

# **TRANSPORTATION INFORMATION MANUAL**

## **PARENTS and STUDENTS**

Horseheads Central School District

Transportation Department



**SAFETY FIRST - We Care**

Revised August 2019

## **FOREWORD**

Approximately 5,000 students residing in the Horseheads Central School District have the opportunity to be bused to our four Elementary Schools, the Intermediate School, the Middle School, and the High School. Busing from approved bus stops is provided to 100% of those students who reside in the District.

Rules and regulations have been developed with the safety and comfort of the school bus rider in mind. The policies of the Board of Education, the rules and regulations of the State, and our operating guidelines establish the framework for our student transportation system. This manual is to help students, parents, and school personnel have a clear understanding of the policies and guidelines under which we operate. Please read this manual and help keep the bus ride as safe as possible for your child as well as others on the bus.

Please feel free to call the Transportation Office at 739-6338 if you have any concerns or questions about the information in this manual. Communicating and working together will help promote understanding and a safe bus ride home.

All directives in this manual follow New York State DMV, New York State DOT, New York SED Laws & Regulations, New York State Vehicle & Traffic Law, Horseheads School District Policy, and Horseheads School District Transportation Department Policy.

# ABBREVIATIONS USED IN THIS MANUAL

DOT ..... Department of Transportation  
SED ..... State Education Department  
DMV ..... Department of Motor Vehicles  
V&T ..... Vehicle and Traffic



# HORSEHEADS CENTRAL SCHOOL DISTRICT TELEPHONE NUMBERS

Transportation Department.....	739-6338
or .....	ext. 4502

District Offices and Main Switchboard.....739-5601

Athletic Department .....x4254 or x4255

Board of Education .....x4201

Facilities Services .....x4400 or x4401

High School .....x1601 or x1600

Superintendent's Office.....x4201 or x4200

Big Flats Elementary School.....x5600 or x5601

Center Street Elementary School .....x2600 or x2601

Gardner Road Elementary School.....x6600 or x6601

Ridge Road Elementary School.....x7600 or x7601

Intermediate School .....x3620 or x3621

Middle School.....x3640 or x3643

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## **NOTICE OF NON-DISCRIMINATION**

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination.

**HORSEHEADS CENTRAL SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT**

Dear Parents and Guardians:

This manual outlines transportation policies and rules in our school district. Please review this information with your children. It is important that they understand busing policies and procedures.

Transportation policy and rules state that all students must ride their assigned bus to and from school. Students must get on and off the bus at their designated stop. Drivers cannot deviate from this. A written request and/or telephone request from a parent or guardian must be received before they will be allowed to get on or off the bus at any other stop. **With proper permission, this is only allowed on their assigned bus.** Requests to get off the bus at a stop other than a designated bus stop may be denied if the requested location is not on the bus route and/or is not an assigned stop. **Friends are NOT allowed to ride the bus home with friends on another bus.**

If you have a long term need for a change for your child's transportation, contact both the school and the Transportation Department.

In order to maintain a high level of safety while efficiently transporting students, our drivers **MUST** have the cooperation of both the students and parents. If the rules listed in the manual are followed, the drivers can concentrate on their primary job - **SAFE DRIVING.**

We look forward to another year of safe transportation and appreciate your cooperation.

Sincerely,

Peter Wilcox  
Transportation Supervisor

# **IT IS SAFER TO RIDE THE SCHOOL BUS**

## **FEDERAL STUDY FINDS NON-SCHOOL BUS TRAVEL DANGEROUS**

**WASHINGTON, D.C. (JUNE 18, 2002)**

“Relative Risks of School Travel: A National Perspective and Guidance for Local Community Risk Assessment”  
Special Report 269. ([www.nap.edu](http://www.nap.edu))

The National Transportation Research Board has released this Federal study which says that kids are at the greatest risk when they are not in school buses. The report shows that every year, about 800 school age children are killed in motor vehicle crashes during normal school travel hours (weekday mornings and afternoons during school months) accounting for about 14 percent of the 5,600 child deaths that occur on the nation’s roadways and 2 percent of the nation’s yearly total of 40,000 motor vehicle deaths. Of these 800 deaths, only 2 percent are school bus related, while 74 percent occur in private passenger vehicles, and 22 percent are the result of pedestrian or bicycle accidents. More than half of the deaths of children between age 5 and 18 occur during normal school travel hours when a teenager is driving.

