

**TRANSPORTATION
HANDBOOK
2018-2019**

**USD 417
Morris County**

Dear Parents / Guardians and Riders

This handbook is provided so all concerned will be familiar with Transportation expectations and procedures.

USD 417 offers the privilege of bus transportation for all eligible riders. Our goal is to enhance the learning and educational experience of each rider. Every effort will be made to provide a safe, comfortable and pleasant transportation service, while maintaining efficiency at all times.

We ask that both parents and students read and discuss the contents of this handbook to promote a clear understanding of the responsibilities and expectations while riding the bus to school and or events.

Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parents / guardians.

USD 417 will not allow any person to negatively affect USD 417 providing a safe ride to school.

The last page of this handbook is a form that will be completed during enrollment prior to riding a bus.

Thank you for your cooperation and support regarding the care and safety of all our children.

Jan Troxell
Transportation

Aron Dody
Superintendent

USD 417 SCHOOL BUS DRIVERS

School Bus Drivers are selected, hired, and trained following a rigorous selection criteria including a criminal history background check. Each driver has earned a Class B Commercial Driver License including a School Bus and Passenger Endorsement. Drivers are required to pass a pre-employment drug test along with a physical and are subject to random drug and alcohol testing.

Each driver has successfully completed the mandatory school bus driver training class as well as periodic in-service safety training. Additionally, drivers are certified in Defensive Driving Skills and First Aid Course requirements.

USD 417 drivers are trained professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents / guardians and students. As a result of their dedication and professionalism, they expect courtesy and consideration from all students and adults.

SUBSTITUTE DRIVERS

Substitute drivers are used to drive when the regular driver is absent. They will use the approved route and will make every effort to stay on schedule.

RESPONSIBILITY OF THE TRANSPORTATION TEAM

- Maintain current bus schedules and rider information of all USD 417 buses.
 - Meet with drivers at the beginning of each school year and monthly to discuss procedures and safety concerns.
 - Investigate all complaints and safety concerns.
 - Contact school principals when unsafe behavior is reported. Consequences for unsafe behavior on the school bus may be established by the principal and/or transportation director
 - Confer with students, parent, school administrator, and bus driver when appropriate.
- Drivers may pull the bus over at a safe location to speak with students about behavior and safety guidelines.

ELIGIBLE RIDERS

USD 417 does not have a distance requirement in order to be eligible for busing. Students who live further than 2.5 miles are picked up at the end of their driveway (if in a rural setting) unless a turn-around is approved in advance by the Transportation Director. Bus stops are available for students who live closer than 2.5 miles. Bus stop information is available at the school. Students may be assigned to bus stops. Using a bus stop that you are not assigned to may result in loss of riding privileges.

Pick up times are estimated and may be changed or adjusted throughout the school year as necessary. All students are expected to be at the designated bus stop 10 minutes prior to pick up. All riders are expected to follow the guidelines of the USD 417 Student handbook, the procedures contained in this handbook, and the instructions of the bus driver.

SCHOOL BUS CONDUCT

A general summation of the bus rules will be posted in each bus.

1. Bus driver is in charge, please cooperate
2. Keep aisle clear
3. Remain seated, facing forward
4. Respect yourself, others, and property
5. Put away items that are unsafe or disruptive if asked
6. Keep all body parts inside vehicle – don't throw anything out of bus
7. No eating or drinking unless approved by driver

PRIOR TO BUS ARRIVAL

All riders are expected to wait at the bus stop until the school bus arrives. Students should practice good citizenship and respect the property of their neighbors. Parent supervision at the bus stop is encouraged at all times. Parents are not allowed to board the bus. Designated stops may be moved to a location farther away from the

students' house if students fail to respect the neighbors' property and/or if vandalism is reported.

Bus drivers are not permitted to add stops or move stops. If you need your bus stop location to be considered for a change for safety reasons, contact Transportation about your concern.

BOARDING/RIDING THE BUS

The school bus will approach the bus stop and utilize the amber traffic warning lights signal to alert other drivers of the bus stop. Students should begin forming a single line and be ready to board the bus. Stand on the side walk or 10 feet away from the roadway while waiting for the bus. No student should ever approach the bus until the bus has completely stopped. The driver will open the door and motion for the students to load. If a student must cross the road, wait until for the bus driver gives the signal that it is safe to proceed.

