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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Division of Business and Finance
175 West State Street
Trenton 25,

P U P I L T R A N S P O R T A T I O N

Rules and Regulations
of
The State Board of Education
Adopted January 14, 1959

These rules have been mimeographed by the Division of Business and Finance in the interim period while the new Transportation Handbook is printed.

TRANSPORTATION
PUPIL TRANSPORTATION
Pursuant to N.J.S. 18:14-8 et seq.

Foreword

Specifications for school buses and rules for transportation of public school pupils adopted by the State Board of Education, except as hereinafter provided, shall apply to all buses operated under contracts with boards of education and to all district-owned buses.

1401 Load

- A. School buses shall not be overcrowded.
- B. No standees shall be allowed.
- C. In determining the maximum seating capacity of a bus, 15 inches of seat length shall be allowed for each high school pupil, and 13 inches for each elementary school pupil.
- D. The maximum high school and elementary school capacity shall be established by the county superintendent.
- E. No school bus with a capacity of more than 49 high school pupils or 58 elementary school pupils shall be approved for the transportation of school children.

Exceptions: Subsection E shall not apply to a bus while being used as a common carrier. A public utility bus of larger capacity may be used under contract as a school bus, but may not transport more than 49 high school pupils or 58 elementary school pupils.

F. No passengers except public school pupils, private school pupils transported pursuant to N.J.S. 18:14-8, or school personnel shall be carried on scheduled trips.

1402 Bus Drivers

- A. To be eligible for employment as a regular or substitute bus driver, an applicant shall be a reliable person of good moral character and shall be not less than 21 years of age; he shall hold a special bus driver's license issued by the Department of Law and Public Safety, Division of Motor Vehicles.
- B. Every regular or substitute driver of a district-owned bus or of any bus operated under any contract or renewal thereof shall comply with all regulations pertaining to health examinations prescribed for employees of boards of education under the provisions N.J.S. 18:5-50.5.

C. In each school year, prior to the beginning of transportation of school children, the secretary of the board of education shall file with the county superintendent the name, address, photograph and fingerprints of each driver or substitute driver assigned to any vehicle;

Exception: Subsection C shall not apply to photograph and fingerprints of any such driver previously filed in the office of the County Superintendent.

1. The county superintendent shall forward such names, addresses and fingerprints to the Federal Bureau of Investigation and the State Bureau of Identification, with requests for reports on each driver submitted.

1403 Driver Procedure

A. Before starting on a school bus route to pick up or discharge school children, the driver shall set the switch operating the warning lamps and shall test their operation by opening and closing the door.

B. Upon the completion of the school bus route, warning lamps shall be switched off.

C. Whenever any warning lamp fails to operate, the bus driver shall assure the safe crossing of pupils by escorting them or by loading or unloading on the side of the road on which they reside.

D. The driver shall be in full charge of the bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends.

E. The driver shall assign or reassign to each pupil a definite seat which the pupil shall occupy unless changed by the principal of the school to which the pupil is being transported.

F. The driver shall follow the established route and make stops thereon as designated by the board of education.

1. The board shall designate the pupils to be transported.

2. Where practicable and advisable, a board of education, with the approval of the county superintendent, may plan routes in such a manner that pupils may be loaded and unloaded on the side of the road on which they reside.

G. When loading or unloading pupils:

1. The bus driver shall drive off the road as near the righthand edge of the shoulder as is safe and, wherever possible, at a point where the highway is visible in both directions for at least 300 feet;

2. The bus driver shall be the sole operator of the entrance door and shall not open the door until traffic has cleared the bus in both directions;

3. Pupils who must cross the highway to reach their destination shall cross in front of the stopped bus after the driver has verified that the warning lamps are operating and has told them it is safe to cross;

4. The door shall not be closed and the bus started again until all such pupils have crossed the road;

5. The driver shall exercise extreme caution on stormy days.

H. The driver shall not leave the bus until he has stopped the engine, removed the ignition key and set the brakes; he shall not permit refueling of the bus while pupils are on board.

I. A board of education may make such other rules not inconsistent with these rules respecting the duties of drivers and the deportment of pupils on buses as it may deem necessary for the proper conduct of pupils while being transported.