Keep your child safe and encourage them to ride the school bus.

# **PARENTS: IMPORTANT BUS SAFETY ALERT**

## **HELP US PROTECT YOUR CHILDREN AS THEY TRAVEL TO AND FROM SCHOOL**

**Suitcases on wheels** should not be brought on the bus. They do not fit down the aisle and students are unable to get them on their lap. The **small backpacks** with wheels are acceptable, but must be carried on the bus, not wheeled.

Certain types of children's clothing can create a hazard for your child on the bus. These items can be caught in the bus handrail, door, or other equipment as the child gets on or off the bus.

### **Especially dangerous are:**

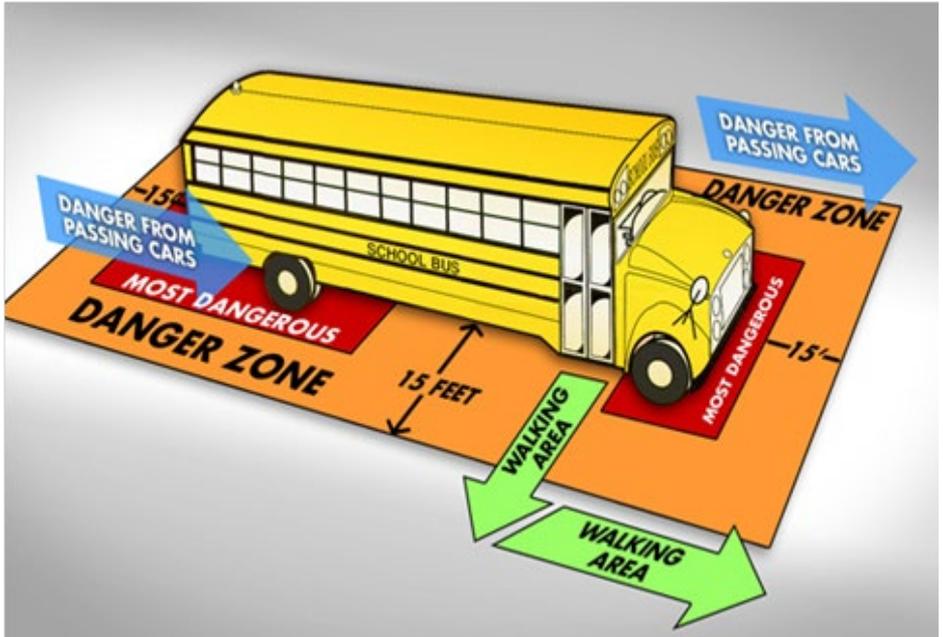
- Long dangling jacket or sweatshirt drawstrings
- Long backpack straps
- Long scarves or other loose clothing
- Dangling items on book bags and backpacks

**In recent years, a number of children across the U.S. had their clothing caught as they exited the bus. Several of these children were dragged by the bus and then killed when the bus ran over them. Please take the time to check your child's clothing to make sure it is safe.**

- Do not try to pick up something dropped near the bus as the bus driver might not see them.
- Remember, other motorists do not always stop for a stopped school bus – use extreme caution when getting on or off the bus.

## TALK WITH YOUR CHILD ABOUT THE FOLLOWING SAFETY RULES

- Stay away from the **Danger Zones** around the bus.



**SCHOOL BUS SAFETY IS A  
TEAM EFFORT**

**NOTHING IS MORE PRECIOUS THAN A  
CHILD'S LIFE**

# **TRANSPORTATION POLICY**

District Transportation Policy is set by the Board of Education.

## **STUDENT TRANSPORTATION SERVICES**

### **I. PURPOSE**

To establish an equitable policy for the busing of students residing in the Horseheads Central School District attending public and private schools in State-approved learning centers.

### **II. GENERAL POLICY**

#### **A. STUDENT ELIGIBILITY**

- All students in grades K through 12 are eligible for transportation.
- Students must be a legal resident of the District and registered to attend our schools before we can legally transport them.

#### **B. CRITERIA FOR ROUTING AND PICKUP POINTS**

1. Designated stops for all students will be set under safe conditions and will be located up to 1/4 mile apart when applicable.
2. Stops shall be approved by the Transportation Department.
3. Pickup points may be adjusted for distance to provide a location that is safe, reasonable, and compatible with the criteria of this policy.

