INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Loading and Unloading of Students from Vehicles

Policy O-23

To fulfill the school's responsibility for student safety, it is the policy of the Indiana School for the Blind and Visually Impaired to provide an environment that is free from danger when students are loading and unloading from common carriers and privately owned vehicles. This includes daily and weekly transportation provided by local school corporations, parents, staff, private contractors and others.

The ISBVI Board directs the ISBVI Superintendent to ensure ISBVI staff, contractor, and volunteer compliance with this policy by:

1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Loading and Unloading of Students from Vehicles to a) serve as notice to staff, contractors, and volunteers; and b) clearly delineate and detail their responsibilities, expectations, and procedures. Specifically, the procedures will include a) turning off the ignition of the vehicle while students are loading and unloading; and b) identifying acceptable on campus routes during "bus times".

2) Providing ISBVI staff, contractors, and volunteers written notice and documenting their awareness and receipt of these documents by obtaining their signatures.

3) Affording initial and periodic on-going training to ISBVI staff, contractors and volunteers on the ISBVI Board Policy on Loading and Unloading of Students from Vehicles and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-23

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21, **8/25/25**

ISBVI Superintendent: _____ _____
Date

ISBVI Board Chair: _____ _____
Date