

**TRANSPORTATION  
HANDBOOK  
FOR PARENTS AND  
STUDENTS**



**West Bloomfield School District  
Transportation Department  
3340 Orchard Lake Road  
West Bloomfield, MI 48324  
(248) 865-3680**

## **WELCOME**

The West Bloomfield Transportation Department would like to extend a warm welcome to you and your child/children who will be transported to and from school each day.

The Administrative staff and the employees who make up the Transportation Department understand that the ride to school can set the tone for the entire day for your child and the learning process.

Therefore, it is very important that you and your child/children understand the rules and regulations that govern a safe trip to and from school.

# **WEST BLOOMFIELD SCHOOL DISTRICT**

## **West Bloomfield, Michigan**

### **TRANSPORTATION POLICY 3541:**

(Replaces policy adopted 3/2/87 and rules and regulations acknowledged 3/2/87)

Under the Revised School Code of the State of Michigan, a school district of general powers, such as West Bloomfield, is obligated to provide transportation for its qualified special education students. The West Bloomfield Board of Education, in addition, when funds are available, will make transportation available to all eligible students attending K-12 programs during the regular school day. However, since the primary obligation of the West Bloomfield School District is the education of its students, transportation services not required by law may be reduced or eliminated to avoid impairment of the educational program.

For financial reasons or otherwise, the superintendent may, subject to board approval, implement a plan making transportation available to less than all of the students in the district. If prior approval by the board is not feasible, the plan may be implemented temporarily pending approval by the board at its next meeting.

Policy Adopted: 5/24/99

### **RULES & REGULATIONS:**

#### **A. General Considerations**

1. In organizing and operating the transportation system, the district's first priority will be to adhere to all applicable statutes and ordinances as well as the rules and regulations of the State Department of Education.
2. In providing transportation to eligible students of the district, the district shall consider, in the order listed:
  - a. Safety of students, personnel, and the public.
  - b. Efficiency and economy of operation.
  - c. Convenience.

#### **B. Administration of the Transportation Department**

1. The general supervision of the organization and operation of the transportation system shall be the responsibility of the

superintendent and/or his designee, the assistant superintendent for business and operations.

2. The direct responsibility for the maintenance and operation of all district-owned vehicles and the supervision of transportation personnel shall be delegated to the supervisor of transportation by the assistant superintendent for business and operations.

### **C. Transportation of Eligible Students**

1. All elementary, middle school, and high school pupils shall be entitled to transportation services, in accordance with the provisions of this policy.
2. A resident student enrolled in a non-public school shall be eligible for transportation as required by law. The supervisor of transportation shall establish the most efficient and economical means of providing transportation to non-public school students.
3. The district will also provide, where feasible, transportation service for students to and from school sponsored activities such as athletic events and field trips.
4. Exceptions to the general eligibility rules may be made for any and all students enrolled in a program for mentally, emotionally, or physically handicapped students, designated and approved by the district.
5. The transportation supervisor may make exceptions to the guidelines for service and eligibility set out herein, subject to final approval by the superintendent or his/her designee, based upon the student's age, grade attended, any disability and other health or safety considerations. No exception may be made that would violate pertinent statutes, ordinances, or regulations.
6. The school bus or other vehicle shall be considered an extension of the school itself. Therefore, all school rules, regulations, and policies that govern student conduct in school buildings and on school grounds are extended to school vehicles used to transport students. Rules and regulations concerning student conduct are published and shall be furnished to students and parents upon request. Transportation service may be limited or withheld, temporarily or permanently, in order to enforce rules of conduct on busses and at bus stops.

### **D. Bus Stops & Routing**

1. The supervisor of transportation shall determine the location of bus stops. No changes are to be made in routing of bus stops without the prior approval of the supervisor of transportation.
2. The safety and conduct of a student while walking to and from school or to a bus stop is the responsibility of the parent.

**E. Appeal Process for Changes in Bus Stops and Routing**

1. Those wishing to request any changes in bus stops or routes must notify the supervisor of transportation in writing..
2. The requesting party shall be notified of the supervisor's decision.
3. If not satisfied with the decision, the requesting party may file a written appeal with the Transportation Safety Committee.
4. The Transportation Safety Committee will hear the appeal within five (5) working days of the appeal being filed and notify the requesting party within another five (5) working days of the committee's decision.

**F. Structure of the Transportation Safety Committee**

1. The committee shall consist of no less than six (6) members of whom four (4) shall constitute a quorum for the purpose of conducting any business and/or hearings.
2. Members shall include:
  - a. district bus driver
  - b. the transportation routing clerk
  - c. a middle school and elementary principal
  - d. a middle school and elementary parent

If the route under consideration is handled by the bus driver member of the committee, an alternate shall be selected from the remaining drivers by the transportation supervisor.