4. Stops are reviewed yearly by the Transportation Department and other times when necessary. Routes may be extended, shortened, or altered at any time to accommodate changes in population or State laws or to remain consistent with this policy.
5. Buses will not travel roads that are private, have restricted traffic flow, are not maintained by the appropriate highway department, or conditions are judged to be unsafe for student transportation. Such determination will be the responsibility of the Supervisor of Transportation.
6. Reasonable effort will be made to limit the number of students at any one bus stop to 30 when there is adequate waiting space away from heavy traffic. Exceeding this limit will require a review and authorization by the Transportation Supervisor.
7. Bus drivers shall stop at **designated bus stops** only. Drivers shall use good judgment if an incident dictates any temporary exception after receiving authorization by the Transportation Supervisor, dispatch, or designee.
8. Reasonable effort shall be made to limit a student's morning and afternoon travel time to a maximum of one hour each.
9. No route shall require a bus to back up unless specifically approved by the Transportation Supervisor or designee.
10. Dead-end roads and those thoroughfares with an outlet which has restricted travel flow will not be serviced by a bus unless such road exceeds 1/4 mile. Any connecting portions of roads that are more than 1/4 mile will be evaluated by the Transportation Supervisor.

## **OTHER SCHEDULING & ROUTING INFO**

### **SIDE ROADS/PRIVATE ROADS**

Transportation will not be provided on private roads or on side roads that are not maintained by town highway departments if the lack of maintenance makes it unsafe to travel on these roads. Some examples of unsafe conditions are flooding, road erosion, ice, snow, and mud.

### **TURNAROUNDS**

Turnarounds will not be established unless adequate space is available and this space is properly maintained. All turnarounds must be approved by the Transportation Supervisor or designee.

### **BABYSITTERS AND DAYCARE CENTERS**

Students will be transported to approved daycare centers, private babysitters, and after-school program locations within each school area, according to Board of Education policies. The location must be on a regular bus route from that school, where students can be dropped off at an approved bus stop location. The request must be made in writing. Contact the Transportation Department for further information.

### **PRIVATE SCHOOLS**

Transportation to private schools is provided as required by State law. Parents requesting such transportation must do so in writing prior to April 1 of the year for which transportation is being requested for the following September, and must renew the request every year.

We regularly provide bus transportation to the parochial schools that are located within our boundaries.

## **LOST CHILDREN**

If your child does not get off the bus, please call the school at once. Remember, the safest place for your child is on the bus. If your child is on the wrong bus by mistake, he or she will be brought home as soon as possible.

## **BUS ROUTE INFORMATION**

Bus route details will be mailed to all registered students prior to school in September. Details list the AM and PM bus numbers, stop location, and the **approximate** arrival time of the bus. These times may not always be accurate as they are computer-generated. Expect that your student will transfer to another bus at least once during the AM or PM run. Occasionally, runs may have to be changed after school begins. These changes may alter the time your child is expected to arrive at home.

## **EARLY DISMISSAL - FIRST FEW DAYS OF SCHOOL**

All elementary students will be dismissed to buses on the first few days of school in September at 2:00 p.m. This will allow time for bus drivers and school personnel to help students riding new or different buses. This will also give bus drivers time to review bus rules, assign seats, and to know who is on the bus. Buses will not leave the schools until 2:30 p.m. After that, dismissal will be conducted according to regular school schedules.

# SPECIAL INFORMATION

## EMERGENCY DRILLS

The State Education Department requires that at least 3 bus emergency drills be conducted each year. The procedure for students to follow in case of an accident, including how to properly use the emergency exit windows and doors, will be covered. There may be additional drills held at each school during the year. Students assigned to help during these drills are expected to follow directives for the safety of all students.

## SEAT BELTS

All our school buses are equipped with seat belts. The District does not require that students wear seat belts on regular bus runs. If you wish your child to wear a seat belt, please send a letter to the Transportation Department. The driver will be notified of your wishes and will make sure your child understands how to use the seat belt on the bus. It will then become the responsibility of the child to use the seat belt.

## STUDENTS RIDING HOME WITH OTHERS

Friends are **NOT** allowed to ride a bus home with friends on another bus.

Students must get on and off the bus at their designated stop. A written request or telephone request from a parent or guardian must be received before they will be allowed to get on or off the bus at any other stop. **With proper permission, this is only allowed on their assigned bus.** The parent or guardian must notify the school after permission is obtained.

Younger siblings and out-of-District students may not ride our District buses.

