

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

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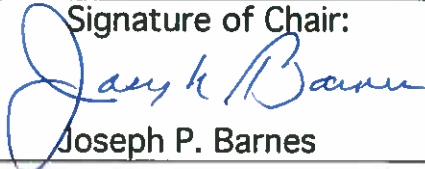
Policy for: BUILDINGS AND GROUNDS INSPECTION		Revision 2
Date Approved by School Committee: January 18, 2011	Signature of Chair: <i>Connie S. Barr</i> Connie S. Barr	Page 1 of 1

Periodically, and at least once during each fiscal year, the Superintendent in collaboration with the Town Manager will oversee inspections of all buildings and grounds under the jurisdiction of the Needham School Committee, for the purpose of ensuring health and safety, proper scheduling of maintenance, and effective budgetary planning.

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Policy for: INTEGRATED PEST MANAGEMENT	Revision 1
Date Approved by School Committee: February 25, 2014	Signature of Chair:  Joseph P. Barnes

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The Needham Public Schools is committed to providing a safe and properly maintained environment for all staff, students, and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds as identified below in the Town of Needham Integrated Pest Management (IPM) Policy:

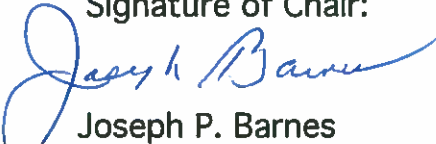
**Section 1. Policy**

- 1.1 The Town of Needham is committed to Integrated Pest Management (IPM) principles and practices and incorporates IPM principles in landscape maintenance, building maintenance and construction work. Employing integrated pest management practices reduces the use of pesticides and minimizes the health risk to people - either directly through breathing, drinking, ingesting or skin absorption of toxic products, or by means of delayed exposure from contaminated soil, food, air, water, utensils, and toys - while allowing the Town to carry out its duty for the responsible management of Town assets in a way that protects human health and the surrounding environment and that creates the highest economic benefit through the most effective, lowest risk option.
- 1.2 The goal of the IPM Policy is to promote the health, safety, quality and sustainability of public buildings and landscapes, including the preservation of vegetation and trees, and to maximize the enjoyment and use of public buildings and grounds for functional, recreational (both active and passive) and ornamental purposes. IPM techniques, in combination with available pest control methods, are used to manage pest damage by the most economic means, and with the least possible hazard to people, property and the environment.
- 1.3 The Town will reduce the use of pesticides through common sense principles, and will limit use to EPA-designated reduced risk pesticides unless no alternative exists.
- 1.4 The IPM Committee may approve the use of pesticides that are not classified as reduced risk pesticides when an acceptable pest threshold is exceeded and in emergency situations.
- 1.5 The Town of Needham will not use pesticides for aesthetic purposes.

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- 1.6 The Town recognizes that playing field safety and injury prevention for both recreational and organized team activities may require the use of pesticides. Insects, weeds, and fungi can pose a significant problem on athletic fields and other public grounds, destroying or overtaking large areas of turf, and resulting in lack of playability, destruction of Town assets, and unsafe conditions.
- 1.7 The Town will comply with the requirements of the Act to Protect Children and Families from Exposure to Harmful Pesticides, Chapter 85 of the Acts of 2000. <http://massnrc.org/ipm/>.
- 1.8 This policy will apply to work by contractors hired by the Town as well as to work performed by Town employees.

## Section 2. Definitions

**IPM** IPM is a comprehensive strategy of pest control whose major objective is to achieve desired levels of pest control in an environmentally responsible manner by combining multiple pest control measures to reduce the need for reliance on chemical pesticides. Such methods may include, but are not limited to, the use of monitoring techniques to determine immediate and ongoing need for pest control, increased sanitation, installation of physical barriers, cultivation of natural pest enemies, and judicious use of lowest risk pesticides when necessary.

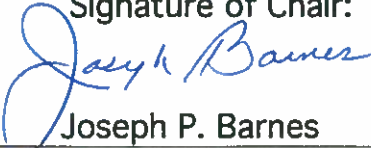
**Indoor Pests** Common pests in buildings are ants, lice, cockroaches, termites, bedbugs, wasps, mice, and other rodents that thrive when food and other conditions are available. Such pests may create hygiene and safety problems and cause damage to building structures.

**Outdoor Pests** These include undesirable plants, insects, fungi, and rodents. Common landscape pests are ticks, grubs, chinch bug, crabgrass, knotweed, poison ivy and a variety of plant diseases. Insects, weeds, and fungi can become a significant problem on our athletic fields and other public grounds. They can destroy or overtake large areas of turf resulting in lack of playability, large renovation costs, and unsafe conditions for players.

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Pesticide A chemical preparation for destroying plant, fungal, or animal pests.

Reduced Risk Pesticide A pesticide that has been granted "reduced risk status" by the U.S. EPA and demonstrates one or more of the following advantages: low impact on human health, low toxicity to non-target organisms (birds, fish, and plants), low potential for groundwater contamination, low use rates, low pest resistance potential, and compatibility with Integrated Pest Management.

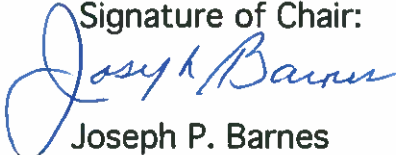
### Section 3. Procedures

- 3.1 The Town of Needham will maintain site-specific building and grounds maintenance plans for all capital facilities, which will incorporate pest prevention and control measures. These plans will specify site-assessment and monitoring protocols, testing methods, training regimens, timing and type of maintenance practices, and the list of responsible parties. The plans will identify acceptable pest threshold levels, identify the conditions for use of pesticides, if any, and establish conditions for building re-occupancy after pesticide applications.
- 3.2 The Town will comply with the requirements of the Act to Protect Children and Families from Exposure to Harmful Pesticides with respect to the identification of conditions for use of pesticides, if any, application, and notification requirements.
- 3.4 When contemplating the use of pesticides, the Town will consider all appropriate intervention options, including changes in cultural, mechanical, physical, biological and chemical measures, and no action at all. Criteria for selecting pest control interventions shall include those that provide pro-active, pre-emergent maintenance, that are the least toxic to people, that are the most species-specific, that afford the highest level of anticipated effectiveness, and those that provide the greatest opportunity for appropriate use and maintenance of field or facility. The application of any pesticide or herbicide may be performed only by certified applicators under the authority of Town management. The approved list of pesticides is set forth on Attachment A and may be amended from time to time.
- 3.5 Copies of individual indoor and outdoor school plans can be reviewed in the offices of each principal, Public Facilities-Operations, and DPW Parks and

