USD 470 ARKANSAS CITY



TRANSPORTATION DEPARTMENT

SCHOOL BUS STUDENT-PARENT HANDBOOK

2023-2024

The USD 470 Board of Education will provide or furnish transportation for students as required by Kansas Statute 72-8302. The right of all pupils to ride in USD 470 school vehicles is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be subject to discipline procedures in accordance with Board of Education policy related to Bus Discipline.

TABLE OF CONTENTS

WHO QUALIFIES FOR TRANSPORTATION?.....Pages 3-5

Transportation RULES & REGULATIONS……..Pages 6-8

PARENT RESPONSIBILITY……Pages 9-10

BUS BEHAVIOR EXPECTATIONS……..Pages 11-12

BUS STOP RULES……..Pages 13-14

BUS DISCIPLINE POLICY……Pages 15-16

APPEAL PROCEDURE……..Page 17

USD 470 PROCEDURES FOR DETERMINING WHO QUALIFIES FOR TRANSP0RTATION

1. Boundaries shall be established to determine the distance from attendance centers for a student to be eligible for district furnished transportation. The following factors shall determine the boundaries:

   A. "2.5 mile" state reimbursement limit. If you live within 2.5 miles from your assigned attendance center, you are required to provide transportation for your child. (See Items #2 and #3)
   B. Natural boundaries such as rivers.
   C. Condition of roads or highways.
   D. Student safety in crossing major highways.
   E. Inconvenience caused by the closing of attendance centers.
   F. Pre-K students are picked up and dropped off door-to-door unless they live out of district. (See Item #4).
   G. Pre-K students will be accompanied to and from the bus by an authorized adult. The authorized adult must be 14 years of age or older, hold a valid picture ID to be shown upon pickup, and be listed as an authorized release person by parent/guardian in writing prior to a child being released into their care.

2. When a student is transferred by the district from one attendance center area to another for the convenience of the district, transportation will be furnished to and from the transferring attendance center to the receiving attendance center. <u>Transfers made at the request and convenience of the student and parent will not be furnished transportation.</u>

3. Special Education students who are assigned to classrooms or programs outside of the attendance center in their attendance area will be furnished transportation to and from the transferring attendance center to the receiving attendance center.

4. Any student residing outside the boundaries of USD 470 and attending a USD 470 attendance center shall be furnished transportation if such student resides 2.5 miles or more from the attendance center and boards the USD 470 bus on an established bus route at an established bus stop, but only if space is available on such bus.

5. Any student attending a private school may ride a USD 470 bus if such student resides 2.5 miles or more from such private school, boards the USD 470 bus on an established route and at an established bus stop, but only if space is available on such bus. By State statute, the school district is not obligated to create a transportation route or rearrange existing routes to accommodate private school students.

6. Buses will not make any stops for students who live inside the established boundaries unless required by an individual education plan (IEP). However, students living inside such boundaries may board the bus on the established route, at established stops if space on the bus is available. Such transportation shall be temporary and such students may be excluded during the school year if the space is required to transport eligible students. Priority for this extra space shall be assigned in this order:

   1. Elementary students
   2. Middle School students
   3. High School students

"Courtesy" riders are expected to follow the same rules and regulations which apply to regular eligible riders. A "Courtesy" rider may be denied the privilege of riding the bus after the “First Offense” as defined by the USD 470 Bus Discipline Policy.

7. Each student must have a designated pick-up address and a designated drop-off address that is consistent daily. The pick-up and drop-off address may be different from each other, but each must remain constant. These addresses shall be declared during enrollment. A permanent change may be made in a student’s designated pick-up and drop-off address by contacting the transportation office at least three (3) days in advance of the change.

8. Shuttle buses within the city limits transporting students from closed attendance centers or transporting students living 2.5 miles or more from an attendance center shall pick up such eligible students only at designated locations.

USD 470 TRANSPORTATION RULES AND REGULATIONS

1. The driver, bus aide, and/or monitor are in full charge of the bus and bus stop and the pupils. All have disciplinary authority of pupils riding the bus. Pupils shall obey the

2. driver, bus aide and/or monitor cheerfully and promptly. The bus driver and/or bus aide may assign seating.

3. Pupils shall obey and respect the requests of drivers, bus aides, and bus stop monitors.

4. Pupils loading and unloading at in-city consolidated bus stops will abide by the rules given to these pupils by the bus stop monitor. No horseplay is allowed.