# **WEATHER-RELATED DELAYS & CLOSINGS**

## **SCHOOL CLOSINGS**

When hazardous road conditions cause the cancellation of school, the main office initiates the school closing using auto-call as soon as possible, as well as announcing on the radio and TV stations.

## **DELAYED START**

Winter weather may warrant a 2-hour delay. The main office initiates the school closing using auto-call as soon as possible, as well as announcing on the radio and TV stations. It is possible a delay may be changed to a closing.

- Every child's schedule will be 2 hours later at the bus stop and for school starting (i.e. If your child is normally picked up at 6:42 AM, a delayed start will change your child's pick up time to 8:42 AM).
- Return home will be at the regular time.
- Classes may be shortened or modified in each individual school to accommodate the day's requirements.
- The lunch menu will likely remain the same for that day and regular scheduled lunch times will be followed.
- There will be no breakfast program on that day.
- BOCES students will not attend BOCES morning classes but will be required to report to the High School to a room designated by the Principal.

**NOTE: PLEASE DO NOT DROP OFF YOUR CHILD OR ALLOW THEM TO WALK TO SCHOOL EARLY. THERE WILL BE NO SUPERVISION AND SCHOOLS WILL STILL BE LOCKED.**

# ARTICLES CARRIED ON SCHOOL BUSES

## DEPARTMENT OF TRANSPORTATION REGULATIONS

At no time shall any article protrude into the aisle or walkway where it interferes with the safety of students. No article shall block the emergency door or windows.

**Any article that cannot be safely carried on the student's lap cannot be transported to school on a school bus.**

Drivers do not carry ropes or straps to secure articles too large or too dangerous to hold in the lap.

### THE FOLLOWING ARE *SOME* OF THE ITEMS WE CANNOT CARRY ON THE SCHOOL BUS:

- TV sets
- Laser lights
- Hockey sticks
- Bows and arrows
- Shovels
- Skateboards
- Large projects
- Perfume Products
- Scooters
- Rollerblades
- Christmas trees
- Blown up balloons
- Golf clubs
- Fishing poles
- Lacrosse sticks
- Ski poles and skis
- Glass items
- Baseball bats
- Bats or Rackets
- Aerosol containers
- Large radios and tape recorders
- Leather bracelets with sharp studs
- Live animals, bugs, reptiles or fish of any kind
- Knives, other sharp objects, weapons of any kind
- Chemicals, flammable liquids, firecrackers, or lighters
- Large musical instruments including baritone horn, cello, tuba, percussion cases
- Open hand sanitizers

Items may not be held between legs or placed on the floor of the bus. If you have any questions as to what may be carried on the school bus, call the Transportation Department at 739-6338.

**Note: *Students may use a small musical device, with ear phones, on the bus. Bluetooth speakers are NOT allowed on the bus.***

# BUS SAFETY GUIDELINES

2019 - 2020

- Students must arrive at the **bus stop** at least **five minutes** prior to their bus arrival time.
- Students are to wait several feet from the highway.
- As students depart the bus, they should look both ways in case of vehicles passing on the right.
- Students crossing the road must wait for a signal from the bus driver and then cross 10 feet in front of the bus, stopping at the center of the road to look both ways before proceeding.
- Students will show identification upon request and must comply with any request by the bus driver, monitor, or District personnel.
- Students will board the bus in an orderly fashion, face forward, and remain seated until the bus stops. Distracting behavior is not allowed. Students may not change seats when the bus is in motion. Drivers will assign seats.
- Students may not put hands, arms, head, or feet out of the bus windows. Students are not allowed to throw any articles inside the bus or out of the window. Conduct should be no different than in the classroom. Drivers may establish more restrictive guidelines if conditions warrant.
- **THERE IS ABSOLUTELY NO SMOKING, CHEWING OR POSSESSION OF TOBACCO PRODUCTS OR ELECTRONIC CIGARETTES ON OR NEAR THE SCHOOL BUS AT ANY TIME BY STUDENTS OR SCHOOL PERSONNEL.**
- **ARTICLES SUCH AS AEROSOL AND GLASS CONTAINERS, PERFUME PRODUCTS, LASER LIGHTS, KNIVES, WEAPONS OF ANY KIND, FIRECRACKERS, LIGHTERS, OR SHARP OBJECTS ARE NOT ALLOWED ON THE BUS.**
- Drink, food, or candy is not permitted on regular bus routes.