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Policy for: <p style="text-align: center;">INTEGRATED PEST MANAGEMENT</p>	Revision  <p style="text-align: center;">1</p>
Date Approved by School Committee:  February 25, 2014	Signature of Chair:  Joseph P. Barnes

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Forestry Division. Copies will also be filed with the Needham Health Department and the MA Department of Food and Agriculture, and will be posted on the Town's website at [www.needhamma.gov](http://www.needhamma.gov). Copies of plans for other Town buildings and grounds can be reviewed at the office of Public Facilities-Operations and in the administration office of the specific building. Copies of plans for outdoor facilities can be reviewed at the office of the DPW Parks and Forestry Division, or in the offices of the Park and Recreation Commission or Conservation Commission. Copies will also be filed with the Needham Health Department and will be posted on the Town's website.

3.6 Information on the application of pesticides in Town buildings or on Town grounds will be posted on the Town's website as soon after the use as is practical.

**Section 4 IPM Committee**

The IPM Committee will consist of the Town Manager/Designee, Director of Public Works, Director of Public Facilities-Operations, Superintendent of Parks and Forestry, Director of Public Health, Superintendent of Schools/Designee, Director of Park and Recreation, and the Director of Conservation. This committee will meet at least annually or as needed. This committee is not intended to supersede the individual committees at each school required under the Child Protection Act. The Committee will consult periodically with the Board of Selectmen, School Committee, Park and Recreation Commission, Conservation Commission, Trustees of the Needham Public Library, Trustees of Memorial Park, and the Board of Health.

**Approved by:**

<i>Board/Committee</i>	<i>Approved/Revised Dates</i>
Needham Board of Health	6/14/2002
Needham Board of Selectmen	6/25/2002
Needham School Committee	6/18/2002
Needham Park and Recreation Commission	6/25/2002
Needham Conservation Commission	6/27/2002
Needham Council on Aging	9/5/2002
Trustees of Needham Public Library	7/9/2002
Trustees of Memorial Park	9/5/2002
Permanent Public Building Committee	7/8/2002

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Policy for:

INTEGRATED PEST MANAGEMENT

Revision

1

Date Approved by  
School Committee:

February 25, 2014

Signature of Chair:



Joseph P. Barnes

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**ATTACHMENT A  
APPROVED PESTICIDES AND THEIR USE**

Outdoor

Round Up	Poison Ivy & Weeds
Conserve	Winter Moth
Acelepryn*	White Grubs
Zep Wasp & Hornet	Yellow Jackets, Wasps & Hornets
Anvil	Mosquito Control
Zep Total Control	Bees
Mavrik	Mosquito Control
Duet	Mosquito Control
A.D.I.O.S*	Selective Weed Control


\* EPA-Designated Reduced Risk Pesticide

Indoor

Maxforce	Roach control
Recruit IV	Termites
Tempo	Bees/ants
Watherblok XT	Mice
Suspend SC	Wasp/tick
Advance 360A	Ants
Advion Gel	Ants
Recruit IV AG	Termites
Advion Bait	Roach control
Intice Bait	Ant & Roach Control
Recruit III	Termites
Stingray	Bees & Hornets

SCHOOL COMMITTEE POLICY  
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FILE: EBC

Policy for:  EMERGENCY PLANS	Revision  1
Date Approved by School Committee: 3/28/89	Signature of Chairman:  Page 1 of 1

Each school will have a written plan, approved by the Superintendent, describing actions to be taken in the event that a) all students must be dismissed prior to scheduled dismissal or b) the school building must be closed on an emergency basis. This written plan will be on file in the school building and in central administration. Principals will review the plan each year with their respective staffs.

SCHOOL COMMITTEE POLICY  
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FILE: EBCB

Policy for:  FIRE PLANS AND DRILLS	Revision  1
Date Approved by School Committee: 3/28/89	Signature of Chairman: <i>Mary Ellen Reed</i> Page 1 of 1

All Public School buildings in Needham shall conform to the following fire plan and drill regulations.


- A. The responsible school official(s) shall formulate a plan for the protection and evacuation of all persons in each building in the event of fire, including alternate means of egress for all persons involved. Such plan must be presented to, and approved by, the Needham Fire Chief.
- B. The Principal or other person in charge of each school shall assure that all instructors and supervisory personnel, prior to assuming their duties, receive proper instructions on the fire drill procedure specified for the room or area in which that person carries out his/her duties.
- C. Every student shall, within three days after entering his/her school, be advised of the fire drill procedure and/or take part in a fire drill.
- D. The Needham Fire Chief or designated alternate shall visit each school at least four times each year for the purpose of conducting fire drills and questioning instructors and supervisory personnel. These drills shall be conducted without advance warning to any school personnel other than the building principal or other person in charge at the time.

References: General Laws, Ch. 148, s. 10  
Fire Prevention Regulations, Rule #16




SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: EBCD

Policy for:  EMERGENCY CLOSINGS	Revision  1
Date Approved by School Committee: 3/28/89	Signature of Chairman:  Page 1 of 1

The Superintendent is authorized by the School Committee to close any or all schools in hazardous weather or in extraordinary circumstances which might endanger the safety of students or school employees.

The Superintendent shall establish means for informing the public, students, and staff members in the event of emergency closing of schools. These means will include radio, commercial television, and cable television.

Policy for:  FACE COVERINGS	Revision 2
Date Approved by School Committee:  August 26, 2021	Signature of Chair:  Connie S. Barr
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In accordance with guidance from the Centers for Disease Control and Prevention (CDC), the Department of Elementary and Secondary Education (DESE), the Massachusetts Department of Public Health (DPH), and the Needham Department of Public Health, the following requirements are in place until further notice.

A face mask or covering that covers the nose and mouth must be worn by all individuals in school buildings, on school transportation, and during arrival and dismissal.