5. While waiting for the bus at the bus stop, students will stand on the sidewalk or side of the road. Students will stand at least 3’ away from the roadway. Parents must follow monitor directions for parking when dropping off or while waiting on students at in-city consolidated bus stops.

6. Pre-K students must be accompanied to and from the bus by an authorized adult. The authorized adult must be 14 years of age or older and be listed as an authorized release person by parent/guardian in writing prior to a child being released into their care.

7. When pupils are on the bus:
    a. Animals, snakes, spiders, bugs, or any other type of animal are not allowed on a bus.
    b. Students will be allowed to read while riding on the bus at the discretion of the driver.
    c. Personal belongings must be kept in backpacks or bags.
    d. Papers or other rubbish may not be thrown on the bus floor. No one may damage or deface the bus in any way.
    e. Students should avoid any unnecessary conversation with the driver of the bus.
    f. Do not throw anything out of the bus window.
    g. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
    h. When the bus is in motion, students must not change seats or try to get on or off the bus.
    i. Students may not leave the bus without the driver’s consent except at their assigned bus stop or at school.
    j. Courtesy and respect must be shown to fellow passengers, persons along the route, and bus personnel.
    k. Profanity on the bus will not be tolerated.

l. No drugs, alcohol, tobacco or cereal malt beverages will be permitted on the bus or at any loading or unloading areas or bus stops.
m. No glass containers are allowed on the bus.
n. Riders will remain quiet when approaching a railroad stop.
o. In case of a road emergency, riders are to remain in the bus unless granted permission by the adult in charge of students.
p. Parents and/or guardians should call the transportation office if their child needs to ride a bus other than the one to which they are normally assigned. Some buses may be full and courtesy rides will not be permitted.
q. No eating or drinking while riding the bus.
r. No medicine of any type may be brought on the bus unless required for a student with special health care needs. If this is the case, appropriate paperwork must be filled out, signed and provided to the school and Transportation Department in advance.
s. No flowers, balloons, or anything that would cause a distraction to the driver is allowed on the bus.

t. At the discretion of the driver, electronic equipment may be used on the bus only when the student uses headphones or ear pieces. Headphones and earpieces should not be shared. Cell phones should be turned off unless given permission to use by driver, bus aide, or sponsor. Electronic equipment can be confiscated by the driver and/or bus aide if a student refuses to follow directions. A parent will be responsible for picking the confiscated equipment up from the Transportation Supervisor. Students refusing to turn equipment over to the driver and/or bus aide will be given appropriate disciplinary consequences.

8. After leaving the bus:
    a. When crossing the road, go at least ten feet in front of the bus. Stop. Check traffic. Watch for bus driver's signal before crossing the road. Never walk behind the bus!
    b. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
    c. Students should wait to check for mail in mailboxes after the bus leaves and traffic is clear.
    d. Help look after the safety and comfort of small children.
    e. The driver will not discharge riders at places other than the regular assigned bus stop, except by proper authorization from the parent or school official.

9. Extra-curricular trips:
    a. The above rules and regulations apply to any trip under school sponsorship.
    b. Pupils shall respect the wishes of a competent chaperon or activity sponsor, appointed by school officials.

PARENT RESPONSIBILITY

It is the responsibility of parents to make arrangements for proper care to be available when a very young student (2nd grade and under) is bused home after school. A responsible person should be home to wave the bus driver on when the student arrives.

Pre-K students must be accompanied to and from the bus by an authorized adult. The authorized adult must be 14 years of age or older and be listed as an authorized release person by parent/guardian in writing prior to a child being released into their care.

When it is not possible for a responsible person to be at home, the Transportation Supervisor should be called (620.441.2084) to see if other arrangements can be made. In some cases, and at the Transportation Supervisor's discretion, he/she may agree to other appropriate arrangements if provided a written and signed letter from the parent.

Upon taking a student home, if the driver determines that no parent is present and no other arrangements have been made for the care of a younger child, the following procedures will be followed. *Note: Administrators and supervisors may exercise discretion in applying policy to Pre-K students in an age-appropriate manner.*

1. **First Occurrence:** The driver will notify the Transportation Supervisor. The supervisor will make efforts to contact the parent(s). The student will return to the bus and ride through the remainder of the route. Once all other students have been unloaded, the driver will take the student to the school or to the Transportation Department unless other arrangements have been made between the supervisor and the parent(s). Efforts will again be made to contact a parent.