- Destruction or damage of a school bus or a student's property could result in immediate suspension and/or restitution for damages.
- At school dismissal time, students are to go immediately to their buses. At the High School, a warning signal is given, then 2 minutes later, the final signal. At that time drivers are required to close their doors. *Students are not allowed to board the bus after the final signal. Students who miss their bus should report to the school office and make arrangements for a ride home.*
- Students who transfer from one bus to another must go directly to their transfer bus.
- No pick up at the transfer points is allowed unless a request is received and approved by the Transportation Department.
- Students must get on and off the bus at their designated stop. A written request or telephone request from a parent or guardian must be received before they will be allowed to get on or off the bus at any other stop. **With proper permission, this is only allowed on their assigned bus.**
- **FRIENDS ARE NOT ALLOWED TO RIDE A BUS HOME WITH FRIENDS ON ANOTHER BUS.**
- Cell phones are not to be used to take pictures or videos on any bus. Any postings on social media is prohibited and will result in disciplinary action.
- Changing of clothes is not allowed on the bus.

**THE SCHOOL DISTRICT MAY DENY STUDENTS BUS TRANSPORTATION IF THESE SAFETY GUIDELINES ARE VIOLATED. EVEN IF TRANSPORTATION IS DENIED, PARENTS AND GUARDIANS STILL HAVE THE LEGAL RESPONSIBILITY TO HAVE THEIR CHILDREN ATTEND SCHOOL.**

# SCHOOL BUS DISCIPLINE PROCEDURE

## 2019 - 2020

For everyone's safety and health, assertive discipline procedures will be practiced on the bus. **Drivers may** deal with misbehavior by:

1. Giving the student a verbal warning (either by the driver, monitor or transportation personnel)
2. Changing a student's seat
3. Speaking with the student one-on-one (either the driver, monitor, or transportation personnel)
4. Submit a Bus Discipline Action Sheet (write-up) to the Student Behavior Monitor

**Additional consequences (warnings, detentions, suspensions from school) may be imposed.**

Courtesy calls by the Student Behavior Monitor **may** be made and documented if the nature of the incident and the situation merits only parent notification and/or assistance.

### **Penalties**

Students who are found to have violated the District's Student Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty consistent with the student's right to due process.

1. Verbal warning - any member of the District staff.
2. Written warning – Student Behavior Monitor, hall and lunch monitors, coaches, guidance counselors, teachers, Principal (or his/her designee), Superintendent.
3. Written notification to parent - Student Behavior Monitor, hall and lunch monitors, coaches, guidance counselors, teachers, Principal (or his/her designee), Superintendent.
4. Detention - teachers, Principal (or his/her designee), Superintendent.
5. Suspension from transportation - Director of Transportation, Principal, Superintendent.
6. Suspension from athletic participation - Athletic Director, coaches, Principal (or his/her designee), Superintendent.
7. Suspension from social or extracurricular activities – Activity Director, Principal (or his/her designee), Superintendent.

8. Suspension of other privileges, including District technology or web servers - Principal (or his/her designee), Superintendent.
9. In-school suspension - Principal (or his/her designee), Superintendent.
10. Removal from classroom by teacher - teachers, Principal (or his/her designee).
11. Short-term (five days or less) suspension from school - Principal, Superintendent, Board of Education.
12. Long-term (more than five days) suspension from school – Superintendent, Board of Education.
13. Permanent suspension from school - Superintendent, Board of Education.

### **Suspension from Transportation**

The school bus is an extension of the school. Therefore, students are expected to follow the school's Student Code of Conduct while on the bus.

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Transportation Supervisor's attention or to the attention of his or her designee, who will then notify the parents and/or the building Principal if appropriate. Students who become a serious disciplinary problem may have their riding privileges suspended by the Transportation Supervisor or the Superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student's education if the student is of compulsory attendance age.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building Principal, Transportation Supervisor, or designee, to discuss the conduct and the penalty involved.

Based upon the student's behavior on the bus, additional consequences (warnings, detentions, suspensions from school) may be imposed by building administrators.

**WHEN NECESSARY, LAW ENFORCEMENT AUTHORITIES MAY BE CONTACTED.**

## **FINAL EXAMS AND MIDTERMS**

If a student is suspended from AM and PM buses, he/she will still be allowed to ride his/her regular bus to school and back home on days the student has required midterms or final exams.

## **HANDICAPPED/SPECIAL NEEDS STUDENTS**

These students will be reviewed on an individual basis and bus monitors will work with the schools and parents involved when suspension is being considered.