Individuals may be excused from the requirement per CDC guidance if the individual:

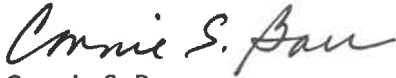
- is having trouble breathing;
- is unconscious;
- is incapacitated;
- is unable to remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician, specific for rationale and/or diagnoses, is required for a requested exemption. Requests will be reviewed by the School Physician to determine if an exemption will be granted. Parents/guardians may not excuse their child from the face covering requirement by signing a waiver.

Face masks or face coverings will not be required:

- during mask breaks;
- while eating or drinking;
- while engaging in outdoor activities and adhering to policy requirements of those activities.

Student masks or face coverings will be provided by the student's family/guardian. The district will supply a disposable face mask or face covering should an individual arrive at a building, or board school transportation, without one. The district will have face masks available for all school staff.

Policy for:  FACE COVERINGS	Revision 2
Date Approved by School Committee:  August 26, 2021	Signature of Chair:   Connie S. Barr
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Guidance on acceptable masks/face coverings:

The following types of masks/face coverings are acceptable to wear at school, on school grounds and on school transportation.

- Disposable surgical masks (to be replaced daily, not to be washed or reused)
- Fabric masks, preferably with at least two layers of fabric
- Face shields along with a surgical or fabric mask

The following types of masks/face coverings are not acceptable to wear at school, on school grounds and on school transportation:

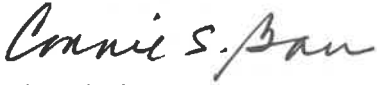
- masks with vents
- neck gaiters
- plastic face shields alone, without a fabric or surgical mask

Neck gaiters may be appropriate during certain athletic activities.

Consistent with updates and recommendations from the CDC, DPH or the district's Joint Committee on Health and Safety, the Superintendent may amend this policy without further review from the School Committee, including the requirement for certain students or staff to wear a face covering, should this be in the best health and safety interests of the students and staff of the Needham Public Schools. The Superintendent must first notify the School Committee of any changes to the implementation of this policy.

If students are in violation of this policy, the building principal will consult with the parents/guardians and the student will be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Policy for:  FACE COVERINGS	Revision 2
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LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -

<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Centers for Disease Control and Prevention - Considerations for Wearing Masks -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department of Elementary and Secondary Education - Reopening Guidelines - <http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts - Mask Up MA! -

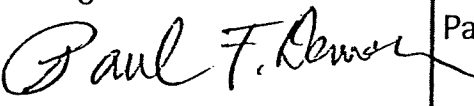
<https://www.mass.gov/news/mask-up-ma>

May 17, 2021 Massachusetts Department of Elementary and Secondary Education Guidance - [DESE Guidance on new health and safety protocols](#)

July 30, 2021 Massachusetts Department of Elementary and Secondary Education [DESE Guidance on fall health and safety](#)

SOURCE: MASC - August 2021

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

		FILE	ECA/ KGB
Policy for: SCHOOL BUILDINGS AND GROUNDS SECURITY (NO TRESPASSING/NO PARKING)		Revision  0	
Date Approved by School Committee:  July 29, 1997	Signature of Chair: 		Page 1 of 1

**NO TRESPASSING:**

No non-school department personnel shall enter upon school buildings and grounds without permission of the School Committee, Superintendent, Assistant Superintendent, Principal, staff member, or Director of Municipal Buildings Maintenance. Playing fields (by permit or when not in use by permit), and playground areas may be used by the community when school is not in session. Each school shall post signs indicating that unlawful trespass upon the school grounds is a violation of the law. If determined necessary by the Principal, notification forbidding roller blading, skate boarding, cycling, etc. on school property shall be made visible on school grounds.

Whoever, without right, enters or remains on school property after having been forbidden to do so, whether directly or by notice posted thereon, shall be subject to appropriate and necessary action by authorized School Department personnel, including the request for assistance by the Needham Police Department.


**NO PARKING:**

Each school shall post signs that state improperly parked vehicles are trespassing and any owner or operator in violation will be prosecuted. The signs should be reasonably distinct, and should be posted in suitable places. If there is violation, the Principal, the authority in each school, may have the vehicle towed after proper notice has been given to the Police Chief or his designee. The Principal may have the vehicle removed and stored until such time as the owner retrieves the vehicle and pays for its towing and storage.

SCHOOL COMMITTEE POLICY  
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FILE

Policy for:  <p style="text-align: center;">ACCESS TO BUILDINGS</p>	Revision  <p style="text-align: center;">2</p>
Date Approved by School Committee:  September 5, 1995	Signature of Chair:    Page 1 of 1

The Director of Buildings and Grounds is responsible for providing adequate and appropriate security for all school buildings. Access to school facilities is provided for students and staff by the building's Head Custodian each day school is in session. The building's Head Custodian is responsible for securing the facility at the end of the day.

Inasmuch as school buildings are public facilities and their use is encouraged by policies of the Needham School Committee, the Director of Buildings and Grounds will authorize access to school facilities during non-school hours following receipt and approval of a building use permit.

The Director of Buildings and Grounds will assign a custodian employed by the Needham Public Schools to supervise all approved events. The designated custodian will provide access only to those facilities specified on the permit and only during the hours indicated thereon. Access to school buildings is limited to individuals participating in or attending approved events. The designated custodian is responsible for securing the building at the conclusion of the event.

Reference: KG - Community Use of School Facilities  
 KGA - Commercial Use of School Facilities  
 KGB - Public Conduct on School Property

MGL, Chapter 70, Section 71

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE: EDC


Policy for:  AUTHORIZED USE OF SCHOOL-OWNED MATERIAL	Revision  1
Date Approved by School Committee: 3/28/89	Signature of Chairman: <i>Mary Ellen Heed</i>

Page 1 of 1

It is the policy of the School Committee that no piece of equipment or item of an educational nature which is the property of the Needham Public Schools may be sold, given away, or loaned without the express approval of the Committee.

The Superintendent may, however, authorize a requested loan of instructional equipment to a Needham civic or charitable group if:

- \* The Superintendent judges that the best interests of the Town would be served by such a loan.
- \* time limitations do not permit review of the request by the School Committee,
- \* such loan does not cause the school program to be inconvenienced nor the school system to incur incremental costs, and
- \* adequate safeguards are made to protect the loaned equipment.

