

## **SECTION E**

### **SUPPORT SERVICES**

#### **5. *Transportation Services Management (Revised Policy)***

Policies covering Student Transportation Services shall be formulated to ensure maximum safety and to achieve minimal budgetary impact. Transportation services shall be managed under the direction of the Superintendent, or his/her designee, and shall be carried out in accordance with the general laws of the Commonwealth.

#### Student Transportation Services

The School Committee provides transportation free of charge to resident students in Gr. K-6 attending the Public Schools of Brookline (PSB) who reside 1.5 miles or more in walking distance from their homes to their assigned schools. PSB may provide transportation to students in Gr. 7-12, on a space available basis, and may charge a fee for such transportation, provided that the fees offset the costs incurred by the school system.

PSB may provide transportation to students in Gr. K-8 who voluntarily elect to attend a school other than the one to which they would ordinarily be assigned, on a space available basis, and provided that the fees charged will offset the costs incurred by the school system.

All fees mentioned above will be determined by an annual vote of the School Committee, and must be prepaid.

#### Exceptions

Exceptions to the above include:

1. students who are in a Special Education placement, and who are entitled to transportation by law (IDEA, MGL Ch. 71B);
2. students who are eligible for transportation under MGL Ch. 74, Sec. 8A (attending occupational training schools);
3. students who are eligible for transportation under MGL Ch. 76 Sec. 1 (attending private schools);
4. students who are eligible for free or reduced lunch under the federal school lunch program, and
5. students who are eligible for transportation under McKinney-Vento Homeless Assistance Act.

Such transportation will be provided in vehicle(s) approved by the Superintendent, or his/her designee.

#### Collaboration

When practical, PSB will collaborate with the MBTA in the implementation of their Student Pass Program by distributing information and cards supplied by the MBTA, according to their guidelines. There will be no cost incurred by the school system in connection with the implementation of the MBTA Student Pass Program, unless one of the above exceptions applies.

#### **Originally voted:**

**6/18/79, #79-397; 10/29/79, #79-398; 10/6/81, #81-461; 6/30/83, #83-325**

**Revision Approved by the Brookline School Committee: 4/26/07, # 07-37**

\_\_\_\_\_POLICY MANUAL OF THE PUBLIC SCHOOLS OF BROOKLINE\_\_\_\_\_

*E 5 b. Use of School/Town-Owned Vehicles, Mileage Reimbursements, and Car Allowances* **(Revised Policy)**

The School Committee recognizes that some staff positions require travel within the Town of Brookline (the Town). The School Committee may provide such staff with either the use of a school-owned vehicle, reimbursement for mileage for the use of a private vehicle, a car allowance, or may arrange for the use of a Town-owned vehicle.

Use of a School-Owned Vehicle

The Superintendent of Schools and the Director of School Plant shall be issued an appropriate vehicle by the School Department to facilitate the functioning of their duties. Environmental impact will be an important consideration in the purchase of all vehicles. Other School Department staff may be authorized by the Superintendent to use a school-owned vehicle in order to conduct school-related business. With the exception of the vehicles that are issued to the Superintendent and Director of School Plant, these vehicles shall be garaged on Town property when not in use for school-related business.

Reimbursement for Mileage for Use of Private Vehicles

The School Committee may authorize reimbursement to other school staff for the use of private vehicles, for school-related business only, in accordance with the terms of any relevant collective bargaining agreement, or by way of reimbursement, which shall be limited to the Town's current mileage rate. No other reimbursement agreements will be made without a specific vote by the School Committee.

Car Allowances

The Deputy and Assistant Superintendents, the Director of Personnel, and the Head of School shall receive a monthly car allowance as specified in their employment contracts, or at the current Town mileage rate per mile, whichever is greater, as compensation for using their personal cars for school-related business.

Authorized Use of School/Town-Owned Vehicles

1. No School/Town-owned vehicle shall be used by any unauthorized person. An Unauthorized Person is defined as any person who is not specifically authorized to use a particular School/Town owned vehicle by someone having authority to grant such authorization. This restriction includes, but is not limited to, members of the family of the school employee.

2. The School/Town-owned vehicle issued to an employee shall be used for business use only, and shall not be for personal use, other than for commuting to and from work, when explicitly permitted by the School Committee, or de minimis personal use. Employees using Town/School owned vehicles in violation of this policy will not be indemnified by the Town for damages arising out of any action or proceedings that arise as a consequence of such use, and may be held individually liable for any damages arising from such use.
3. No School/Town-owned vehicle shall be used for commuting to and from work, unless such use is specifically authorized in writing by the School Committee.
4. All School/Town-owned vehicles shall be operated in a safe and lawful manner. Any employee who is found responsible for, or convicted of, a moving violation will have his/her access to all school-owned vehicles reviewed. Any employee who is convicted of Driving Under the Influence (DUI) of alcohol or a controlled substance in violation of M.G.L. Ch. 90, Sec. 24 while operating a School/Town vehicle will be prohibited from using any School/Town vehicle, and may be subject to discipline, up to and including termination from his/her job. In all cases of an accident, the driver will promptly report in writing to the appropriate authorities.

**Originally Voted: 2/21/76, #76-45; 1/22/79, #79-24 and 25; 9/22/81, #81-438; 6/29/82, #82-270; 6/30/83, # 83-325; 6/17/04, #04-71**

**Revision Approved by Brookline School Committee: 6/5/07, # 07-55**