

# TRANSPORTATION POLICIES & GUIDELINES

## FOREWARD

Welcome to the Center Grove Community School Corporation's Transportation Department. You have chosen the safest, most efficient and most environmentally friendly way to transport your student to and from school. At Center Grove we strive to provide safe and efficient school bus service that will enhance your student's educational day.

Keeping everyone safe and efficient requires rules and procedures to be in place. Three rules sum up this entire manual: BE KIND, BE ON TIME, AND BE SAFE!

It is important to remember that Center Grove Community School Corporation is responsible for transporting approximately 8,000 students. Bus stops are designed for safety and efficiency. Center Grove Community School Corporation cannot provide door to door service. Please remember, it is the parent's responsibility to ensure the safety of the student between home and the bus stop.

Students are expected to be at designated pick-up points five (5) minutes prior to the published stop time. Bus times may vary depending on ridership, weather, traffic, etc. Allow five (5) minutes after the published bus stop time before leaving the designated pick-up point and/or calling the transportation office to report the issue.

Please visit the transportation web site, contact your bus driver, or contact the transportation office if you have specific questions regarding school bus transportation.

Have a safe school year.

Sarah Pitts

Director of Transportation

317-881-0555

## **Transportation Guidelines:**

- School bus riding to and from school, extracurricular trips, and field trips is a privilege. All bus safety rules and policies must be demonstrated to maintain that privilege.

- All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus.
- Drivers have the authority to direct the student in any reasonable manner to maintain order and safety.

### **Eligibility:**

- Bus transportation may be provided for students who live within the Center Grove Community School Corporation boundaries.
- Students living in the district on an approved transfer are not eligible for bus transportation.
- Students living out of district are not eligible for bus transportation.

### **Childcare Provider:**

- All students must ride their assigned bus to/from school. Riding another bus is only permitted for students with multiple households or childcare provider.
- Center Grove buses will only transport to/from childcare providers for those schools whose boundaries the childcare provider is located.
- Parents must fill out an Alternate Bus Stop Request Form located online to change the student's bus stop to that of the child care provider. This form will remain in effect until a new one is filled out changing the student's stop either back home or to a new provider.
- This is based on availability on the bus. If the bus that accommodates the childcare provider becomes full or room is no longer available, parents and/or childcare providers will be responsible for the transportation to and from the childcare facility

### **Riding Rules:**

- Students shall be seated immediately upon entering the bus. If assigned seating is used by the driver (required for all elementary routes), the student must sit in his or her assigned seat.
- Students shall not stand or move from place to place while the bus is in motion.
- Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.

- Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
- Students should stay in their seat until the bus has come to a full stop and the door is opened by the driver.
- Students need permission to open windows and doors. Windows will only be opened halfway.
- Kindergarten and Preschool students will only be released from the bus in the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.
- The school bus driver has the same authority and responsibility as a teacher.
- Safety is the primary concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety problem.
- Students are not allowed to bring food, drinks, or chewing gum on school buses. Only water is allowed on the bus and must be in a spill-proof bottle.
- Use of cell phones and other electronic devices is permitted at the driver's discretion. If the device is used to listen to music, earbuds **MUST** be worn at all times. If the use of technology is allowed on the bus, the driver may withdraw that privilege if it is being abused. **Taking pictures and/or video is strictly forbidden on the bus, a violation of this policy will result in an immediate loss of all electronic privileges and the student will be written up for a major offense which is at minimum a 1 day suspension from the bus.**
- Students must keep head, hands and feet inside the bus at all times.
- Smoking, vaping or the use of any tobacco product is not allowed at any time.
- Bus drivers will prepare and practice emergency unloading with the students at least two times per school year.

## **Property Damage:**

- School buses are considered school property and therefore government property.
- Riders who cause damage to school property will be responsible for repair costs and may experience school discipline action, school suspension or expulsion, loss of riding privileges, and/or legal action.

## **Personal Belongings:**

- The following cargo is forbidden to be transported on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, plants, or any other dangerous or objectionable materials or objects.
- Large and/or loose items are not permitted on the bus. All items must fit in a bag or case. All items must fit on the student's lap or between their feet on the floor.
- The school corporation is not responsible for lost, damaged, or stolen personal belongings.
- Drivers inspect their buses at the end of each route. If an item is left on the bus, they will keep those items and return them to the student the next day. The transportation office will not radio a bus driver while they are on a route to find out if an item was left on the bus.
- Bus drivers may confiscate any object that has been deemed questionable and submit the item to the principal.

## **Medication:**

- Medication may be brought on the bus only if it is in its original container and is accompanied by a note from the parent.
- Upon dismissal from the bus the medicine must be taken to the school nurse.
- The medicine can only be brought to school, not from school, and must not be opened at any time on the bus.
- This does not pertain to students with an IEP, as the IEP will instruct accordingly.

## **Video Surveillance:**

- The use of video recording devices may be installed and used to assist the driver in providing for the safety and well-being of the students while on the bus.
- Video and audio surveillance data is the property of Center Grove Community School Corporation and is not available for viewing by parents, students, or community members.
- Video and audio surveillance data may be used during the discipline process.

## **Discipline/Tickets:**

The following procedures shall be followed if a student violates a rule:

### **Driver Consequence**

- Bus ticket – First and second minor written violation (one verbal warning minimum)  
**\*Major, or higher, violations do not require a verbal warning.**
- Assigned seat change – Driver may move student's assigned seat to reduce undesired behaviors.
- Bus Suspension (1 day) – First major violation (further violations will be counted as major violations).

### **School Consequence**

- Bus Suspension (3-5 days) – Second major violation (further violations will be counted as major violations)
- Bus Suspension (10-30 days) – Third major or first dangerous violation (further violations will be counted as major violations)
- Bus Suspension (90 days) – Fourth major or first extreme violation (further violations will be counted as major violations)

- Another ticket after the fourth major or first extreme violation will result in a 180 day bus suspension.

**\*Steps in the discipline process may be skipped depending on the severity of the infraction. That determination is made by the School Principal (or designee) and the Director of Transportation.**