Policy for: <b>STUDENT TRANSPORTATION SERVICES</b>		Revision 3
Date Approved by School Committee:  May 17, 2022	Signature of Chair:  Matthew Spengler	Page 1 of 5

The goal of the Needham School Committee is to provide a safe, efficient, economical and punctual transportation program that extends the educational opportunities of all students.

The scope of services offered includes: pupil transportation between school and home (or nearest bus stop) for Needham Public Schools' students and Needham resident students attending a private school in Needham; transportation as a related service for students on an Individualized Education Program (IEP); transportation to extracurricular student programs; and other transportation as required by law. This policy applies to school transportation services provided by school employees using school vehicles, or by transportation contract providers.

Except as provided for in Policy #EEAFB, the term 'school bus' will mean all vehicles used to provide pupil transportation services, including school buses and vans.

### 1. Eligibility


All children in grades Kindergarten through six who reside more than two miles from the school they are entitled to attend are eligible for free transportation services. Also eligible are students whose IEP or 504 Plan includes transportation services, students admitted to a day school in another town under Chapter 74 Section 7 and who require transportation, and any other students eligible for free transportation under state and federal laws.

It is the objective of the Needham School Committee to provide a seat for ineligible riders on a space-available and funds-available basis. Ineligible riders are: students in grades Kindergarten through six who reside less than two miles from the school they attend and all students in grades seven through twelve who are not otherwise eligible for free transportation services.

Pupils who attend approved private schools will be entitled to the same rights and privileges as to transportation to and from school as are provided by law for pupils of Needham Public Schools and will not be denied transportation because their attendance is in a school which is conducted under religious auspices or includes religious instruction in its curriculum.

In the event of a shared physical custody arrangement, in which a student has two legal residences within the same school attendance zone, eligibility under this section will be determined based on the further of the two legal residences from the school the child attends.



Policy for: <b>STUDENT TRANSPORTATION SERVICES</b>		Revision 3
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If the child is determined to be eligible for free transportation, transportation will be provided between school and both legal residences free of charge. If ineligible, transportation will be offered for a fee, on a space available basis, except that the family will pay only one fee for both residences.

## 2. Fees

The Needham School Committee reserves the right to charge a transportation fee to ineligible riders. Fees will be approved annually by the School Committee.


The Superintendent will administer a program that provides financial assistance to students in need who wish to ride a school bus. Students who are eligible for free or reduced price lunch under the National School Lunch Program will not be required to pay a fee.

The Superintendent or designee is authorized to reimburse parents/guardians who voluntarily choose to transport their disabled child to an approved school located outside of the Town of Needham. The reimbursement program may utilize rates in excess of the standard state mileage reimbursement amount (on a mileage, daily or weekly rate basis), provided that parental reimbursement represents a cost savings to the Needham Public Schools, compared to other modes of available transportation.

## 3. Riding Limits, Routes, Stops and Specialized Transportation Equipment

Bus routes and stops will be established under the direction of the Superintendent in cooperation with pupil transportation contractors. Routes will be designed to maintain a reasonable route length (of not more than one hour in duration), ensure student safety, maximize ridership and conserve fuel. The Superintendent will cause bus routes to be made publicly available to parents prior to school opening.

Authorized bus stops will be located at convenient intervals along public ways in places where students may be loaded and unloaded, cross highways, and await the arrival of buses with the utmost safety allowed by road conditions. Children will be assigned to stops that are within a reasonable walking distance (not to exceed one-half mile) of their homes.

Policy for: <b>STUDENT TRANSPORTATION SERVICES</b>	Revision 3
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Students with disabilities may be entitled to transportation that includes specific drop off/pick up locations, supports and specialized equipment, such as monitors, adapted buses, lifts and ramps.

The Registry of Motor Vehicles (RMV) determines the capacity of pupil transportation vehicles and the District will adhere to RMV guidelines.

#### 4. Riders

Bus passes will be issued to all registered riders. Bus passes certify a student's eligibility to ride the bus, guarantee a place on the bus and identify registered riders. Students will ride only the bus to which they are assigned.

Unauthorized students are not permitted to ride buses. Requests for a child to accompany another on a bus to which they are not assigned are not permitted.


For safety reasons, students must ride their assigned bus and be picked up/dropped off at their assigned stop. Students are not permitted to board a different bus, or to be dropped off/picked up at a different stop.

Only authorized Needham Public School employees and contract providers are permitted to operate school buses in Needham.

#### 5. Measured Distances

It is the policy of the Needham School Committee to measure distances from school to individual homes in the community when there is a question of eligibility that has not previously been resolved. The purpose of this measurement will be to determine whether the student meets the distance-related eligibility requirements outlined in this policy. The Needham School Committee reserves the right to measure the distances from school to home in those cases where qualifying distances are in doubt. Requests to measure for qualifying distances may be made by parents/guardians or by the school administration.

The measurements will be made from "portal to portal" over a commonly traveled route. Portal to portal will mean the distance between the intersection of the public way and the private way to the individual home, and the entrance way of the school building that the child

Policy for: <b>STUDENT TRANSPORTATION SERVICES</b>		Revision 3
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is entitled to attend. Where there is more than one entrance way to the school building, either entrance may be used for measuring distances, provided both of the entrances are ordinarily accessible. A commonly traveled route will mean a sidewalk or public way which, in the ordinary course, is open and accessible to school transportation vehicles and pedestrian traffic. School transportation vehicles are not required to travel over non-public ways.

#### 6. Student Conduct

Drivers are responsible for the safety of children on school transportation vehicles. Drivers have full authority over the school bus or van and its passengers in route to and from school, and during loading and unloading.

Student conduct on school buses is governed by School Committee Policy #EEAEC.

#### 7. Use of Buses for Extra-Curricular Activities

Needham Public Schools will provide transportation only for Needham Public Schools - related extracurricular activities and/or programs. Field trips will conform to guidelines established under Policy #IICA.

#### 8. Program Administration


The Superintendent of Schools or designee is responsible for developing procedures to implement this policy. These procedures shall establish standards for the safe operation and maintenance of school buses, the proper conduct of students/ parents or guardians/ drivers, and the efficient and effective administration of the school transportation program.

