



## **BVSD Transportation Parent Handbook**

### **Transportation Guidelines for General Education Students**

#### **Transportation Contact List:**

##### **Boulder Terminal 720-561-5125**

- (includes Boulder and the foothills)

##### **Lafayette Terminal 720-561-5126**

- (includes Broomfield, Erie, Lafayette, Louisville, and Superior)

##### **Nederland Terminal 720-561-6240**

- (includes Nederland and the Peak to Peak and Hwy 72 corridors)

The Transportation Department strives to provide safe, timely, and convenient school bus service. School buses are an integral part of the entire school system and all aspects of the bus experience should contribute to the overall education of our students. It is our goal that each student's bus ride be as pleasant as possible so they arrive at school receptive to learning and that the positive experiences they have at school are carried over to a safe ride home. To accomplish this goal, it is necessary to integrate the efforts of transportation staff, teachers, principals, students, and parents. This handbook is designed to improve communications between the school, parents, and the Transportation Department.

Riding the school bus is a privilege, not a right. This handbook acts as a guide for parents, students, and transportation staff to work together to ensure the safety of all students.

## **BOULDER VALLEY SCHOOLS**

### **RULES FOR SAFE SCHOOL BUS RIDING**

#### **1. Leave home early enough to arrive at your bus stop on time.**

It is the parent's responsibility to ensure that their student gets to and from the bus stop safely and on time. Students should be at the school bus stop 5 minutes before the scheduled pickup time. Respect private property at the stop location. Parents are highly

encouraged to accompany younger children to the bus stop and to work with other parents to help supervise students waiting for the bus.

## **2. Wait for your bus in a safe place—well off the roadway.**

Keep yourself and others safe by waiting at the designated area and do not play or wait on the road.

## **3. Enter the bus in an orderly manner, scan your pass, and take your seat.**

When the bus stops to pick you up and the driver opens the door, get on immediately, scan your pass, and go to your seat. The school bus is stopping traffic for student loading and this should be as brief as possible.

## **4. Items not allowed on the bus**

Anything brought on the bus must be stored under the seat or in the student's lap. Bulky items, including large musical instruments and sports equipment, are the responsibility of the parents or guardians to get to school. Live animals, glass, illegal substances, weapons, explosives, and flammable materials are prohibited on the bus.

## **5. Follow the instructions of your school bus driver.**

The bus driver's job is to ensure the safe transportation of students. Therefore, it is necessary for students to be cooperative and respectful. It is imperative that the bus drivers' directions to students are obeyed. The driver has full authority to assign seats.

## **6. Remain in your seat while your bus is in motion.**

Changing seats while the bus is in motion is unsafe and not allowed. The correct and safest position for riding is seated facing forward with your back against the seatback.

## **7. Keep your head, arms, and items inside the bus at all times.**

Serious injury could result from being struck by an object as the bus passes or hitting the window frame as the bus goes over a bump. Throwing items out of the window could result in an accident.

## **8. Keep aisles clear.**

Feet, legs, arms, and bodies, as well as book bags, instruments, and other "stuff" must be kept out of the aisle; the driver must have a clear view down the aisle through the back door window at all times.

## **9. Remain quiet and orderly.**

Be silent at all railroad crossings; use a quiet voice at all other times. Shouting or any loud noise is not acceptable. A low noise level is imperative for the safest driving conditions.

## **10. Classroom behavior will remain in effect on the bus.**

All aspects of bullying -- physical, verbal, or written are against the law and will not be tolerated.

## **11. Eating and drinking (except for water) are not allowed on the bus**

Not only does this help us to keep our buses cleaner, but it helps to avoid choking and allergy issues.

## **12. When exiting the bus, scan your pass and be alert to traffic.**

Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.

### **Eligibility to Ride the Bus**

Eligibility for general education bus service is determined by the following criteria:

- Living at an address within the attendance boundary for your school AND
- Living outside the walk distance boundary for your school.
  - Walk distances are defined as the shortest street and/or walk path distance outward from the school.
  - Walk distances are defined by policy for different grade divisions as follows:
    - K-5: 1.5 mi.
    - 6-8: 2.0 mi.
    - 9-12: 2.5 mi.
- Bus eligibility for University Hill, Pioneer, and Community Montessori is determined by the school.
- PK busing is only offered to special education students with a transportation clause in their IEP and students in the CPP program who live more than 1 mile from the school.

### **Registering for School Bus Service**

Families of students who are eligible for general education school bus service and would like their students to ride the bus must register for school bus service on Infinite Campus. This lets Transportation know exactly who would like to ride the bus and helps to make routes more efficient. Registration opens on Infinite Campus on May 1st and closes on July 1st for the following school year. Eligible families that register after July 1st will be put on a waitlist.