J. If, in the judgement of the board of education, any driver of a vehicle operating under a contract to transport pupils shall be deemed to be an unsuitable person to drive a school bus because of lack of driving skill, inability to control pupils, being under the influence of or partaking of alcohol or habit-forming drugs during the days schools are in session prior to the completion of his transportation duties for the day, failure to comply with rules, incapacity, unbecoming conduct, or other good cause, the board of education may request the contractor to remove that driver; if the contractor shall fail to comply with the request, the board of education may institute proceedings against the contractor for breach of contract in the manner provided by Rule 1412.

K. Any rule applying to drivers shall apply to any contractor who is also a driver.

L. The driver shall report every accident resulting in injury of any person while on or near the bus or immediately before entering the bus or immediately after leaving the bus; he shall fill out the "Preliminary School Bus Accident Report" in triplicate and deliver it immediately to the principal of the school.

1404 Inspections

A. The county superintendent, in cooperation with the Division of Motor Vehicles, shall cause each school bus to be inspected at least twice in each year.

B. The county superintendent is hereby empowered to require any or all owners of vehicles transporting pupils to bring said vehicles for inspection at such time and to such place or places as he may designate.

1405 Doors

All doors shall be closed before the bus is put in motion and shall be kept closed until the bus has completely stopped to take on or to discharge pupils.

1406 Loading and Unloading

A. All loading and unloading at the school building shall be done on the school grounds, or, where that is impossible, out of all traffic at the side of the road adjoining the school grounds with the bus facing in the legal direction.

B. All stop signal lamps shall be turned off while loading and unloading at the school building in order that traffic may proceed at the legal rate of speed.

1407 Cleanliness

All buses shall be thoroughly cleaned daily.

1408 Reports

A. The board of education shall, upon the request of the county superintendent, report to him all high school pupils and elementary school pupils for whom transportation has been approved on each route.

B. Such report shall include, but not be limited to, the name and grade of each pupil, the school attended, the distance from his home to the school to the nearest tenth of a mile, and the method of transportation; when required by the county superintendent, the board shall furnish a sketch of the proposed route with the residence of each pupil transported.

1409 Contracts

A. All contracts for transportation or renewals thereof shall be made in triplicate and shall be submitted to the county superintendent for approval on or before September first in each year.

B. Each contract or renewal thereof shall be accompanied by a certified copy of the minutes of the board of education authorizing the contract.

C. If the county superintendent shall approve the contract or renewal, one copy shall be filed with the county superintendent, one with the board of education, and one with the contractor.

D. If the county superintendent shall not approve the contract or renewal, it shall be without force or effect.

1410 Surety Bonds

A. Each contract or renewal thereof shall be accompanied by a suitable surety or personal bond for at least the annual amount of the contract; in the case of contracts for more than one year, the bond may be for such amount in excess of the proportionate annual amount as the board of education shall determine.

B. The board of education may, in its discretion, require a surety bond furnished by a corporate surety company authorized to do business in this State.

C. Personal bonds shall be signed by at least two responsible sureties, neither of whom shall be a member of the board.

D. If it shall be necessary to substitute a bondsman or corporate surety, the contractor shall furnish promptly the same information for the new bondsman or corporate surety, as the case may be, as required for the original bondsman or corporate surety on the prescribed form of questionnaire accompanying the bid.

1411 Form of Contract

All transportation contracts shall be made on forms prescribed by the Commissioner of Education.

1412 Rules Constitute Part of Contract

A. Contracts made pursuant to these rules shall be held to include these rules.

B. If any person operating a school bus under contract with a board of education shall fail to comply with any of the rules governing pupil transportation, the board of education shall immediately notify such person in writing of his failure to comply.

C. If the violation is repeated, the board of education may require the violator to show cause at a hearing why his failure to comply should not be deemed a breach of contract.

D. If, after due notice and hearing, the board of education shall determine that a breach of contract exists, it may call upon the bondsman or surety company, as the case may be, to perform the contract or to reimburse the board for any financial loss resulting from the breach of the contract, and may annul the contract.

E. Any person operating a bus under contract may appeal from the action of a board of education in the manner provided by N.J.S. 18:3-14 and 18:3-15.