Contract providers of pupil transportation services in Needham will be held to the same vehicle, equipment, personnel and performance standards as established for Needham-owned buses and employee drivers.

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### 9. Complaints and Appeals

Complaints and appeals concerning school transportation will be reported to the Superintendent's Designee. The Superintendent's Designee will work with parents/guardians to resolve and/or refer the concern/complaint to the appropriate authority or to the Superintendent.


#### LEGAL REFERENCES:

M.G.L. c. 71 sec. 68  
M.G.L. c. 71 sec. 37H  
M.G.L. c. 71 sec. 47  
M.G.L. c. 71B sec. 8  
M.G.L. c. 74 sec. 7  
M.G.L. c. 74 sec. 8A  
M.G.L. c. 76 sec. 1  
M.G.L. c. 71 sec. 68  
M.G.L. c. 90 sec. 16B  
M.G.L. c. 90 sec. 7B  
M.G.L. c. 90 sec. 7D  
M.G.L. c. 90 sec. 7AA  
M.G.L. c. 90 sec. 8A ½  
M.G.L. c. 90 sec. 13A  
540 CMR 7.00  
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SCHOOL COMMITTEE POLICY  
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EEAE/  
EBBD

Policy for: <b>SCHOOL BUS SAFETY PROGRAM</b>		Revision 0
Date Approved by School Committee:  May 17, 2022	Signature of Chair:  Matthew Spengler	Page 1 of 2

The safety and welfare of student riders is the first consideration in all matters pertaining to school transportation in Needham.

Safety precautions will include, but not be limited to, the following:


1. Parents/guardians and children will receive guidance on the proper procedure for boarding and exiting a school bus, and for safe conduct while on board.
2. Bus routes stops will be designed to ensure that students can wait for an approaching bus, can board and exit a bus, and can cross a highway with the utmost safety allowed by road conditions. Additionally, bus stops should be located only where there is adequate clear vision in each direction for the driver.
3. Students will be required to ride their assigned bus and be picked up/ dropped off at their assigned stop.
4. Parents or guardians of Kindergarten students will be expected to meet the bus at the bus stop, prior to a student being let off the bus. If a parent or guardian is not present, the student must be brought back to the elementary school for parent/guardian pickup.
5. Emergency evacuation drills will be conducted regularly, to acquaint student riders with procedures in emergency situations.
6. Vehicles will meet the minimum standards for school buses, will be properly maintained, and will be periodically inspected to ensure conformance with state and federal safety requirements. Vehicles also will be equipped with first aid and safety devices, for use in an emergency.
7. Drivers will be properly trained and licensed for their role, and will exercise sound judgment that prioritizes the safety of passengers at all times. Drivers are expected to observe and enforce seat belt and child restraint laws; conduct pre-and post-vehicle safety checks; refrain from using a cell phone or electronic device while operating a vehicle; abstain from smoking, or consuming alcoholic beverages/ controlled substances while on board; and know what to do in an emergency, including in an accident or collision involving a school vehicle.

Except as provided for in Policy #EEAFB, the term 'school bus' will mean all vehicles used to provide pupil transportation services, including buses and vans.

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NEEDHAM PUBLIC SCHOOLS

FILE

EEAE/  
EBBD

Policy for: <b>SCHOOL BUS SAFETY PROGRAM</b>		Revision 0
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LEGAL REFERENCES:

M.G.L. c. 71 sec. 37H  
M.G.L. c. 90 sec. 7B  
M.G.L. c. 90 sec. 7D  
M.G.L. c. 90 sec. 7AA  
M.G.L. c. 90 sec. 8A ½  
M.G.L. c. 90 sec. 13A  
540 CMR 7.00  
540 CMR 21.00

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

EEAEA

Policy for: <b>SCHOOL BUS DRIVER EXAMINATION AND TRAINING</b>	Revision 2
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School bus drivers are responsible for the well-being of students while transporting them to and from school, and to extracurricular events. As such, school bus drivers are a critical component of a student's educational experience.

**Applicability:**

This policy applies equally to all individuals licensed as school bus or van drivers, including drivers employed by the Needham Public Schools and drivers working under any contract to provide pupil transportation within the Town of Needham.

**Driver Requirements:**


All persons assigned to transport students under the jurisdiction of the Needham School Committee are subject to stringent licensing, training and performance expectations.

- Drivers will be appropriately licensed for the vehicle they operate, in accordance with Registry of Motor Vehicles (RMV) standards. School bus drivers must possess a Commercial Driver's License (CDL) with a Passenger (P) Endorsement and a School Bus (S) Endorsement, as well as a School Bus Driver Certificate issued by the Massachusetts Department of Public Utilities (DPU). Van drivers require a Class D license with a valid 7D Certificate.
- Drivers are expected to maintain their license in good standing. Drivers who allow their license to lapse, to become suspended or be revoked, will be prohibited from operating a school transportation vehicle in Needham. Drivers will furnish a copy of their driving credentials to the Superintendent or designee upon initial hire, annual license renewal, and upon demand.
- Drivers are expected to maintain a good driving record. Any current or prospective driver who has been convicted of a criminal driving offense, will not be permitted drive students in the Town of Needham.
- Drivers will participate in drug and alcohol testing, in accordance with School Committee Policy #EEAEA-1.
- Drivers will complete a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check annually, and a fingerprint background check upon initial hire.

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- Drivers will participate in in-service training programs as required by law, regulation, or the Needham Public Schools.
- Drivers will obey all applicable laws related to motor vehicle operation and the transportation of students, including the use of seat belts and child restraints.
- Drivers will conform to the School Committee's policy governing motor vehicle idling on school grounds (#EEAJ.)
- Drivers will conduct an inspection of their vehicles each day as required by law.
- Drivers will exhibit professional, courteous and respectful behavior at all times.
- Drivers will strive to exhibit good judgment and will prioritize student safety and the protection of school property.
- Drivers will observe the confidentiality of student information and will not discuss students with anyone other than a parent/guardian, the child's teacher and/or appropriate school official.
- Drivers will not engage in any activity that might interfere with the safe operation of a vehicle, including but not limited to: smoking; operating a vehicle under the influence of alcoholic beverages or controlled substances; refueling an occupied vehicle; and using a cellphone or electronic device while driving.
- Drivers will use school vehicles for official school business only. The use of such vehicle for personal purposes, such as attending to personal affairs, social engagements, or commuting, is prohibited.
- Drivers who incur parking or other fines/citations while operating or using a school vehicle will be held personally responsible for payment of such fines/citations, unless payment of such fine/citation is approved by the Superintendent or contract provider.
- Drivers who are issued citations for any offense while operating or using a school vehicle, or who are arrested for or charged with a motor vehicle offense while operating or using a school vehicle, must notify the Superintendent or designee(s) as soon after the incident as practicable, but not later than 24 hours following the offense, arrest or charge.


