

## Parent Guide to School Transportation

Dear Parent or  
Guardian,

Welcome to a new school  
year!

Transportation is a privilege that Eagle County Schools is proud to offer to our students. The primary objective of the Eagle County Schools (ECS) Transportation Department is to safely transport students to and from school. Our drivers are required to meet stringent training standards that exceed State and Federal regulations. We rely on all students, with the support of their parents and/or guardians, to follow procedures that contribute to the safety of everyone on the bus.

Students that ride the bus are required to have a Smart Tag bus pass to ride. This is for the safety of all students that ride, plus allows for proper loading counts to avoid overloaded buses. There is a Smart Tag web-app that allows you to monitor your child's bus activity. For information please go to [eagleschools.net/Transportation](http://eagleschools.net/Transportation).

Because most students will ride one of our buses during the school year, for sports, field trips or extracurricular activities, it is required for you to review the **Bus Rules**, and **Consequences for Infractions with your child(ren)**. It is the expectation of Eagle County Schools that any student using school transportation is aware of all rules and safety standards that are required to ride the bus.

Please make sure that your child's school has updated contact information (working telephone numbers, physical address and email) for you in case of an emergency. If you have any questions about any of these items, please call the Transportation Department at **970- 328-2744**.

Respectfully,

*Timothy Owsley*

Director of Transportation  
Timothy.owsley@eagleschools.net  
(970) 328-1939

# Bus Rules

*These rules apply to bus routes, field trips, and athletic trips.*

1. Students must have their **Smart Tag** pass out and ready to scan on and off anytime you are riding a bus. When requested all bus riders are required to properly identify themselves. Purposefully giving incorrect information to a driver is a zero tolerance behavior and is grounds for permanent removal from all school transportation.
2. Obey and Respect the bus driver, other passengers and the school bus. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. Including verbal, ethnic, racial, sexual abuse, or threats. This is considered bullying and will not be tolerated.
3. Electronics, of any nature, may be denied for use on the bus at any time, specifically if used in a manner that distracts the driver. Taking pictures of or videotaping another person while on the bus is considered invasion of privacy and is strictly prohibited.
4. Students are permitted to only board or exit the bus at their assigned stop. In accordance with District policy JICC (also EEAEC), Student's **MUST** have a written request from their parent/guardian, approved by the Principal and presented to the driver in order to get on or off at another stop (applies to students assigned bus only). Notes written in Spanish **MUST** be translated by the school's office.
5. Arrive at the bus stop 5 minutes prior to scheduled pick-up time.
6. Stand a safe distance from the curb or roadway in an orderly line; refrain from running games or horseplay.
7. Wait for the driver's signal before crossing the road if necessary. Cross straight across the road no less than 10 feet or more than 15 feet in front of the bus. Never cross behind the bus! Never!
8. Wait until the bus stops and the door is opened before attempting to board or unload from the bus.
9. Sit quickly and quietly in your seat, facing forward, and remain so while bus is in motion.
10. Complete silence is required in the vicinity of railroad crossings.
11. No more than three passengers to a seat.
12. The aisle is not to be blocked at any time.
13. No eating, drinking, chewing gum or spitting while on the bus.