1413 Insurance

A. Each contractor shall furnish liability insurance for bodily injury or death in the following minimum amounts:

1. Vehicles transporting one to twelve persons - \$25,000 for one person, \$150,000 for one accident;
2. Buses transporting thirteen to twenty persons - \$25,000 for one person, \$200,000 for one accident;
3. Buses transporting twenty-one to thirty persons - \$25,000 for one person \$250,000 for one accident;
4. Buses transporting thirty-one or more persons - \$25,000 for one person, \$300,000 for one accident.

B. Such insurance shall be through a company authorized to insure in New Jersey.

C. In lieu of the policy or certificate of insurance hereinbefore prescribed, self-insuring corporations may file the certificate prescribed in N.J.S. 48:4-12 and 13.

D. Policies or certificates of insurance shall accompany all contracts or renewals thereof when such contracts or renewals are submitted to the county superintendent for approval.

1414 Limit of Apportionment of State Aid

State Aid apportionment by a county superintendent for a bus purchased by a board of education shall not exceed \$4,500.00, except with the specific approval of the Commissioner of Education.

1415 Advertisements

No advertisements of any kind shall be exhibited on either the interior or exterior of the school transportation bus.

1416 Routes

A. A district board of education shall establish a school transportation route or routes when it determines to provide transportation to and from school for public school children under its jurisdiction who live remote from any schoolhouse.

B. An established route shall be any school transportation route authorized by action of a board of education as a route for children attending a public school when such route is described in detail in the minutes of the board of education and approved in writing by the county superintendent; the route description shall include but not be limited to:

1. A place and time of starting,
2. A listing of the streets, roads or roadbeds to be traveled in proper sequence, and
3. A place and approximate time of termination.

C. Any established route for public school pupils shall be regarded as an established route for the transportation of children attending a school other than a public school, except such school as is operated for profit in whole or in part.

D. Any child who attends a school other than a public school, except such school as is operated for profit in whole or in part, and who lives remote from such school, shall be entitled to transportation along that part of any established route advantageous to him, provided he presents himself at a stop on the route according to schedule.

E. Where public carriers are used and transportation charges for public school pupils are paid by the board of education, the board shall consider the fare zones used for public school pupils as the limits to be observed in the application of N.J.S. 18:14-8 for pupils attending a non-public school.

BUS SPECIFICATIONS AND EQUIPMENT

Foreword

The bus specifications hereinafter prescribed shall not be construed to include every detail of chassis and body construction. The purpose of these specifications is to provide minimum standards for the safety, health and comfort of the pupils.

A board of education may, subject to the approval of the county superintendent, supplement the specifications and prescribe additional requirements for the greater safety, health, and comfort of the pupils.

Whenever any of the requirements set forth in these specifications shall, because of unusual circumstances in any district, operate to impede safe and economical pupil transportation, the board of education of the district may, by unanimous vote of all its members and with the approval of the county superintendent, petition the Commissioner to make an exception to any of the requirements. Any such petition shall be made in writing, shall set forth all the unusual circumstances upon which the petition is based, and shall bear the signatures of all the members of the board of education and of the county superintendent. The Commissioner, with the regard for the safety, health, and comfort of the pupils, may make such exceptions as he may deem proper to adjust the requirements of these specifications to such unusual circumstances.

1451 Application

Where twelve or more pupils are transported, the conveyance must comply with all the specifications prescribed by these rules, but the county superintendent may approve of other types of vehicles for fewer than twelve pupils.

1452 Chassis

A. The chassis shall be so designed and constructed that it will properly and safely carry the body which it supports, together with its full pupil load.

B. The certified ratings of the manufacturer shall be accepted in determining the load weight limit.

C. Overhanging of the body shall not exceed $7/24$ ths of the total length of the vehicle as measured from the front of the radiator to the end of the body; the overhang shall be measured from the center of the rear axle to the end of the body.

D. No extension of the manufacturer's wheelbase shall be permitted.

1453 Bodies

A. The inside height over the aisle shall be not less than 66 inches and not more than 72 inches.

B. If a bus is streamlined with a sloping rear, the county superintendent shall withhold approval unless the slope is not extreme and the emergency door can be reached, opened, and closed safely and without difficulty.