### **Space Available Ridership for Ineligible Students**

Students who are not eligible for bus service, including open-enrolled students who live outside of the attendance area for the school they are attending, are allowed to apply to ride the bus on

a space-available basis if they use an existing stop. No new stops will be created to accommodate students riding the bus on a space-available status.

- Applications for Space Available Busing are available on Infinite Campus starting 8/1.
- Applications need to be submitted annually.
- Space Available applications will be evaluated several weeks after the start of school to analyze actual ridership on each route.
- Notification as to whether or not the student has been approved will be sent via email.
- Applications are evaluated on a first-come, first-served basis. It is advantageous to apply early.

### **Student Bus Passes**

Each student assigned to a bus route will be issued a Bus Pass by their driver at the beginning of the school year. All students riding the school bus must scan their passes as they enter and exit the bus. If a Bus Pass is lost or destroyed please notify Transportation to receive a new pass. We recommend that younger students attach the pass to their backpack with a lanyard or retractable lead, which allows the student to easily access, but not misplace their pass. Parents may want to download the [app](#) to track their students' scans.

### **Student Items on the Bus**

Anything brought on the bus must be stored under the seat or in the student's lap. Bulky items, including large musical instruments and sports equipment, are the responsibility of the parents or guardians to get to school. Such items may pose a safety hazard in the event of an accident.

#### **Musical Instruments Not Allowed on the Bus:**

- Baritones
- Bass Clarinets
- Basses
- Cellos
- Drums
- Euphoniums
- French Horns
- Guitars
- Tubas

#### **Storing Items under the bus:**

- Drivers are not allowed to store instruments or equipment under the bus in the compartments because this would leave the driver's area unattended while loading occurs.
- Trips are exceptions because sponsors can provide student management or load instruments while someone attends the driver's area.

## **Snow Closures and Delays**

During the winter, snow and ice are expected in Colorado. Occasionally, however, conditions may prompt BVSD to delay or cancel school. If school is canceled or delayed, BVSD will send a notification via SchoolMessenger. You can also check the status of the school by visiting [bvsd.org](http://bvsd.org).

## **Bus Schedules**

BVSD schools have a two-tiered schedule for school start and dismissal times. Generally, each bus services at least two schools in the morning and afternoon every day.

The Transportation Department invests considerable effort into getting the buses to the schools within 10 minutes before the start of classes and makes every attempt possible to have buses leave the school 7 minutes after dismissal.

## **Bus Stops**

Your student's bus stop location and time can be found on Infinite Campus.

**Parent Responsibility:** It is the parent's responsibility to see that their student gets to and from the bus stop safely and on time. Please have your student at their bus stop 5 minutes before leave time. Parents are highly encouraged to accompany younger children to the bus stop and to work with other parents to help supervise students waiting for the bus.

The Transportation Department currently lists over 1,000 stops that are serviced every day. The location of these bus stops is chosen based on safety for all students using the stop, Colorado Department of Education regulations, Board of Education policies, Transportation Department guidelines, and property owner concerns.

- The distance between bus stops (i.e. the distance a child has to walk to the bus stop) may vary due to safety considerations on the walking route and the age of the child.
- Even though a student may be eligible for transportation, elementary school pupils may be required to walk up to one and one-half miles, middle school students up to two miles, and high school students up to two and one-half miles to a regularly established route or to public transportation.
- Due to weather and traffic, a stop's drop off and pick up may vary from the scheduled time of the stop
- Students must use their assigned stop.

### **Transportation Eligible Students with Dual Residences**

- If the addresses of both parents are within the neighborhood school's attendance boundary, Transportation will provide service from both residences.
- If one parent resides outside of the neighborhood school's attendance boundary, they can apply for a Space Available seat on the bus.

### **Preschool Bus Service**

Preschool busing is only offered to special education students with a transportation clause in their IEP and students in the CPP program who live more than 1 mile from the school.

### **Mountain Bus Routes and Stops**

Due to the challenge of covering sparsely populated areas on mountain roads, our mountain routes typically combine elementary and secondary students in one route. Additionally, stops may be located farther from students' home addresses than on the plains due to the difficulty of driving a large school bus on mountain roads.

### **New Students**

If you are new to the district, please work with the Enrollment Office to set up an account in Infinite Campus. Once your information is updated on Infinite Campus, Transportation will be able to evaluate your student's eligibility to ride the bus, based on your address.

### **Students with New Addresses**

If you have a current BVSD student and have moved, please contact your school to update your records. Once your new address appears on Infinite Campus, Transportation will evaluate your eligibility based on your new address.

### **Student Tracking:**

Bus Driver Responsibility: Bus drivers are responsible for students while they are on the bus. If a student chooses not to ride the bus and does not board the bus, the Transportation Department will not be able to account for that student.