**G. Reports and Modifications of Policy**

1. Following the close of each school year, there shall be an administrative report on costs and recommendations for changes in policy for the subsequent year.

2. The superintendent and staff are directed by the board of education to formulate further rules and regulations that are necessary to implement this policy.

**Legal Reference: PA. 187 - Pupil Transportation Act of 1990**  
**Rules & Regulations Acknowledged: 5/24/99**

# BUS STOPS

## 1. **Student Pickup**

Students shall be at the bus stop ten (10) minutes before the bus is scheduled to arrive. Children should dress accordingly for weather conditions. Even though you might like us to wait for your child/children to come out of the house, it is impossible. Drivers are on a strict time schedule. Your cooperation in having your child out at the stop is greatly appreciated.

## 2. **Not Requiring Transportation**

If your child is the only one at the stop, and they are not going to be going to school, please call the Transportation Department at least one-half hour before his/her scheduled pick-up time at 865-3680 so we may notify the driver.

## 3. **Dropping Off Small Children**

If your child is a kindergarten or first grade student, please be available to meet your child/children's home bound school bus. We will not drop off small children unattended.

## 4. **Change of A.M. pickup or P.M. take home**

If it becomes necessary for your child/children to be picked up or dropped off at a different location within the school boundaries, and will not alter the route, please send a note to the school and call the Transportation Department at 865-3680. If the change is to be on-going, you must complete and submit to the driver, a Transportation Request form which is available at your school or in the Transportation Department. The driver will turn the form in to the Transportation Office staff and to the building administrator of the school in which your child/children attend.

## 5. **Neighborhood and Bus Stop Concerns**

If you or your child/children are experiencing neighborhood problems at your bus stop, the Transportation Department cannot get involved.

## 6. **After School Appointments**

If you or your child/children have an appointment after school, you may want to pick your child/children up to assure that you make your appointment on time. The Transportation Department cannot guarantee that your child/children will be dropped off everyday at the same time. Traffic conditions, field trips and substitute drivers are some of the reasons that your child/children may be delayed. If your child/children does not arrive home within fifteen minutes of his/her regular time schedule, please feel free to contact the Transportation Office and we will be glad to contact the driver for the time of arrival.

# **KINDERGARTEN and FIRST GRADE STUDENTS**

1. Please meet your child's/children's home bound bus so the driver is aware that the child is safe. We will not drop off small children unattended. If no one is at the stop to meet the child, the child will be returned to their school and it will be your responsibility to pick them up. If the school is closed and cannot receive a returned child, they will be taken to the nearest police station and you will be required to pick them up there.

The Transportation Department and its office staff are not a licensed daycare center. We will not attend a child who cannot be delivered to their home after school. If it becomes a continuous problem that there is not a responsible person at the bus stop when a child is to be dropped off, it will force the Transportation Department to refuse transportation for that child until there is assurance from the parent that someone will be available, on a daily basis, to receive the child when they arrive at the stop.

2. When your child/children is picked up on the first day of school and dropped off at their appropriate school, their teacher will give them a name tag with their name, address, and home phone number. The number that is given to the school is also number that the Transportation Department will use if there is a need to contact a child's home. Please make sure it is a number where you or someone can be reached.
3. Kindergarten and first grade children should wear their name tags for at least two weeks after school starts.
4. If your child/children are apprehensive about riding a school bus, you may follow the bus to school or meet it there. You, as a parent, cannot board and ride the bus with your child/children. Remember, children make friends very quickly and after a few trips to and from school become seasoned veterans at riding a bus.
5. When school is dismissed, your child's teacher will walk them to the correct bus for boarding.
6. Drivers will check their buses for sleeping children. If they find a child who has fallen asleep, they will contact the Transportation Office by radio and the office will in turn contact the parent with an estimated time of arrival.
7. Please, for your child's safety, instruct them never to chase papers, books, balls etc. that have blown or rolled under a bus. Have your child notify the driver if something goes under the bus.



8. Always use back packs or some other means to carry school books and personal belongings. Loose papers could blow underneath the bus and cause an accident.
  
9. Items that are left on the bus by children are kept on the bus for approximately two weeks. The items are then turned in to the lost and found at the school. If your child loses any of his/her belongings on the bus, and needs them prior to the next day when they get on the bus, please feel free to contact the Transportation Office at 865-3680, and request that the item be brought into the office so you can pick it up. You must pick it up in the Transportation Office, located at 3340 Orchard Lake Road (next to Abbott Middle School) by 5:00 p.m.

# **DISCIPLINE PART I**

## **WEST BLOOMFIELD SCHOOLS DISCIPLINE CODE FOR BUS RIDERS**

All students in the school system who ride a bus to or from school are subject to the bus code regulations stated here. Any conduct that distracts the driver is a very serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all the passengers. Remember, busing is a service that is not required by law, because it is not part of the educational process. Students disobeying the rules can be denied transportation.

