 

BECEP Pre-K

Transportation Handbook

2024-2025

*\*For purposes of this handbook, the term “child” refers to children that have been found eligible for either Early Childhood Special Education programming or Head Start programming\**

**Busing Eligibility:**

* To receive busing, the child must reside more than ½ mile from the BECEP home school. Children that live ½ mile or less away from the BECEP home school are not eligible for busing. Children may also be deemed eligible for Special Education busing services through the IEP team process.

**All BECEP busing questions should be handled as follows:**

* To determine if your address lies within or outside of a ½ mile from your BECEP home school, please access the website as follows:
	+ *Bismarckschools.org*
	+ *Busing*
	+ *Find Your School*
	+ *Click Here to Find Your School*
	+ *Enter your home address*
* *For questions regarding bus routes or to check on busing* contact the Transportation Office by emailing bpstransportation@bismarckschools.org or calling **323-4500**. If there is no answer, please leave a message.
* To **discontinue transportation:**
	+ Parent/Guardian MUST notify the Transportation Office by emailing bpstransportation@bismarckschools.org or by calling **323-4500**.If there is no answer, please leave a message.
* If **your child does not need to be picked up for school**:
	+ Parent/Guardian MUST notify the Transportation Office by emailing bpstransportation@bismarckschools.org or calling **323-4500**.If there is no answer, please leave a message.
* If **your child is not riding the bus home**:
	+ Contact your assigned BECEP school at least 30 minutes before the end of the class session.

**Child Pick Up and Drop Off for Riding the Bus**

Bus routes are set on a very strict time schedule. **Please be prepared for pick up 5 minutes before the expected time and be prepared to wait up to 5 minutes after the expected pick up time.** The bus can arrive anytime within that 10-minute window. The bus will stay 1 minute before leaving for their next destination.

* **If the child misses the bus pick-up for two (2) consecutive days and the Parent/Guardian has not contacted the Transportation Office**, the bus will not stop for the child until the Parent/Guardian has contacted the Transportation Office requesting that busing resume. The District is required to offer transportation for Early Childhood Special Education, so this doesn’t apply.
* It is necessary to have a consistent pick-up and drop-off address for each child. A child cannot get on or off the bus at any address other than the address listed on the BECEP Transportation Registration Form.

* **Any address changes for pick-up or drop-off must be submitted to the BECEP Richholt Office. The bus driver will call the Parent/Guardian when the address change is ready again to schedule for pick-up and/or drop-off.**
* The Transportation Office will maintain a consistent pick-up and drop-off schedule. If the master bus schedule changes by more than ten (10) minutes, the Transportation Office will contact the Parent/Guardian of the time change. Route times will fluctuate as children are added or dropped from the routes.
* An authorized adult ***must*** be ready for the bus to pick-up and/or drop-off the child five (5) minutes before the scheduled pick-up or drop-off time. **Bus Drivers and Monitors are not allowed to leave the bus and walk the child to or from the designated drop off location.**
* **An authorized adult (aged 18 years or older) needs to escort a child to and from the bus.** These individuals (and their contact information) must be listed on the BECEP Transportation Registration Form. These individuals will also be required to show a picture identification before the child will be released to that individual. (A picture ID can be obtained from the N.D. Department of Transportation if the individual does not have a driver’s license.) The Parent/Guardian is responsible for keeping their authorized-individual(s) list current. If any changes are needed to be made, please contact the BECEP Richholt office.
* **If an authorized adult does not get the child oﬀ the bus at the designated drop-oﬀ location, then the child will be returned to BECEP-Richholt location, 720 N 14th St.**

The Parent/Guardian or authorized adult will be called by the BECEP oﬃce to inform them of the time that the child will arrive back at BECEP. The Parent/Guardian or authorized adult is responsible for picking up the child at BECEP within 30 minutes of the call or within an agreed upon time frame. If the Parent/Guardian or authorized adult does not pick up the child within the agreed upon time frame, then appropriate authorities may be notified: Burleigh County Human Service Zone at 701-222-6670.

**Safety of Children**

The safety and well-being of children transported is of utmost importance to the Bismarck Public Schools Transportation Department. Bismarck Public School bus drivers and monitors are responsible for securing maximum transportation safety for all children riding the bus. To achieve this goal, Parent/Guardian involvement is crucial. Parent/Guardians are encouraged to remind their children to be safe and display appropriate behavior on and off the bus.

Those children who ride bus will have a backpack tag, provided by the school, with key information to ensure a safe drop off at the end of their school day. This ensures that all children are dropped off to the authorized individuals at the designated place.

Children will be buckled into the bus seat or child restraint system. There is a bus monitor on all BECEP buses to supervise the children. If a child cannot be safely seated and buckled into a bus seat, alternative transportation will be discussed.

If this behavior occurs, a BECEP Administrator or teacher will be made aware of the situation and will help develop strategies to teach the child alternate safety behaviors on the bus

* These strategies will be monitored by BECEP staff and busing staff and modified as necessary.

Continued occurrences of unsafe behavior may result in the loss of busing for the child. If transportation is part of the child’s IEP, the IEP team will discuss alternative methods for getting the child safely to and from school.

If the child brings an unsafe object (i.e. toy gun or toy knife) on the bus, the object will be kept by the monitor or driver and given to BECEP staff once the bus arrives at BECEP. BECEP will contact the Parent/Guardian to pick up the object at school.

**Children are not allowed to eat on the bus**. This is due to food allergies and choking hazards. Any food brought by the child will remain in the child’s backpack or be given to the bus driver/monitor if needed. Please do not send the child to the bus with food in hand.

**A child needing immediate first aid/care will not be allowed on the bus**.

* This includes bloody noses, scrapes, toileting needs, etc. This must be taken care of by the Parent/Guardian before the child enters the bus or by BECEP staff before the child is loaded on the bus.

The Parent/Guardian & authorized people are not allowed on busses.

In the event of a bus accident, the Parent/Guardian of all children on the bus involved at the time of the accident will be notified. Parents/Guardians are asked to stay clear of the accident scene, so emergency authorities and Bismarck Public Schools representatives can handle the situation.

**Supervision of Children:**

It is the responsibility of the Parent/Guardian to monitor their child until the child boards the bus, as well as when the child exits the bus. It is expected that Parents/Guardians will support Bismarck Public Schools high standards of behavior while children are on the bus and work with the Transportation Department to solve any problems.

**Lost and Found:**

Please inquire with your bus driver about lost items.

**Severe Weather**

**It is BPS policy not to send the buses home before the regular hour of departure.**

* When a condition arises where impending weather conditions may affect the safety of school children, the Transportation Office will contact the National Weather Service, Public Works, and Local Law Enforcement Agencies to secure all information available concerning the weather conditions and may make personal spot checks on rural roads and city streets. After receipt of this information, the Superintendent will make the decision by 6:00 AM as to whether school should be called off. If school is called off, a message will be sent out by Bismarck Public Schools to parents via cell phone, text and email. Information will also be posted on the school district’s website as well as TV and radio stations.
* During the winter season, all parents/guardians are urged to see that their children are appropriately dressed when they board the school bus. There is always the possibility that the bus could be stalled for a period of time. In this event, warm coats, hats, gloves, and snow boots could avert serious consequences. Parents of students not dressed appropriately may be contacted by the school. If Parents/Guardians need winter clothing, please contact a BECEP Family Advocate.
* Each day that the school buses leave for their return trip under unfavorable conditions, school officials will keep track of each vehicle by two-way radio. In this way, the approximate location of each bus can be established at any given time.