The Needham School Committee delegates to the Superintendent of Schools responsibility for the development of guidelines for school bus drivers. These guidelines will become part of the contract between the Needham School Committee and its transportation contractors, who will be responsible for their enforcement.



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Drivers found to be in violation of this policy will be subject to appropriate disciplinary measures, including but not limited to: immediate suspension from duty and dismissal. The Needham School Committee reserves unto itself the absolute right to disqualify from its service as a school bus driver any person it so designates, whether that person is employed by the Needham Public Schools or any of its transportation contractors.

Contractors will furnish the School Committee with a list drivers assigned to the Needham Public Schools, prior to the start of each school year. The contractor also will notify school officials of any change in bus drivers, immediately, or as soon as is practicable.


**LEGAL REFERENCES:**

M.G.L. c. 90 sec. 16B  
M.G.L. c. 90 sec. 7B  
M.G.L. c. 90 sec. 7D  
M.G.L. c. 90 sec. 7AA  
M.G.L. c. 90 sec. 8A ½  
M.G.L. c. 90 sec. 13A  
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SCHOOL COMMITTEE POLICY  
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FILE

EEAEA-1

Policy for: <b>DRUG &amp; ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS</b>		Revision 0
Date Approved by School Committee:  May 17, 2022	Signature of Chair:  Matthew Spengler	Page 1 of 6

The Needham Public Schools (the “District”) is committed to providing a safe and effective school transportation program. The use or possession of alcoholic beverages or controlled substances while transporting students, or on school property, represents a risk to the safety of Needham Public School students and staff.

Purpose and Scope

The purpose of this policy is to outline the responsibilities of employees, supervisors and managers with regard to drug and alcohol testing of employees in safety-sensitive positions.

Applicability


This policy applies to all safety-sensitive employees who are required to possess a Commercial Driver’s License (CDL) or a Massachusetts 7D license in the performance of their job. It also applies to contracted service providers hired to work on behalf of the Needham Public Schools, and whose contracted function requires that individual to possess a Commercial Driver’s License (CDL) or a Massachusetts 7D license.

For purposes of this policy, a driver is performing a safety-sensitive function at the following times while driving, while waiting to be dispatched or to drive, while loading/unloading a vehicle, or while performing any other job-related requirement.

The term ‘vehicle’ shall refer to school buses, other school vehicles for which a CDL is required, as well as vehicles used to transport students under M.G.L. Ch. 90 s. 7D.

General Policy Regarding Drugs & Alcohol in the Workplace

Consistent with School Committee Policy #JFCK, the unlawful manufacture, distribution, dispensation, or possession of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and/or dismissal. Contracted transportation providers who are suspected of violating this policy, or who are found to have violated it in fact, may be dismissed. Any illegal substances will be turned over to the appropriate law enforcement agency.

Policy for: <b>DRUG &amp; ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS</b>		Revision 0
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Recognizing that the consumption of alcohol, marijuana and/or controlled substances could impair a driver's judgment and their ability to safely operate a school transportation vehicle, employees or contract providers who are suspected of being under the influence of drugs or alcohol, either on the job or when reporting to work, or who consume drugs or alcohol during work hours (including all breaks and meal periods), will immediately be removed from duty and required to undergo drug and/or alcohol testing. If use is substantiated, the driver will be dismissed from their employment with the Needham Public Schools. Contracted drivers will be removed from the Needham service contract, at the sole discretion of the Needham Public Schools.


Employees are expected to follow the direction of their health care provider concerning prescription medications, and must immediately notify the Superintendent or designee of any prescription drug that is likely to have an impact on job performance. In addition, notification must be given at the time of drug and alcohol testing or screening as to any drugs or medicine being taken.

I. Drug and Alcohol Testing

The Needham Public Schools will fully comply with U.S. Department of Transportation (DOT) regulations governing drug and alcohol testing for safety-sensitive transportation positions. Such policy will apply equally to all safety-sensitive drivers as defined by this policy.

Consistent with DOT regulation, testing will occur in the following situations: pre-employment, post-accident, randomly, upon reasonable suspicion, following an authorization to return to duty, or as a follow-up. These situations are defined below:

1. Pre-employment - All applicants for safety-sensitive transportation positions shall undergo testing for alcohol and controlled substances. A driver must receive a negative test before being permitted to operate a vehicle for the first time in Needham.
2. Post-accident - A drug/alcohol test is required in the event of an accident involving a fatality, bodily injury with immediate medical treatment away from the scene, or disabling damage to any motor vehicle requiring tow away. Alcohol tests should be conducted within two (2) hours, but in no case more than eight (8) hours after the

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accident. Employees must refrain from all alcohol use until the test is complete. Post-accident drug tests must be conducted within 32 hours.

3. Random - A driver must be tested for drug/alcohol use on a random and unannounced basis through the year. Each year, the number of random tests administered must equal at least 25% of drivers for alcohol use and 50% of drivers for drug use.
4. Reasonable Suspicion - A drug/alcohol test is required when a driver's behavior or appearance suggests alcohol or drug use. Testing for alcohol use shall be based upon specific observations made by a trained supervisor just before, during or just after the time when the employee is performing safety-sensitive duties. Testing for drug use may occur at any time upon suspicion. Reasonable suspicion testing may only be conducted after consultation with the Superintendent or his/her designee. If a test cannot be administered immediately, the driver must be removed from performing safety sensitive duties for at least 24 hours.
5. Return-to-Duty and Follow-Up - A drug/alcohol test is required for drivers who have completed a return-to-duty process with a DOT-qualified substance abuse professional, following a positive test, a refusal to test, or a violation of the drug and alcohol testing regulations. A negative test is required before a driver may resume driving duties. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after a driver returns to duty.