If no students are visibly present at the bus stop, the bus driver will make a complete stop within the regularly scheduled time and proceed to the next pick up point. Bus drivers are not required to wait any length of time as the students should be ready to board the bus.

Riders are expected to go directly to their seat and prepare for the ride.

School buses are designed with many features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on that bench seat. In order for this compartmentalization to work properly, proper seating is required. While seated, each student should face forward; the student's torso should be facing forward at all times, the student's back should be flat against the back of the seat and the student should sit flat on the seat. Both feet and legs should be kept in front of their body.

With permission from the bus driver, students may eat or drink on the school bus. Any liquid items must be in a plastic type container with a screw-top lid. If there is trash, the student must properly dispose of it. All candy, gum, food, pens, pencils, and any other objects should be left in a student's back pack.

USD 417 buses can safely transport up to three students per seat. Students may be required to sit three per seat if directed by the bus driver. Drivers may assign student seating. Moving from seat to seat is not permitted during the bus ride.

CARRY-ON ITEMS – Carry-on items must be kept in the student’s lap while riding the bus. If the item cannot be held in the student’s lap or seating space is limited, large items will not be permitted. Sport supplies, balls, etc. must be contained in a bag.

EXCESSIVE NOISE - Screaming, talking loudly, singing, or making loud noises on the bus creating a disruptive situation will not be tolerated. Riders should talk only to their seatmate or the person next to them, as conversation should be kept as quiet as possible

ELECTRONIC DEVICES – Students who allow their electronic devices to become a distraction or disruption on the school bus will be asked to put the device away. Failure to do so may result in a discipline.

FIGHTS – Drivers are not required to physically break up fights on the school bus, however, the driver will verbally instruct the students to stop, and radio for assistance.

BULLYING - A student, who has been threatened, bullied, or harassed, should immediately notify their parent, bus driver, teacher, or school Administrator.

ITEMS PROHIBITED ON A SCHOOL BUS FOR SAFETY REASONS

- | | |
|----------------------|-----------------------|
| Gun or gun like toy | Glass containers |
| Animals | Knife (any size) |
| Water Balloons | Insects / Fish |
| Brass Knuckles | Lighters / Cigarettes |
| Paint balls | Laser pointers |
| Firecrackers | Stink bombs |
| Rubber Bands / Clips | Aerosol Spray |

AT THE SCHOOL

All students should remain seated until the bus has completely stopped and the bus is secured. Each school has a particular time to unload and students should follow the directions of the driver. When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in a loss of riding privileges.

RETURN HOME FOLLOWING DISMISSAL

When students are released from the school they are expected to go directly to their bus. Once the students board the bus, they are expected to stay on the bus and be seated. Buses will depart from the school promptly after dismissal unless otherwise instructed by school officials. Once the driver has shut the door, students are not to chase after the

bus or run alongside of the bus. If a student misses their bus, they are to return to the school to make other arrangements.

EXITING

As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured. Stay seated until the bus comes to a complete stop. No student should ever walk down the aisle of the bus while the bus is moving.

The amber warning lights signals will be activated before the bus stops. Once the bus is stopped and the door is opened, the red warning lights will be activated signaling all traffic to stop. The driver will allow adequate time for each student to unload.

Students need to look before stepping off of the bus as well as while crossing roadways. All students crossing in front of the bus should watch the driver for assistance. Be alert for vehicles that do not stop when the bus is unloading.

All students should immediately walk away from the bus as they un-load. Students should never touch the school bus while they are walking away. No one should ever stand, walk, or cross the street directly behind the school bus. Students should never try to retrieve any item that may end up under the school bus. Students should cross all streets at the intersections while walking to or from the bus stop. They should obey all traffic signals and signs along the way.

STUDENT CONDUCT CONTRACT

All riders and parents must turn in the Rider's Contract form located in the back of this handbook during the first week of riding OR acknowledge this by signing off during the online school enrollment. Failure to return this form may result in loss of riding privileges. It is the parent's responsibility to inform the school of any changes. Schools will then notify Transportation. Parents should allow three days for processing. Parents are responsible for student transportation until information is processed.

LOST ITEMS

Bus drivers are not responsible for lost items or stolen items while on the bus. Any article found on the bus by the bus driver will be retained for the student for the next few days. If the item is not claimed, the item can be collected at the District Office.

RESTRICTED AREAS

USD 417 buses will not enter dead end streets or enter personal property except when approved by the Director of Transportation. Use of private property requires approval by the property owner.