## **BUS SUSPENSION**

Students are suspended from ALL buses if they have been suspended from any bus.

# **TRAFFIC FLOW IN SCHOOL PARKING LOTS**

All Elementary schools, Intermediate School, and Middle School have a defined traffic pattern. These have been done for the safety of the student - both the one on the bus and the one in the car. If you are not familiar with the pattern at the school your child attends, please make it a point to ask the school Principal. Fire lanes next to all school buildings must be kept free of vehicles at all times. Do not park in the bus lanes as they are used during the school day for trips, bus transfers, and emergency vehicles.

**Passing a stopped school bus on any public highway while the red lights are flashing is illegal in New York State.**

“Public highway” shall mean any that are used for parking of motor vehicles or used as a driveway located on the grounds of a school or a Board of Cooperative Educational Services (BOCES) facility or any area used as a means of access to and egress from such school or facility.

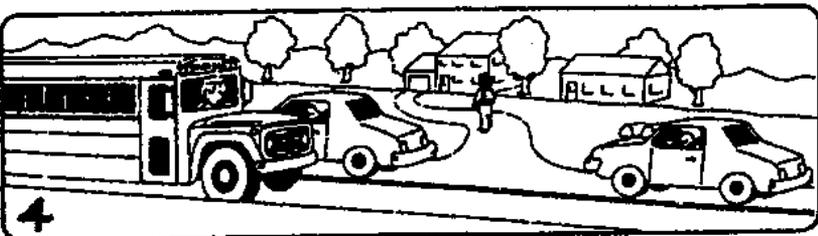
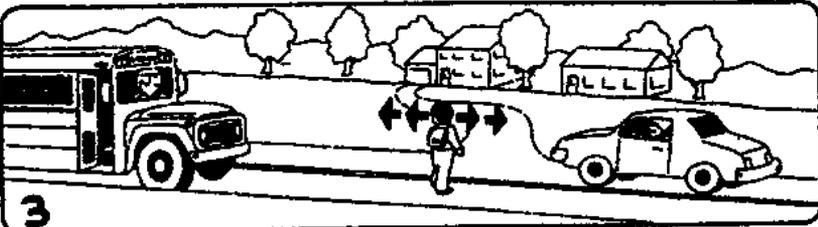
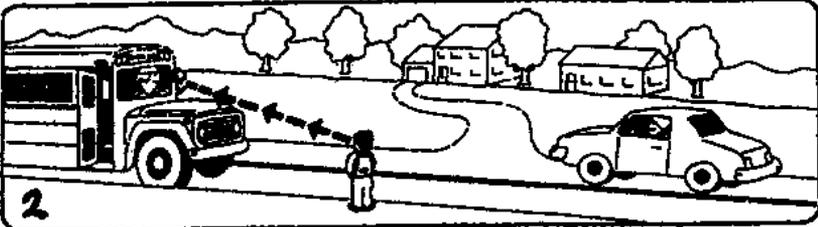
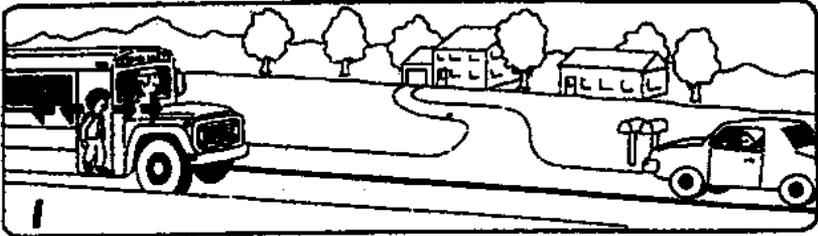
Students transported by means other than the school bus must use the designated areas and avoid school bus lanes.

## **PARENTAL RESPONSIBILITIES**

- Parents play an important role in the safe and efficient operation of the school's transportation system. You have an obligation to the District as a parent to help support District policy and are responsible for your children's cooperation in ensuring a safe bus ride.
- Children are to be at their assigned bus stop 5 minutes before their scheduled time and properly clothed for the weather. Parents are responsible for actions of their child at the bus stop and are urged to insist on good behavior prior to boarding the bus and while on the bus.
- Be mindful of younger children who are not attending school coming to the bus stop. Drivers may not see the smaller child.
- Parents are encouraged to notify the Transportation Office of a student's physical or medical condition to assist us in the care of their child.
- If there is an Order of Protection or a custody situation with your child, please inform the Transportation Department Supervisor.
- NYS Law states that you are responsible for your child from the bus stop to your home. Please make sure that someone is available to be responsible for your child at school dismissal time.