The District will comply with all Department of Transportation regulations governing testing procedures and methods for Needham's safety-sensitive employees. Any refusal to participate in the drug/alcohol testing required by this policy will be treated as indicative of a positive result.

## II. Consequences of Drug/Alcohol Misuse

1. Safety-sensitive drivers who tested just before, during or just after performing safety-sensitive functions and who have an alcohol concentration of between 0.02 and 0.04, must be removed from performing such duties and placed on administrative leave without pay for 24 hours. Depending upon the circumstances, disciplinary actions may be imposed, up to and including dismissal.
2. Drivers who test positive for alcohol use greater than 0.04, or for drug use, will be immediately removed from safety sensitive functions. Employees of the Needham Public

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Schools will be terminated immediately. Contract drivers will be dismissed from their driving assignment in Needham.

III. Information/ Training


1. All current and new employees will receive written information about the testing requirements. All employees must receive a copy of this policy and sign a confirmation of receipt.
2. Supervisory and management persons who oversee safety-sensitive drivers must attend training on alcohol misuse and controlled substances use, as well as on the symptoms and indicators used in making determinations for reasonable suspicion testing. Supervisors and managers will be instructed on the detection of abuse problems and the enforcement of the testing policy.
3. This policy will be publicly posted and made available to all employees.
4. Periodically, educational information will be made available to employees that focuses on the potentially dangerous effects of drug and alcohol use and abuse, the procedures associated with pre-employment drug screening and "reasonable suspicion" testing, and the potential safety hazards presented to the individual employee, other employees and the public.
5. All recruitment advertising will include the statement "Drug/alcohol screening is a condition of employment" at the bottom of the advertisement/posting with the EEO statement.
6. All final candidates for employment will be given a copy of this policy, and be given the opportunity to read the policy in its entirety.

IV. Record Keeping

1. The District is required to keep detailed records of its drug and alcohol testing program.
2. Driver alcohol and drug testing records are confidential and will not be released except as authorized by 40 CFR 382.405.

V. FMCSA Clearinghouse Inquiries and Reporting

The Needham Public Schools is required to collect, maintain, and report certain information to the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse:

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1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to any test required;
4. An employer's report of actual knowledge of:
  - a. On duty alcohol use;
  - b. Pre-duty alcohol use;
  - c. Alcohol use following an accident; and
  - d. Controlled substance use;
5. A substance abuse professional report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.


VI. Pre-Employment References

1. The District must use the Drug and Alcohol Clearinghouse to conduct pre-employment reference checks for prospective employees in safety-sensitive positions. Prior employers also may be contacted.
2. Since Clearinghouse access requires consent, the prospective employee must provide the District with a written release, or the candidate will not be hired.
3. The pre-employment reference check must include the following information from every employer that had employed the candidate in a safety-sensitive position within the prior three (3) years: any test in which the employee's blood alcohol concentration was 0.04 or higher; any positive drug test; any refusal to participate in the alcohol and drug testing program; and any other testing violations.
4. If the District obtains information that a prospective employee has had a positive test result as identified in paragraph VI.3 above, or violated a DOT agency drug and alcohol regulation within the past three years, that candidate shall not be hired.
5. The District of Needham must provide the same information to subsequent employers of current District employees when provided with a written release.

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VII. Post- Employment References

1. The District must query the Drug and Alcohol Clearinghouse annually for all employees in safety-sensitive positions.
2. Since Clearinghouse access requires consent, the prospective employee must provide the District with a written release allowing the release of this information or the candidate will not be hired.
3. If the results of the query indicate any one of the following violations, the employee shall be immediately dismissed: a verified positive, adulterated, or substituted controlled substances test result; an alcohol confirmation test with a concentration of 0.04 or higher; refusal to submit to a test; alcohol use on duty, before duty, or following an accident; or use of a controlled substance.

LEGAL REFERENCES:

M.G.L. C. 90 Sec. 7B

M.G.L. C. 90 Sec. 7D

M.G.L. C. 90 Sec. 8A ½

School Committee Policy #JFCK

Federal Law PO 100-690, Anti-Drug Abuse Act Of 1988

49 C.F.R. Part 382 Controlled Substance And Alcohol Use And Testing

49 C.F.R. Part 391 Qualification Of Drivers


49 C.F.R. Part 40, Procedures For Transportation Workplace Drug And Alcohol Testing Programs

49 U.S.C. Sec. 31306 Et Seq, Alcohol And Controlled Substances Testing:

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EEAEC

Policy for: <b>STUDENT CONDUCT ON SCHOOL BUSES</b>		Revision 0
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The Needham School Committee provides a safe, efficient, economical and punctual transportation program that extends the educational opportunities of all students.

Except as provided for in Policy #EEAFB, the term 'school bus' will mean all vehicles used to provide pupil transportation services, including school buses and vans.

The school bus is an extension of the classroom. Students riding the school buses are subject to the Code of Conduct which appears in the Student Handbooks for that student's school. Bus drivers are required to report misbehavior to the Superintendent or designee for subsequent reporting to the Building Principal. The Building Principal or their designee, will take appropriate disciplinary action in accordance with the Handbook.

A student's right to school bus transportation is a qualified right, dependent on good behavior. In cases where a student seriously or continuously misbehaves, parents/guardians will be notified by the Principal or designee of the school. Transportation privileges may be suspended or revoked, if in the opinion of the Principal, such action is necessary for the general safety and well-being of other students. If a student is suspended or excluded from the bus, the student's parents/guardians will become responsible for transporting their children to and from school.

Under no circumstance will a driver remove any student from a school vehicle as a disciplinary measure.

The Superintendent of Schools or designee is responsible for establishing standards of behavior for students/ parents/guardians on or around school buses.

**LEGAL REFERENCES:**


M.G.L. c. 71 sec. 37H



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EEAFB

Policy for: <b>MULTI-FUNCTION SCHOOL ACTIVITY BUS USE</b>	Revision 0
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**PURPOSE**

This policy defines the conditions of appropriate use of Multi-Function School Activity Buses (MFSABs) owned by the Needham Public Schools.