Every school bus driver has been supplied with a school bus incident reporting system. Students will be cited for inappropriate actions, including but not limited to the following:

### **MINOR OFFENSES**

1. Boarding or leaving the bus in an unsafe manner
2. Sitting improperly
3. Failure to sit in assigned seat
4. Placing feet and/or legs in the aisle of the bus
5. Littering
6. Unnecessary noise
7. Tardiness to the bus stop
8. Consumption of food or beverages
9. Inappropriate personal property
10. Tampering with bus windows
11. Placing feet and/or legs in the aisle of the bus

### **MAJOR OFFENSES**

1. Fighting or assault
2. Smoking or use of tobacco on bus
3. Throwing objects at or on the bus
4. Destruction of property – vandalism
5. Possession or use of tobacco or controlled substances
6. Verbal threats
7. Use or possession of fireworks or smoke bombs or lighting matches
8. Insubordination
9. Opening the emergency door
10. Hanging out of the windows
11. Profanity
12. Disruptive behavior

# DISCIPLINE PART II

If your child/children is reported for any minor or major violation (as stated earlier), or any other form of misconduct, he/she will be given a violation slip to take home. A copy of the violation will be given to the school principal and a copy will be retained in the transportation department. For Minor Offenses the parent may sign the violation slip and return it to the driver the next day.

## **1st OFFENSE:**

Minor Offense: Written violation, a violation report must be returned to the driver signed by the parent and/or guardian.

Major Offense: Loss of transportation for one (1) day.

## **2nd OFFENSE:**

Minor Offense: Written violation #2, a violation report must be returned to driver signed by parent and/or guardian after the parent/guardian has made contact with the Principal or Assistant Principal of the school in which the student attends.

Major Offense: Loss of transportation for three (3) days.

## **3rd OFFENSE:**

Minor Offense: Written violation #3, loss of transportation for one (1) day.

Major Offense: Loss of transportation for ten (10) days.

## **4th OFFENSE:**

Minor Offense: Sequenced loss of transportation service listed in major offenses.

Major Offense: Loss of transportation for semester.

To improve communication, the transportation office will send, to each school building, a copy of all signed original violations which pertain to them. The director of transportation and the building principal work together cooperatively.

**PENAL CODE -  
MALICIOUS MISCHIEF AND DESTRUCTION  
INTENTIONAL DAMAGE TO SCHOOL BUSES**

Anyone found causing damage to school district property will be billed for costs to repair or replace the damaged equipment or article. Please be advised, that Public Act No. 13, H.B. No. 4155 Regular Session of 1995, PENAL CODE - MALICIOUS MISCHIEF AND DESTRUCTION - INTENTIONAL DAMAGE TO SCHOOL BUSES, Sec 377c. States the following:

(1) If a person intentionally damages, destroys, or alters a school bus without the permission of the entity that owns that school bus and that damage, destruction, or alteration creates a health or safety hazard to any individual occupying that school bus or who may occupy that school bus, the person is guilty of a felony punishable by imprisonment for not more than 5 years, or a fine of not more than \$5,000.00 or both.

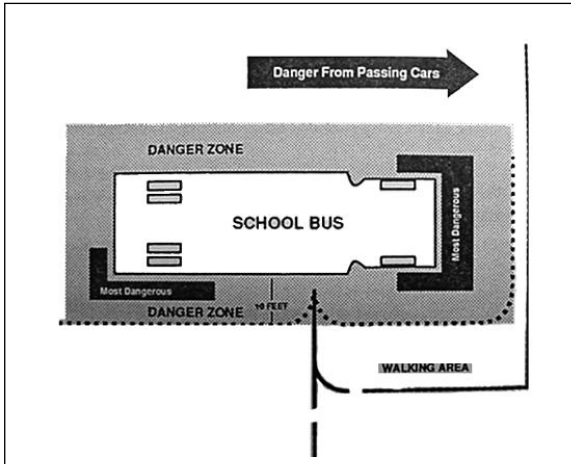
(2) As used in this section, "school bus" means that term as defined in section 57 of the Michigan vehicle code, Act No. 300 of the Public Acts of 1949, being section 257.57 of the Michigan Compiled Laws. School bus includes a school transportation vehicle as that term is defined in section 57c of Act No. 300 of the Public Acts of 1949, begin section 257.57c of the Michigan Compiled Laws, if that vehicle is clearly marked as a school transportation vehicle.

M.C.L.A. 750.377 Note

Section 2. This amendatory act shall take effect August 1, 1995. This act is ordered to take immediate effect. Approved April 4, 1995. Filed April 6, 1995.