- Parents are requested to help ensure safety when children are unloading and crossing a road by **not** motioning the child to cross. The child and the driver will execute a safe crossing using eye contact and hand motions. Your motions will be a distraction.

# HOW TO CROSS SAFELY



# STUDENT RESPONSIBILITIES

## 1. AT THE BUS STOP

- a. Each student must be on time ***arriving at least 5 minutes prior to scheduled pickup time.*** They are to wait several feet away from the highway and must remain there until the bus has come to a **complete stop**. Drivers cannot wait for students who are not on time.
- b. While walking to/from and/or waiting at the bus stop, students must:
  - avoid standing or playing in the road.
  - keep backpacks, lunch pails, etc. out of the road.
  - not litter or damage surrounding property.
  - not throw snowballs, stones, or any other item(s) at the bus, other vehicles, property, students, or pedestrians.
- c. Observe all safety precautions while waiting for the bus:
  - when possible, avoid crossing streets. If you must cross the street before the bus arrives, look both ways, and cross only when it is safe **OR** wait for the bus to arrive and the driver will safely instruct you to cross.
  - do not push, pull, shove, or chase other students.
  - avoid trespassing on private property.
  - avoid being noisy and creating disturbances.
- d. As the bus approaches, line up several feet away from the highway. Do not approach the door until the bus has stopped and the driver has opened the door. Do not crowd the door when the bus arrives.

## 2. LOADING THE BUS

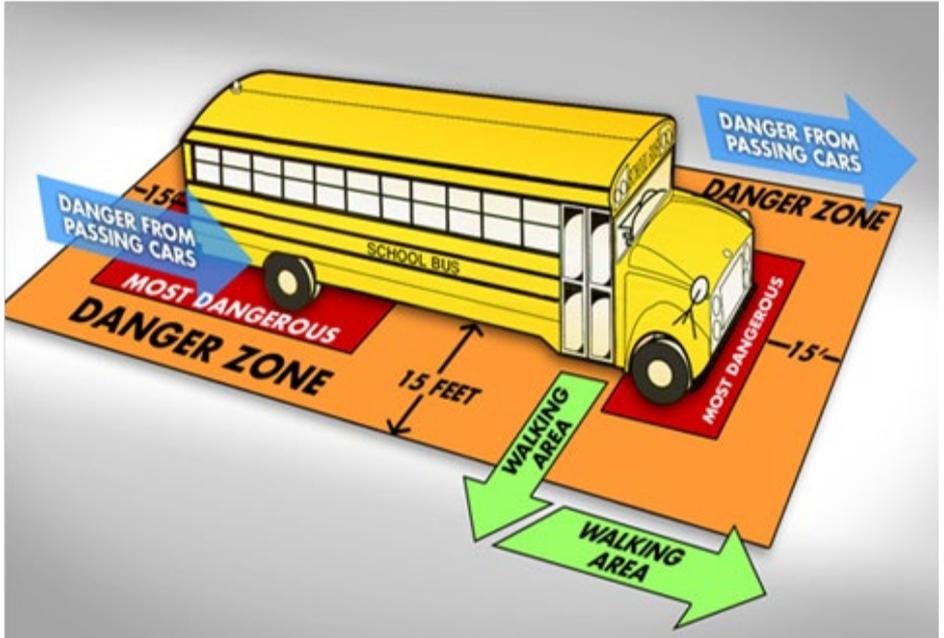
- a. Students who cross the road must be 10 feet in front of the bus and must wait to be signaled to do so by the bus driver.
- b. Always use the handrail when boarding the bus.

- c. Board the bus quickly, quietly, orderly, and be seated at once.
- d. Listen carefully and obey instructions given by bus personnel.
- e. Upon boarding the bus, students must remain seated until they arrive at their destination.
- f. Students will be assigned seats. Bus routes are established, in part, on the basis of 3 bus riders to a seat.
- g. Students are not allowed to board with any object that is potentially dangerous or distracting to other students or bus personnel.
- h. Be courteous to other students and bus personnel.

