

2. Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.

3. Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.

4. Students and staff shall be encouraged to balance work and recreation and helped to become aware of stressors which may interfere with health development.

HEALTH SERVICES

An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.

SECTION 700: SUPPORT SERVICES
1. Primary coordination of health services shall be through a trained school health care practitioner with the support and direction of the Kamiah School District and the North Central District Health Department.

2. Kamiah School District shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.

3. A coordinated program of accessible health services shall be provided to students and staff and shall include violence prevention, school safety, communicable disease prevention, health screening, community health referrals, and immunizations, parenting skills, first aid and other priority health education topics.

FAMILY, SCHOOL, AND COMMUNITY PARTNERSHIP

Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

1. Family, student and community partners shall be included on an ongoing basis in school and district wellness planning processes.

2. The equality and diversity of the school and district community shall be valued in planning and implementing wellness activities.

3. Community partnerships shall be developed and maintained as a resource for school and district programs, projects, activities and events.

4. Schools and the district shall actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

STAFF WELLNESS

The district and each work site shall provide information about wellness resources and services.

1. Each school and district site shall be in compliance with drug, alcohol and tobacco free policies.

2. Each school and district site shall provide an accessible and productive work environment free from physical dangers or emotional threat that is as safe as possible and consistent with applicable occupation and health laws, policies and rules.

LEGAL REFERENCE:

Adopted 3/20/06
Reviewed
Revised

SECTION 700: SUPPORT SERVICES
Kamiah Joint School District No. 304 will operate school breakfast and lunch programs for the benefit of the regularly enrolled students of the district and authorized adults. The programs will be operated in compliance with all appropriate United States Department of Agriculture (USDA) regulations concerning the operation of food programs.

The programs will be financed through allowable regular or special funds in this district, including the Commodity Support Program. The programs will be operated so that their regular operating costs come from the state and federal programs as well as money collected from the sale of meals to students and adults. **The price of the sale of meals to students and adults will be established annually by the board.**

When necessary, the board may expend capital or operating funds for support of the programs, subject to the regular budgetary procedures of the district.

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**LEGAL REFERENCE:**
National School Lunch Program
42 USC 1751 *et seq.*
7 CFR Part 210

**ADOPTED:**
7-19-99
Kamiah Joint School District No. 304 will operate school breakfast and lunch programs for the benefit of the regularly enrolled students of the district and authorized adults. The programs will be operated in compliance with all appropriate United States Department of Agriculture (USDA) regulations concerning the operation of food programs.

The programs will be financed through allowable regular or special funds in this district, including the Commodity Support Program. The programs will be operated so that their regular operating costs come from the state and federal programs as well as money collected from the sale of meals to students and adults. The price of the sale of meals to students and adults will be established annually by the board.

The amount of lunch charges allowed should not exceed 10 unless parent or guardian has made arrangements.

When necessary, the board may expend capital or operating funds for support of the programs, subject to the regular budgetary procedures of the district.

LEGAL REFERENCE:
National School Lunch Program
42 USC 1751 et seq.
7 CFR Part 210

ADOPTED: 07-19-99

REVIEWED: 05-2011

REVISED: 05-2011

AMENDED: 05-2011