FIELD TRIPS/ACTIVITY TRIPS

All bus safety rules apply to riding the bus to school-sponsored events. The bus driver has overall responsibility for the bus and safety of all passengers; however, the sponsor is expected to actively promote a safe environment on the bus by monitoring student activity.

SCHOOL CLOSING

When schools have to close due to weather or other unforeseen circumstances, all student families will be notified by the school announcement system. School closing information will be broadcast over WIBW television station. If early dismissal is necessary, principals and teachers will be certain that no child is released until arrangements for proper supervision have been made. If special arrangements are made, school officials will communicate such with the bus driver involved. When schools in USD 417 are closed due to weather or unforeseen circumstances, we will not transport students to classes held in Emporia. This will include Flint Hills Area Vocational Technical College.

INCLEMENT WEATHER CONDITIONS

Buses may be detained as circumstances dictate, at the school or diverted to a safer location in the event of bad weather. Delivery of students will continue as appropriate conditions occur. Students should follow the driver's instructions, remain calm and quiet so the driver can receive proper safety information over the district radio. Parents are encouraged to meet the bus at their students designated bus stop to allow for orderly delivery of all students. Parents are discouraged from meeting the bus at other locations other than the designated stop.

BUS ACCIDENTS

Most bus accidents are minor in nature. The bus driver will notify the Transportation office and the administrator on duty will respond to the scene. All students are required to remain with the bus and cannot leave with parents until released by authorities. Parents are expected to cooperate with staff. Law enforcement and emergency personnel each have important actions to complete to ensure that each student rider is safe and properly accounted for. The school will be notified in the event of an accident. In the event of a serious accident, every attempt will be made to notify the parent or guardian.

EMERGENCY EQUIPMENT

School buses are equipped with standard emergency equipment such as, a fire extinguisher, reflective triangles, blood borne pathogens spill kit, first aid kit and a seat belt cutter.

Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of those handles. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation. Students who tamper with these exits may lose riding privileges.

EMERGENCY EVACUATION

Practice emergency evacuation drills are performed every semester of the school year. Every rider must participate unless special instructions are designated by school staff.

Students must stay calm and quiet; be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear. Follow the driver's instructions. They are in charge of the bus and have been trained to take actions to protect all students.

The following procedure is an example of a rear door evacuation:

- The rider nearest the door will open the emergency door, exit, and hold it open.
- The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
- Evacuation will start with the seat closest to the door.
- The third rider to exit will act as the guide and will lead the other students to a safe place, usually 50 giant steps away from the bus.
- Once outside the bus, follow the guide, stay together, and follow the driver's instruction as safe, quick, and as complete as possible.
- The driver is usually the last person off the school bus.

The driver is trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus.

AFTER SCHOOL ATHLETIC BUS

In order for a student to ride the after school athletic bus, they must be participating in a school-approved activity such as sports, cheerleading, or tutoring. They must sign up

daily at their school for this service. Failure to sign up and/or failure to sign up and then not ride may result in loss of this service.

The Board of Education has designated the following locations as bus stops for after school athletic runs for the 2018-2019 school term:

West-South Route: Wilsey Main Street (by library) Wilsey Corner, Cottonwood Corners, Dunlap Fire Station;

North Route: Pleasant Ridge Church, Dwight/177 Corner, Dwight (8th and Cypress), and PHES

State transportation regulations require written parental approval for loading or unloading students at the following locations:

Wilsey Corner, Wilsey Main Street

Dunlap Road/Cottonwood Corners

Dunlap Fire Station

Pleasant Ridge Church

Dwight (8th and Cypress)

Dwight / Hwy 177 Corner

Delavan Community Building (activity trips only)

If a student is to be unloaded at one of the above stops, please complete the After School Athletic Bus Form available at each school.

Due to safety consideration, we will not unload a child at a designated stop where transportation from the stop to home is not apparent.

SPECIAL NEEDS TRANSPORTATION In order to qualify for Special Needs transportation, the student's I.E.P. team must determine that special transportation is needed as a related service. Regular education students with temporary medical conditions or injuries may qualify for temporary special transportation. Please contact the Transportation Director for more information.