14. Keep head, arms, and legs inside the bus and to yourself.
15. Do not throw objects in, on, at, or from the bus. Place trash in the trash receptacle.
16. Talk in a quiet voice; loud, rude, vulgar or obscene language/gestures is prohibited.
17. State law and/or District Policy prohibits the following items on school buses:
  - a. Alcohol/drugs/tobacco/e-cigs
  - b. Weapons (includes replicas)
  - c. Lighters/matches
  - d. Glass items
  - e. Explosives
  - f. Animals, insects or reptiles
  - g. Perfumes or colognes
  - h. Legally prohibited substances
  - i. Fireworks (including smoke and stink bombs)
  - j. Aerosol products
  - k. Other dangerous objects
18. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be able to be carried safely on their lap, may be placed on an open seat beside them provided there is capacity to do so, and must be in their control at all times. Any item considered to be too large may be refused due to capacity issues.
19. All varieties of Sport or Recreation Balls/ Equipment need to be enclosed in a backpack or sports bag.
20. Students will not be permitted to bring such items as Baseball Bats, Hockey Sticks, Golf Clubs, Tennis Rackets, Skateboards, Scooters and Roller Blades onto the bus. Any other object deemed to be unsafe cargo on the bus will be denied. The driver will have the authority to deny transportation to a student with such articles in his/her possession.
21. Students will not be permitted to wear clothing or footwear that can damage upholstery or floor finishes (cleats) or that is inappropriate as per district dress code policies.
22. Be alert for a danger signal (horn honking, verbal command, etc.) from the driver when leaving the bus or crossing a road. If you hear a signal immediately stop and check with the driver for instructions.
23. Unauthorized exit from/activation or tampering with emergency exits.
24. Behavior or conduct not listed above, which in the opinion of the driver is either unsafe or detrimental to the well-being of other passengers, is not permitted.

# Consequences for School Bus Infractions

**All bus suspensions are school days.**

**Bus suspension applies to bus routes, field trips, and athletic trips.**

Subsequent infractions are cumulative from the original infraction. However, a warning might be given for one type of infraction, and a suspension may result from another type of infraction.

In all cases a Bus Conduct Form will be emailed to the parent/guardian, signed and returned to the transportation leadership team. This form explains the behavior problem and the resulting disciplinary action. The form **MUST** be signed by a parent/guardian and returned to the transportation department before the student may resume riding the bus.

Contact will normally be made by telephone. However, due to differing schedules and the fact that some families have unlisted numbers or no telephone, phone contact is sometimes difficult. Drivers will leave a message if no one is available to answer.

Bus suspensions given at the end of a school year will be enforced and completed in the following school year.

General Misbehaviors		
	Elementary Student	Middle and High Student
1st Offense	Bus Report -call to parent	Bus Report -call to parent
2nd Offense	Bus Report - 3 day min suspension	Bus Report - 5 day min suspension
3rd Offense	Bus Report - 5 day min suspension	Bus report -10 day min suspension
4th Offense	Bus Report -15 day min suspension	Bus Report -15 day min suspension
5th Offense	Suspension for remainder of schl yr	Suspension for remainder of schl yr

## Zero Tolerance Behaviors

Eagle County Schools has adopted a zero tolerance policy for certain behaviors that are of a severe nature. The following consequences have been adopted by the Transportation Department and approved by the Eagle County School District administration. Bus suspensions due to vandalism will require that appropriate arrangements for restitution be made by MONEY ORDER prior to re-establishment of riding privileges. Should police involvement be necessary the consequences may be excelled to suspension for the remainder of the school year to commensurate with the infraction. **Note:** Students that are variance/transfers or in an after-school program will be allowed one warning call to parents before losing all transportation privileges for the remainder of the school year.

## Zero Tolerance Behaviors

**1st Offense** - Elem 5 days - Mid & High 10 days

**2nd Offense** -Elem 10 Days -Mid & High 15 day

**3rd Suspension for remainder of the year**

Bullying as per Colo. S.B.01-80  
(Taunting, Racial Slurs, Sexual Innuendos)

Fighting or Physical Assault

Repeated Extreme Profanity and/or Vulgarity

Gang-Related Activity

Theft or Vandalism

Inappropriate Display of Affection/Sexual

Tobacco/Use of Lighter or Matches/vaping

Menacing a Driver

**Suspension for remainder of the year:**

False Accusation of a Driver

Alcohol or Drugs on Bus

Weapons (as described per policy)

Tampering with Emergency Equipment

**Suspension for remainder of the year and Charges of Assault**

Physical Assault of Driver

Sexual Assault of a student

**Bus Suspension is NOT School Suspension:** Suspension from the bus shall never be interpreted as suspension from school. If a student is suspended from the bus it shall be the responsibility of the student's parent/guardian to ensure the safety and welfare of the student in getting to and from school.