## **Missing Students**

Occasionally children will get on the wrong bus, miss the bus, choose not to ride the bus, or get off at the wrong stop resulting. The first two weeks of school are the most likely time for a student to get on the wrong bus.

Parents, please remind your student to scan their bus pass every time they enter and exit a bus, this will make locating a lost child much easier.

At the first indication that a student cannot be found, the Transportation Department and school will work with the dispatchers to try and locate the student.

- Dispatchers will contact the driver of the bus to determine if the student is on board.
- Dispatchers will contact other buses servicing the school to determine if the child boarded the wrong bus.
- Supervisors will drive neighborhoods looking for the child. Knowing what the child was wearing is always a big help.
- Parents should contact relatives and friends of the student. Many times students go to other places without informing their parents.
- If initial attempts to locate the student fail, the police will be called.

## **Student Management on the Bus**

Expected behavior on the bus is the same as in the classroom. It is imperative that students are taught by parents, school staff, and the bus driver the importance of proper behavior on the bus and the seriousness of what can happen if they do not behave.

Should a student misbehave on the bus, every effort will be made to enlist the cooperation of parents or guardians and the school to correct the student's behavior. Bus drivers are instructed to utilize a Student Conduct Report in dealing with student misbehavior. These steps include:

- Verbal Warning
- Assigned Seating
- Call Parents/Guardians
- Conduct Report sent to Principal

Drivers will immediately submit reports (write-ups) for students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of, or make disrespectful comments or actions toward the bus driver or other school official.

The Transportation Department supports strict enforcement of the rules and consistent application of consequences in cases of misbehavior. Students who are unable to conform to

the requirements of bus passengers may not be allowed to ride the bus. The parent should be aware that their help in correcting the student's behavior will be the decisive factor in the student being able to ride the bus. The Principal of the school, in collaboration with Transportation Supervisors, has the right to Suspend Bus Riding privileges at any time to maintain the safety of students.

Principals should immediately suspend the bus riding privileges of a student when they engage in severe violations of the bus rules. A partial list of severe violations includes, but is not limited to vandalism, fighting, gang-related involvement, failure to cooperate with the driver or another official, abusive or defiant language, threats, gestures, written words or pictures directed toward the driver or other official, and the possession or use of tobacco, drugs, alcohol, or weapons of any kind.

All appeals of bus suspensions should be handled at the school. Drivers and transportation supervisors will be made available, as schedule permits, to attend conferences with parents.

### **Cameras on the bus**

Each BVSD Bus is equipped with one to three cameras that record the driver and students (visually/Audio). The Transportation Supervisors, in collaboration with principals, may review the cameras as needed.

### **Medications**

Bus drivers and student assistants are not allowed to handle the transfer of medications from home to school and school to home.

Students with medical conditions or disabilities that require accommodations, including self-carrying of asthma medications and Epi-pens, should generally have a plan created by the School, including a Section 504 Plan or IEP. It is important to assure that students who may need emergency or additional procedures, such as diabetes or seizures, be specifically addressed in a plan that is shared with the driver and Transportation Supervisor. Direct communication with the appropriate terminal Transportation Supervisor of your child's situation can be helpful and is welcome.

### **Accidents**



Should a bus be involved in an accident with students on board, dispatchers will notify the school which bus was involved in the accident along with any delays. Parents will receive updates via School Messenger. Should a serious accident occur that includes injuries to students, parents of the injured students will be individually notified as soon as possible.

When an accident occurs, notification to the police is the first priority. Additionally, all accidents are investigated by the Transportation Department. This process can be tedious and result in delays. When necessary, an alternate bus is sent to the site to take the children home or to school. Upon release by the Officer in charge, the children will be taken to their destinations as quickly as possible.

Please do not go to the site of a bus accident unless your student is injured. Students will not be allowed to be picked up at an accident site until the Police Officer in Charge releases the student, and the individual picking up the student has proper authority and identification.

### **Communications**

Transportation uses the School Messenger System to notify parents about registration, changes to routes, or when a bus is delayed. Parents are automatically opted-in to receive messages and may opt-out of School Messenger at any time. Please note that opting out of School Messenger will exclude you from all BVSD School Messenger notifications, not just the ones sent from Transportation.

### **Inquiries and Concerns**

For non-emergency inquiries, parents and guardians should email [transportation@bvsd.org](mailto:transportation@bvsd.org). For more immediate needs, parents and guardians should call the terminal that serves their route (see page 1). This ensures that any messages will be communicated to the driver/substitute driver or appropriate staff member in a timely manner.

Concerns about driver conduct, scheduling, stop locations, etc. should be referred to the Transportation Department. If the driver's conduct is called into question, this will first be investigated by a Transportation Supervisor. When directing concerns to Transportation please call the terminal that services your student's bus. All concerns are considered and, when possible, action is taken to resolve the problem. Concerns regarding the conduct of other students should be handled at the school.