# DANGER ZONES

## SAFETY AROUND THE SCHOOL BUS



### WHEN WAITING FOR A SCHOOL BUS . . .

1. Stay a safe distance from the roadway.
2. Wait in a straight line.
3. No pushing or horseplay.
4. Walk to the bus after the door is open.
5. Use the handrail when boarding.

### CROSSING IN FRONT OF THE BUS . . .

1. Stop at the edge of the bus.
2. Look right and left.
3. Look at the driver for a signal to cross.
4. Keep watching for traffic as you walk.

### BEFORE CROSSING . . .

Walk fifteen (15) or more feet in front of the school bus, the driver must see you from head to toe.

# SAFE BUS TRANSPORTATION

**Student conduct can either endanger other students or make it a safe and enjoyable ride to and from school.**

1. Wear appropriate clothing for the weather.
2. Leave your home early enough to arrive at your bus stop at least ten (10) minutes before your bus is scheduled to arrive. The driver cannot wait for you.
3. Wait for your bus in a safe place - at least ten (10) feet back from the roadway. Do not charge the bus before it stops. You could fall under the bus and be seriously injured or killed.
4. Be alert to traffic and stay away from strangers.
5. Board your bus in an orderly manner and take your seat immediately. The driver will not move the bus until you are seated.
6. Follow the instructions of your school bus driver.
7. Remain in your seat while the bus is in motion.
8. Keep your head and arms inside the bus at all times.
9. Keep aisles clear at all times. Keep your school books and personal items in a book bag on your lap. Feet and legs must stay out of the bus aisles at all times.
10. Remain quiet and orderly. Remember, if you create a noise level that is distracting to your bus driver, you could be putting yourself, as well as other students on board, in an unsafe and dangerous position.
11. Be alert to traffic when leaving your bus. If you must cross in front of a bus, wait until your driver gives you the appropriate hand signal to cross. Cross at least fifteen (15) feet in front of the bus.
12. Because of safety and seating space, skateboards, skis, snowboards, basketballs nor pets of any kind are allowed on your bus. NO EXCEPTIONS!
13. Never throw anything out of the school bus window.
14. Never attempt to open the rear emergency door of the bus. The student who attempts to open the door could fall out of the bus, causing injury or death.

15. Students must get off the bus at their scheduled stop. In order to get off at a different stop, you must have a signed note from your parents and have it approved by the school office. Do not ask your driver to make a special unscheduled stop.

Your bus driver is not only responsible for his/her bus, but also is also responsible for the conduct and control of the students on his/her bus while in transit. All students must follow the instructions given by the driver. If, at any time, a student fails to follow instructions and becomes a violator of any of the "Bus Rules for Students," the driver will be required to issue a written violation. When a student receives a violation, he/she must have is signed by one of this parents or legal guardian and present it to the driver the morning following the issuance of the violation. A copy will be sent to the building principal, who along with the Supervisor of Transportation will decide what form of discipline will be administered. If a student, who has been issued a violation, does not return the violation to the driver, he/she will not be allowed to ride the bus until the appropriate action has been taken.

Remember, your driver has a large responsibility when it comes to driving your bus. Your help in making it a safe trip will be greatly appreciated.

# **DON'T LOSE YOUR RIDING PRIVILEGE - FOLLOW THE RULES**

- Be courteous to your driver and other students.
- Observe same conduct as in the classroom.
- Do not use profanity.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Bus driver is authorized to assign seats.



# INCLEMENT OR SEVERE WEATHER INFORMATION

## **Inclement Weather**

Michigan weather can change rapidly between the months of November and April. Please make sure your child/children have on the appropriate clothing for the weather conditions.

## **Severe Weather**

Occasionally, it is necessary to cancel school due to weather conditions. There are many factors that are considered before the call is made to cancel school. When this occurs you may call **the Information Hotline at (248) 738-3350** or listen to the following radio stations after 5:30 a.m.:

**WJR 760 A.M. WPON 1460 A.M.**

**The following local television stations will also list school closings:**

**WJBK Channel 2 WDIV Channel 4**

**WXYZ Channel 7 Local Cable Channel 19**

**School closing information will also be listed on the  
West Bloomfield School District webpage: [www.westbloomfield.k12.mi.us](http://www.westbloomfield.k12.mi.us)**

You may also listen to the above stations during the day to see if evening classes are also canceled.



## **NOTICE OF NONDISCRIMINATION**

IT IS THE POLICY OF THE WEST BLOOMFIELD SCHOOL DISTRICT THAT NO PERSON SHALL, ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, DISABILITY, OR SEXUAL ORIENTATION BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION IN EMPLOYMENT OR ANY OF ITS PROGRAMS OR ACTIVITIES.

THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES:

### **MR. RICK ARNETT**

ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND LABOR RELATIONS  
5810 COMMERCE ROAD  
WEST BLOOMFIELD, MI 48324  
(248) 865-6424