**Note:** Student's suspended from the bus and riding the bus as a variance student will lose all bus privileges for the remainder of the school year.

**Appeals:** If a parent wishes to appeal a decision to suspend a student from the school bus, the following procedure shall apply:

1. The parent must request that a conference be scheduled.
2. At least one parent must attend the conference, as well as the student, the Transportation Supervisor (or designee), and a school administrator.
3. After the parental request, it shall be the school administrator's responsibility to schedule the conference and notify the appropriate parties.
4. The Transportation Supervisor will have final authority following the conference. Any suspension will remain in effect pending the outcome of the conference. Audiovisual recording devices are installed and used on District buses for the purpose of improving safety and discipline. It is generally designed to provide a video record of behaviors inside a school bus. Misbehavior discovered by viewing videotapes may result in disciplinary action. Under no circumstances will tapes be released to anyone outside the District, except as required by law. They will be treated as protected records under the Family Educational Rights and Privacy Act.

**Restoring Order:** If a bus discipline problem is so disruptive that the driver feels it is unsafe to proceed, then the driver will safely park the bus until order is restored. This can result in route

delays, but the potential danger of proceeding with an extremely unruly busload of students outweighs the bus being late. As a last resort, drivers are instructed to return unruly students to their school.

## ECSD BUS PASS PROCEDURES

Please go to the transportation web-page to sign up for the Smart Tag Parent Portal.

**Obtaining a Bus Pass:** All students will be required to have a Smart Tag Bus Pass to ride a bus. To obtain an initial or replacement Smart Tag bus pass please contact the Transportation Department at (970) 328-2744, (970) 328-2743 para Español.

**Lost or Damaged Bus Passes:** Students that have lost or damaged their pass will be required to purchase an additional pass prior to riding the bus. Once the pass has been purchased the student may ride until they receive their new pass. Cost for replacement bus passes is \$5.00. Preferred method of payment is online using your School Bucks account or may be in the form of cash, check, or money order. The driver will issue your student a receipt upon request.

If the student continually fails to bring the required fee for the lost pass the driver will contact the parent/guardian. After a week (without the appropriate payment) and contact with the parent, the student will be brought to school but will not be allowed to access the bus for transportation home and thereafter until the pass is located or until the fee for bus pass is paid.

**Placement of Bus Passes:** It is recommended that bus passes be placed on the right side of a backpack for easy access to the bus scanner or be worn around the neck by a lanyard. As long as the student is able to quickly scan their bus pass for each ride, the bus pass may be placed wherever the holder pleases.

**Continuous Loss of Bus Passes:** Students that continuously do not produce their bus pass will be treated using the consequences of General Misbehaviors and receive the appropriate level of discipline as spelled out in prior paragraphs herein.

### **Hazardous Weather Conditions**

In an effort to improve procedures for dealing with hazardous weather situations, the administration of Eagle County School District has developed the following guidelines. We hope they will be of assistance on these occasions.

**Television Channels:** KWGN – WB2, KCNC – 4, KMGH – 7, KVBA –TV8, KUSA – 9, ECO-TV–18, FOX 31,

**Radio Stations:** KOA 850AM, KKCH – 92.3 or 92.7, KTUN -95.3, KSKE 101.7, KZYR – 97.7, KQSE- 102.5,

In the event that a decision is reached to cancel school bus transportation, every effort will be made to have such information on the air by 6:30 AM. If no announcement is made on the stations, assume that school buses WILL run and no other adjustment is planned. Information will also be available by calling (970) 328-6321, ECS Facebook page, EC Alert, automated phone calls, and on the website at eagleschools.net.

It is the responsibility of parents/guardians to make contingency plans for the care of their children in the event that school is canceled or students are released early for whatever reason. It is suggested that in very cold weather children be warmly dressed, and are instructed to return home if the bus is 30 minutes late or more. In severely cold weather students need only wait 15 minutes.

**District Policy JICC (also EEAEC) for Student Conduct on Buses  
is available at eagleschools.net or by calling 970-328-6321.**