PRESCHOOL PROGRAM Parents must provide information to the school on a completed Transportation Request Form in order to initiate bus service. Preschool students that live in the Prairie Heights area meet the bus at Prairie Heights School for transport to Council Grove in the morning. If the preschool student has a sibling riding a regular route bus, that student may be allowed to ride to school if the residence is more than five miles from the school. Transportation following school is provided to Prairie Heights School in Alta Vista. Parents must be present to pick up their child from these

locations. The bus driver must see a parent / guardian before letting the student off the bus. If no parent/guardian is seen, the student will be taken into the office at the Prairie Heights school by the bus aide. If it happens more than one time, it could result in the student not being able to ride the bus.

STUDENTS ATTENDING SCHOOL IN EMPORIA (USD 253 and FHTC)

Transportation will be provided by USD 417 to Emporia daily as per the USD 253 and FHTC calendar.

STUDENTS ATTENDING NON-RESIDENTIAL USD 417 SCHOOL

If a student has been approved to attend a USD 417 school other than their assigned residential school, transportation is the responsibility of the student's family. A student may be permitted to receive transportation services if they meet the bus on the established route at a stop to be determined by the Director of Transportation or where the bus begins/ends the daily route. The bus stop location will not alter the existing route either at the time of initial approval or as a part of future designs of transportation routing.

STUDENTS REQUESTING TO RIDE A DIFFERENT BUS HOME OR TO SCHOOL WITH A FRIEND OR TO ANOTHER LOCATION

Buses are assigned to routes based on the number of riders on the route. If a student would like to ride home or to the school with a friend, prior approval is needed. In the event a bus does not have the capacity to accommodate all the riders, students who are assigned to that bus route will have priority.

CGES BUS STOP INFORMATION Students not assigned to bus routes may ride to a bus stop that is not assigned to them following dismissal. This is done in an effort to accommodate parents needing transportation for their student to other activities in town. The student and parent are responsible to communicate daily so parents will know the location the student will be unloaded. USD 417 is not responsible for students unloading at an incorrect location.

STEPS TO STUDENT CONSEQUENCES FOR RIDER BEHAVIOR

Step 1: Each student will be given an opportunity to correct or change their behavior with a verbal warning from the driver.

Step 2: Failure to correct the behavior will result in a written warning from the driver and generate a call to the home to initiate involvement. If the parent/guardian is not able to be reached, the driver will speak with the Principal.

Step 3: If similar behavior continues, the driver will report the activity on a second written warning. The Principal/Transportation Director will determine the appropriate bus suspension/consequences to the school. The school is responsible for notifying the home and the transportation team regarding suspensions/consequences.

Step 4: If similar behavior continues, bus riding privileges will be revoked for the remainder of the school year and transport will become parent responsibility.

The Principal/Transportation Director may suspend or revoke the transportation privilege or entitlement of any student that exhibits a behavior in which immediate consequences are necessary.

PARENT'S RESPONSIBILITY

Read and discuss with your student(s) the contents of this bus rider's handbook. If you have any unanswered questions or concerns, contact Transportation. Please inform your student(s) of the bus number, name and location of their bus stop.

Please have your student(s) at the bus stop at least 10 minutes prior to the actual departure time. It is recommended you wait with your child at the bus stop. If you cannot be at the stop, and the bus is late, instruct your students to return home and contact their parent / guardian for instruction. Please discuss what a privilege it is to ride the school bus and how it helps your family. Behavior on the school bus is discussed at length in this handbook.

Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus.

Once you have covered the safety information with your child, complete, sign, and return the bus rider's contract found on the last page to the bus driver within the first week of riding the school bus.

The parent is responsible for the transportation of their student(s) to and from school during suspension from any bus. This includes field trips and activity buses.

If a student isn't riding, it is the parent's responsibility to notify their bus driver or the Transportation Department at 767-5192 to advise us not to go to the pickup point. This is not required if your child is picked up at a town stop. If the bus comes by three consecutive days and the student doesn't ride, the bus driver will notify the Transportation Director. The stop will be placed on hold until the parent notifies the Transportation Director.

USD 417 Board Approval

2018-2019
BUS RIDERS CONTRACT
USD 417 PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT

Student's Name (Print)

School

Grade

Bus #

Home Address

City

State

Zip Code

We have read and discussed the School Bus Riders Safety Handbook and we agree to abide by the rules. I /We give permission for the student's information to be maintained by the Transportation Department to be used for safety and student management purposes.

Student's Signature

Date Signed

Parent / Guardian Name (Print)

Parent / Guardian Name (Signature)

Date Signed

Email Contact: _____

Home # _____ Work #: _____

Cell: _____ Other #: _____