### 3. **UNLOADING THE BUS**

- a. Look and check both ways before you step off the bus.
- b. Students who must cross a street will exit the bus first and cross 10 feet in front of the bus. The driver will signal the student when it is safe to cross. Students will stop at the center of the roadway and look both ways before continuing. Students may not cross behind the bus at any time.
- c. Leave the bus quickly, orderly, and in a courteous manner. Non-crossers must exit the bus and go directly to the sidewalk, driveway, or a safe area away from the bus. Exiting students must be 15 feet away from the bus before the bus can continue.
- d. Students are to exit by the front door. They may not use the rear emergency door unless it is an emergency.
- e. The bus driver is there to help. Please encourage your child to communicate any fears, concerns, or worries to the driver.

# DANGER ZONES



## SPECIAL NEEDS GUIDELINES

Many of our buses transport special needs students and operate on a very tight schedule. Transportation is provided curb-to-curb. Parents and aides at school are responsible once the child is at their destination. Please review and familiarize yourself with the following guidelines.

1. In most instances, a parent must be home, come to the door, and be seen by the driver before the student can be let off the bus. If the parent will not be home, designate one other person to receive your child. The Transportation Department and the driver need prior notice if this person will be meeting your child. If no one is at home, the child will be returned to school when the route permits. The parent must pick up the child at school.
2. If the student will not be riding the bus either to or from school, notify the Transportation Department at 739-6338 as early as possible, 6 AM to 5 PM.
3. The Transportation Department **MUST** have a home phone number or contact number for each child in case of emergency.
4. The child must be on time and should be ready at least 5 minutes prior to the normal bus arrival time. Route time will not permit the driver to wait for your student or return to pick up student later.
5. Eating of food or candy on the bus is not permitted.
6. Bus passengers must sit quietly, facing forward, and remain seated until bus stops. Students may not change seats while bus is moving.

7. Students are to cross the highway at a distance of 10 feet in front of the bus, and only when signaled by the driver. In most cases, the bus attendant will assist the student while crossing.
8. Parents may not ride on the bus with their children.
9. Return time from school may vary slightly day-to-day depending on the number of students on the bus. **Plan on being home at school dismissal time to meet your child when he or she arrives.**
10. Proper behavior is expected on the bus. Regular procedures for inappropriate behavior will be addressed on an individual basis. This may result in disciplinary action or suspension from the school bus.
11. Review the Bus Safety Guidelines for additional information.

## **GUIDELINES FOR ATHLETIC & OTHER TRIPS**

1. Students represent the School District on a trip and must conduct themselves in an orderly manner at all times.
2. Students may not ride in the equipment bus.
3. Eating on athletic trips is occasionally permitted provided the bus is kept clean.
4. There is absolutely no smoking, chewing or possession of tobacco products or electronic cigarettes on or near the school bus at any time by students or school personnel.
5. Articles such as aerosol and glass containers, perfume products, laser lights, knives, weapons of any kind, firecrackers, lighters, or sharp objects are **not** allowed on the bus.

6. If a large radio is needed at the event, it is to be in the possession of the coach or teacher while on the bus. Small musical devices with earphones are allowed. Bluetooth speakers are **NOT** allowed on the bus.
7. Sharp objects such as skis and ski poles are not permitted on the bus. Other items, such as hockey sticks, golf clubs, baseball bats, other sports equipment, luggage, etc., must be secured or stored in the under-compartments if available. Items must be stored in such a manner to not interfere with the driver's vision, block the aisle, or interfere with the safety of the students.
8. Athletic shoes with spikes/cleats may not be worn on the bus. Change of clothing is not allowed on the bus.
9. Students should remove all trash and discard all litter prior to exiting the bus. Coaches and students are responsible for checking for items as they leave the bus at the end of a trip.

## **VIDEO CAMERAS**

Multiple video cameras are installed on all our District vehicles that transport students. When necessary, data will be reviewed, and disciplinary action may be taken for inappropriate behavior.

## **CELL PHONES**

Cell phones are not to be used to take pictures or videos on any bus. Any posting to social media is prohibited and will result in disciplinary action.

## **BUS LOAD CAPACITIES**

Buses are loaded as near to capacity as possible, taking into consideration distance, time, and locations of schools. The larger buses are approved to transport 65 children.

**THE SAFE TRANSPORTATION OF STUDENTS IN  
OUR DISTRICT IS A COOPERATIVE EFFORT.**

**IF YOU HAVE ANY QUESTIONS,  
PLEASE FEEL FREE TO CALL.**

**THANK YOU!**



Transportation Department.....739-6338
or ..... x 4502

*REV. AUGUST 2019*