**SCOPE**

This policy governs the use of District-owned MFSABs and applies to all agents of the District who operate or use such vehicles.

**APPLICABILITY**

Multi-function school activity buses are vehicles of up to 15 passengers (including a driver) that are required to meet all federal motor vehicle safety standards applicable to school buses, except those requiring the installation of traffic control devices (flashing lights and stop arms.)

The purpose of these vehicles is student transportation other than fixed route transportation. Fixed route transportation is defined as the transportation of pupils on a predetermined daily basis to and from a set location for the length of the pupil's school year.

A MFSAB will not be used to transport students who require child passenger restraints. These students are under eight (8) years of age and are 57 inches in height, or less.


**AUTHORIZED USES**

- MFSABs will be used only for extracurricular travel that occurs during, before or after the school day. Extracurricular travel includes, but is not limited to: field trips, sports trips, and travel between a before-school activity and school. Under no circumstances will MFSABs be used as school buses to transport students on fixed routes between home and school, or between school and school bus stops.
- MFSABs will be used exclusively for the conduct of official school business. The use of such vehicle for personal purposes, such as attending to personal affairs, social engagements, or commuting is prohibited. Misuse of an assigned MFSAB, or the

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appearance of misuse, will be considered a violation of the Massachusetts Conflict of Interest law (MGL Ch. 268A).

- MFSABs must be garaged on Town of Needham property while not in use, and may not be taken to a student or employee's home.
- Only Needham Public School employees are permitted to operate a MFSAB. These employees will be subject to a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check at least every three years and a fingerprint background check upon hire.
- Passengers of a MFSAB will be limited to District employees, students at least eight years of age (or who do not require use of a child passenger restraint) and other authorized persons. Family members and unauthorized individuals, who are not directly connected to the Needham Public Schools, will not be transported.
- An employee's use of a MFSAB will be strictly voluntary. Under no circumstance will an employee receive compensation to drive students in connection with use of a MFSAB.
- A passenger's use of a MFSAB will be strictly voluntary. Parents/guardians who choose to allow their child to be transported in a District MFSAB must consent to such use. Parents/guardians may choose not to allow their child to ride in a District MFSAB.
- As a pre-condition of operating or being transported in a MFSAB, employees and parents/guardians will sign a liability release discharging the Town of Needham/ Needham Public Schools from any personal injury or property damage liability associated with the vehicle's use.
- The District will not be liable for the loss or damage of any personal property transported in a MFSAB.

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- MFSABs will be registered and insured as a Town of Needham/ Needham Public Schools-owned vehicle.

**RESPONSIBILITY FOR OVERSIGHT**

The Superintendent or designee(s) is/are responsible for developing procedures governing the use of MFSABs and for ensuring that such use conforms to applicable federal and state laws and regulations, and to this policy.

**STUDENT AND ADULT PASSENGER DISCIPLINE**

A District MFSAB is considered an extension of the classroom. Students riding in MFSABs are subject to the Code of Conduct which appears in student/parent handbooks for that student's school. MFSAB operators are required to report misbehavior to a designated administrator, who will in turn, report to the Principal or designee. The Principal or their designee will take appropriate disciplinary action in accordance with the handbook. Students who become a serious disciplinary problem on a District MFSAB may have their school vehicle riding privileges suspended by the Principal or their designee. In such cases, the parents/guardians of the children involved become responsible for transporting their children to and from an extra-curricular event.

If an adult passenger presents a behavior or disciplinary problem, the Operator will report the adult's conduct to the Superintendent, or designee(s).

**CITATIONS:**

Needham School Committee Policy JFCH/JFCI

Needham School Committee Policy JG

MGL Ch 90 s 7D

MGL Ch 90, s 7AA

MGL Ch 90 s 13A


540 CMR 7.00

49 CFR 571, 68 FR 44892

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EEAG

Policy for: <b>STUDENT TRANSPORTATION IN PRIVATE VEHICLES</b>		Revision 2
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School buses will be used for the transportation of students participating in co-curricular or extra-curricular activities. However, when buses are not available, private vehicles may be used to transport students to or from school activities that fall within the academic day or extend the school day, provided that all of the following conditions are met:

1. The activity has the prior approval of the Superintendent of Schools or School Principal;
2. The parents/guardians of each student who is being transported signs a consent and release form, which identifies the event and the driver's name;
3. The driver certifies in writing that:
  - a. The driver will operate the vehicle in fact, and will not permit another person to drive the vehicle;
  - b. The driver has a valid driver's license in good standing, which is appropriate to the vehicle being driven. Drivers whose license is lapsed, suspended or revoked are not permitted to drive students. If the driver is a student, the student must have been properly licensed for at least six months;
  - c. The vehicle is properly registered, annually inspected and insured to the following limits:
    - i. \$100,000 per person/ \$300,000 per accident bodily injury coverage; and
    - ii. \$100,000 property damage coverage;
  - d. The driver will require the use of seat belts by all vehicle occupants, and the use of child passenger restraints by children under the age of 8 who measure less than 57 inches in height;
  - e. The transportation of students shall not be diverted to include other non-school purposes;
  - f. The vehicle's capacity does not exceed fourteen passengers, plus a driver; and
  - g. The driver will not engage in any activity that may interfere with the safe operation of the vehicle, including: smoking; consuming alcoholic beverages or controlled substances; refueling while passengers are in the vehicle; or using a cellphone or other non-voice activated electronic device while driving.

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This policy applies equally to pupil transportation in privately-owned vehicles that is provided by school personnel, parents/guardians, volunteers and properly licensed students. Such transportation will be considered by the School Committee to be part of a school employee's duties, when authorized by the Superintendent or School Principal.

Under no circumstances shall privately-owned vehicles be used to transport students between home and school, or for any form of 'fixed route transportation.' Fixed route transportation is defined as the transportation of pupils on a predetermined daily basis to and from a set location for the length of the pupils' school year.

The use of Needham Public Schools-owned multi-function school activity buses is governed by School Committee Policy #EEAFB.

LEGAL REFERENCE

M.G.L. Ch. 90 s. 7D

M.G.L. Ch. 90 s. 13A

M.G.L. Ch. 90 s. 7AA