1454 Seats

A. Seats shall be spaced not less than 26 inches apart from back to back.

B. The depth of seats shall be at least 14 inches.

C. All seats shall have spring or foam rubber cushions.

D. All seats shall face forward.

1455 Doors

A. The entrance door shall be of the jack-knife or safety-split type at least 24 inches wide, located to the right of and directly opposite the driver, and controllable at all times entirely by the driver.

B. All entrance doors shall have hand rails suitably located on each side.

C. A hand rail or stanchion in back of the driver shall be required on all buses.

D. There shall be an emergency door on the back or rear left side of the bus equipped with an emergency lock which can be quickly released and which shall be protected against accidental release.

E. A buzzer or dashboard light shall be installed to give warning when the emergency door is opened, and shall be required on all buses purchased subsequent to July 1, 1954.

F. The emergency door shall have a permanently attached outside opening handle of the webbed or recessed type approved by the county superintendent.

G. The emergency door shall be at least 22 inches wide, and may contain a fixed section of safety glass in its lower panel for additional visibility.

H. No seat or obstacle of any kind shall obstruct a clear passage to the emergency door.

1456 Identification

A. Every bus shall be labeled, both front and rear, "School Bus" and "Unlawful to Pass When Loading and Unloading" in conspicuous black letters on a background of yellow chrome.

B. The letters in the words "School Bus" shall be at least 4 inches in height, and the letters in the words "Unlawful to Pass When Loading and Unloading" shall be not less than 2 and not more than 3 inches in height.

C. The "Out-of-Service" signs prescribed by R.S. 39:4-128.2 shall meet the following specifications:

1. The signs, front and rear, shall be of plywood, steel, aluminum, or other durable material, 25 inches in length and 12 inches in width.

2. The letters shall be arranged as follows:

O U T O F
S E R V I C E

3. The color of all lettering shall be green on a background of yellow with 1/16 inch black borders for the purpose of contrast.

4. The size of the letters shall be as follows:

	<u>Height</u>	<u>Width</u>	<u>Stroke</u>	<u>Spacing</u>
For the words <u>OUT OF</u>	3"	2"	1/2"	1/2"
For the word <u>SERVICE</u>	5"	3"	1"	1/2"

D. The emergency door shall be labeled "Emergency Door" in red letters not less than one inch in height, on both the outside and inside of the door; the lettering shall be at the bottom of the door on the outside, and on the inside shall be at a height that is readily visible.

E. The county superintendent is authorized to modify any part of this rule when the construction of any school bus now in use makes strict compliance impracticable.

1457 Windows

A. All side windows adjacent to pupils shall be of the type that slide vertically.

B. Such window sash opening shall be at least nine inches, but shall be so limited as to prevent pupils, when seated, from thrusting their arms outside.

C. Windows in the rear of the bus shall be stationary.

1458 Glass

All glass in windshields, windows, and doors shall be of safety glass of a type and kind approved by the Division of Motor Vehicles, Department of Law and Public Safety, except that approved tempered safety glass may be used in rear windows.

1459 Aisles

A. No center aisle shall be less than 12 inches wide.

B. The aisle next to the emergency door shall be not less than two feet wide.

1460 Fuel Tanks

A. Fuel tanks shall be installed, filled, drained, and vented outside the body.

B. Fuel tanks shall be reasonably protected from accidental rupture.

1461 Fire Extinguishers

A. Each bus shall be provided with at least one fire extinguisher with at least a B-2, C-2, or 1/2 B.C. rating approved by the Board of Fire Underwriters.

B. Extinguishers shall be fully charged at all times, and shall be placed conveniently in front of and to the right of the driver.

1462 Ventilation

The bus body shall be equipped to assure adequate ventilation.

1463 Color

A. The color of every school bus, including fenders, shall be National School Bus Chrome.

B. The use of black or other colors shall be limited to bumpers, rub rails, lettering, and narrow ornamental striping.

C. Any bus in service prior to September 1, 1959, must comply with section B of this rule when it is repainted.

1464 Heating

A. Each bus shall be equipped with a heater capable of keeping the bus at a minimum temperature of 50 degrees under all foreseeable conditions.

B. Any type of heater which permits the escape of exhaust gas into a bus shall be prohibited.

1465 Exhaust Systems

Exhaust systems shall be free from leaks and shall terminate at the extreme rear end of the bus.

1466 Windshield Wipers

Each bus shall be equipped with two windshield wipers.

1467 Brakes

A. Each school bus providing facilities for twenty or more pupils shall be equipped with four-wheel booster or air brakes.

B. When full-power (air) or assistor-power (vacuum) brakes are used, a reservoir of not less than one thousand cubic inches shall be installed; all lines shall be thoroughly inspected at the time tests of equipment are made.

C. A suitable dash gauge installed so as to be continuously within clear view of the driver shall be provided to show the amount of reservoir power available at all times for air brakes.

D. The service brake shall be capable of stopping the bus as provided in R.S. 39:3-68 with not more than two hundred pounds of pressure on the foot pedal.

E. Every school bus with brakes on the drive shaft shall be equipped with a steel plate, at least 1/8-inch thick, adequate in area and strength to prevent any piece of brake drum from being thrown through the floor of the bus by failure or breakage of the drum.

F. Every school bus shall be equipped with drive shaft guards to prevent drive shaft or universal joints, in event of any breakage or failure from dropping to the ground, whipping so as to damage the brake operating mechanism.

G. The hand or emergency brake shall be capable of stopping the fully loaded bus when proceeding at a speed of twenty miles per hour within a distance of fifty-five feet on a dry, level, smooth pavement free from gravel and loose material.

H. The requirements of this rule are in addition to the requirements of R.S. 39:3-67 et seq.

1468 Bumpers

A. Bumpers shall be installed on the front and on the rear of the bus and shall be directly attached to the chassis frame.

B. Bumpers shall be of sufficient strength to permit the pushing of a vehicle of equal gross loaded weight or of being pushed by a vehicle, without permanent distortion to bumper, chassis or body.

C. The rear bumper shall be so designed as to make the "hitching of rides" or obtaining of a toe-hold impossible.

1469 Mirrors

An approved inside and an approved outside mirror shall be provided.

1470 Ax and Wrecking or Crash Bar

A sturdy ax and a wrecking or crash bar shall be provided in every bus and shall be properly guarded and securely mounted in a conspicuous place readily accessible in case of emergency.

1471 Tires

When a tire is worn smooth or in poor condition, the tire shall be removed and replaced with an approvable tire.

1472 Chains

Skid chains shall be carried in each bus and used when necessary for safe operation.

1473 First Aid Kit

A. Each bus shall carry a first aid kit, the contents of which must be maintained at all times as hereinafter provided.

B. The container shall be equipped with a suitable carrying handle and hanger fixtures which will permit the secure fastening of the kit to the interior of the bus and will also permit its easy removal.

C. The container shall be securely mounted in the immediate vicinity of the driver's position so that it is readily discernible at all times, immediately accessible, and in a place where it does not obstruct the driver's vision or the passage of pupils in and out of the bus.

D. The container shall be metal, dust proof, without a lock, and the words First Aid shall be printed on it in letters that are easily visible; a list of contents and instructions for their use shall be fixed to the inside of the front cover.

E. The following shall constitute the minimum contents of the kit:

- 2 single units - 4" bandage compress (1 per unit)
- 4 single units - 2" bandage compress (4 per unit)
- 4 single units - 1" waterproof adhesive compress
(16 per unit)
- 2 single units - iodine swabs (10 per unit) applicators
or brushes
- 1 single unit - ammonia inhalants (10 per unit)
- 1 single unit - burn ointment (2-3/5 oz. tubes per unit)
- 2 single units - triangular bandage (40" size)
- 1 single unit - 4" x 6 yd. bandage
- 2 single units - tourniquet, blunt end forceps, and
scissors
- 1 single unit - eye dressing packet containing 3 cotton
pads with adhesive strips and 3
tubes of boric acid eye ointment
U.S.P.
- 2 single units - splints
- 2 single units - sterile guaze compresses, 12" x 18" or
3" x 3" folded (4 per unit)

1474 Speedometer

Each bus shall be equipped with a speedometer in working condition at all times.

1475 Identification and Warning Lamps

A. Each school bus shall be equipped with four electric identification and warning lamps of a type approved by the Director of the Division of Motor Vehicles, Department of Law and Public Safety.

B. The lamps shall be matching in size and color and shall be capable of emitting a flashing red light plainly visible in daylight at a distance of five hundred feet.

C. The lamps shall be installed and maintained according to specifications promulgated by the Director of the Division of Motor Vehicles.

D. Two front and two rear lamps shall be installed so that:

1. Each lamp is located approximately six inches below the top of the bus, as near to the sides as practical, and equidistant from the center;

2. The space between the lamps is at least four feet;

3. The face of each lamp is true in the vertical and horizontal axes when the bus is on a smooth, level surface.

E. The lamps shall operate automatically and only in conjunction with the opening and closing of the entrance door.

F. A tell-tale light, plainly visible to the driver, shall be installed to give a positive indication of the operation of the warning lamps.

1476 Stop Lights

A. Each bus shall be equipped with at least two rear stop lights.

B. Each light shall have at least twelve square inches of illuminated area.

C. Each light shall indicate by a substantial increase in illumination that the service brakes of the vehicle are being applied.

D. A tell-tale light, plainly visible to the driver, shall be installed to give a positive indication of the operation of the stop lights.

E. Each light shall comply in all other respects with the specifications published in the current edition of the Handbook of the Society of Automotive Engineers.

1477 Directional Signals

Each bus shall be equipped with directional signals as specified by regulations of the Division of Motor Vehicles, Department of Law and Public Safety.

1478 Flares

A. Each bus shall carry, as provided by Section 39:3-64 of the Revised Statutes, at least three portable flares, electric lanterns, red reflector warning devices, or other devices, each capable of producing a warning visible from a distance of at least 500 feet for a period of at least twelve hours.

B. If oil-burning flares are provided, they shall be carried in a leakproof metal box or outside the body compartment.

1479 Sun Visor

An adjustable device to protect the eyes of the driver from the direct rays of the sun shall be installed on each bus.

BUSES APPROVED BY BOARD OF PUBLIC UTILITY COMMISSIONERS

1491 Scope of Exceptions and Exemptions

The exceptions and exemptions hereinafter provided shall apply only to buses approved by the Board of Public Utility Commissioners.

1492 Exceptions and Exemptions

A. The prohibition of advertisements in the buses under Rule 1415 shall not apply.

B. Rule 1454, subsection D shall not apply to longitudinal seats seating not more than four pupils.

C. The entrance door and the emergency door with aisles leading to each shall be accepted as meeting the requirements for doors under Rule 1455.

D. Buses shall not be required to have printed on the outside of the emergency door "Emergency Door" unless so prescribed by the Board of Public Utility Commissioners.

E. In lieu of the lettering required Rule 1456, Identification, buses may use, front and rear, removable metal signs of durable construction, 26 inches in length and 20 inches in width, painted with National School Bus Chrome.

- 1. The letters shall be arranged as follows:

SCHOOL BUS
STOP
WHEN
LOADING - UNLOADING

2. The color of all lettering shall be jet black, except the word STOP, which shall be vermilion with 1/16" borders in black for the purpose of contrast.

- 3. The size of the letters shall be as follows:

<u>WORDS</u>	<u>HEIGHT</u>	<u>WIDTH</u>	<u>STROKE</u>
SCHOOL BUS	4"	2"	3/4"
STOP	5"	4"	1"
WHEN	1 1/2"	1"	1/2"
LOADING-UNLOADING	2"	1 1/2"	1/2"

F. The main aisle and the aisle to the emergency door, if approved by the Board of Public Utility Commissioners shall be held to meet the requirements of Rule 1459.

G. Bumpers which are approved by the Board of Public Utility Commissioners shall be held to meet the requirements of Rule 1468, provided they are so constructed that children may not ride on them

H. Window requirements under Rule 1457 shall not apply.

I. The color requirements under Rule 1463 shall not apply.

1493 Evidence of Approval by Public Utility Commissioners

Owners or operators of buses approved by the Board of Public Utility Commissioners shall submit evidence of such approval to the County Superintendent at such times as he may deem necessary.

1494 Inspection by County Superintendent

A. The County Superintendent may inspect any bus approved by the Board of Public Utility Commissioners for any item not covered by the approval of that board and from which they are not specifically exempted by these rules.

B. Whenever, in the opinion of the County Superintendent, a bus chassis or body is out-worn or in a dilapidated condition, it shall not be used for pupil transportation.