In all of the above cases, the parent will be issued a warning indicating a second such incident will result in the student being removed from the bus for 5 days.

2. **Second Occurrence:** The same procedure will be followed as in the first occurrence, but the student will be suspended from riding the bus for 5 days. The parent will be informed that the next such incident will result in the student being removed from the bus for the remainder of the semester.

3. **Third Occurrence:** The same procedure will be followed as in the first occurrence, but the student will be denied school district transportation for the remainder of the semester.

NOTE: If parents pick a younger child up at a designated bus stop, it is important for them to be on-time and waiting at the bus stop when the bus arrives. Consequences listed above would apply.

Bus Behavior Expectations

The following bus behavior expectations are presented here as defined by the Kansas Department of Transportation and USD 470. **Parents are expected to review these rules with their child.** As with any list of expectations, it is not possible to anticipate every type of misbehavior that occurs on buses or at bus stops. These expectations presented here are intended as a guide for students, parents, teachers and administrators to help ensure basic standards of conduct.

Be Prompt and Prepared

- ✓ *Be on time for bus. Students should not arrive at bus stops more than 10 minutes before bus departure time.*
- ✓ *Have all materials*
- ✓ *Wait for bus in proper places*

Respect Authority

- ✓ *Treat the bus driver with respect.*
- ✓ *Follow directions promptly.*
- ✓ *The bus driver is in charge.*

Respect the Rights of Others

- ✓ *Be polite.*
- ✓ *Keep hands and feet to yourself.*
- ✓ *Keep voice at an appropriate level.*
- ✓ *No negative comments, threats, harassment, or inappropriate language.*

Treat the Bus with Respect

- ✓ *Eating and drinking on the bus are not allowed.*
- ✓ *Tampering with or vandalizing the bus is not allowed. Damage to seat(s), or any other part of the bus will be paid for by the offender(s). Any damage to the bus should be reported at once to the driver.*
- ✓ *Animals and insects are not allowed.*

Display a Concern for Safety

- ✓ *Remain seated while the bus is moving.*
- ✓ *Keep all parts of your body inside the bus.*
- ✓ *Wait for the bus in a safe and orderly manner.*
- ✓ *Allow the driver to concentrate on driving.*
- ✓ *Students will not open or close doors except in an emergency.*
- ✓ *Glass containers are not allowed.*
- ✓ *Keep aisles, doors and emergency exits clear.*

Follow USD 470 Policy Concerning Illegal Substances and Weapons

BUS STOP RULES

1. The driver, bus aide, and/or monitor is in full charge of the bus and bus stop and the pupils. All have disciplinary authority of pupils riding the bus. Pupils shall obey the driver, bus aide and/or monitor cheerfully and promptly. The bus driver and/or bus aide may assign seating.

2. Pupils shall obey and respect the orders of drivers, bus aides, and bus stop monitors.

3. Pupils loading and unloading at in-city consolidated bus stops will abide by the rules given to these pupils by the bus stop monitor in addition to the general rules for all bus stops, including no rowdy behavior or "horse-play."

4. While waiting for the bus at the bus stop, students should stand on the sidewalk or side of the road. Students should stand at least 3' away from the roadway. Parents should follow monitor directions for parking when dropping off or while waiting on students at in-city consolidated bus stops.

5. Students must wait at their assigned bus stop at the scheduled time, not across the street. Students should not arrive more than ten minutes before scheduled pick-up time. Due to the importance of staying on time schedules, the bus driver will not wait on students. It is important to be on time.

6. If the bus has started moving to pull away from the stop, it will not stop for you.

7. Students must stay away from any building at the bus stops.

8. No throwing rocks, snowballs, paper, etc.

9. Talk quietly – no loud talking or screaming. No profanity will be allowed.

10. Keep hands and feet to yourself. No hitting, kicking, pushing, horse-play, etc.

11. No electronic equipment is allowed except for those that have headphones or ear pieces attached for only the individual to hear. Electronic equipment can be confiscated by the bus stop monitor if a student refuses to follow directions. A parent will be responsible for picking the confiscated equipment up from the transportation supervisor. Students refusing to turn equipment over to the bus stop monitor will be given appropriate disciplinary consequences.

12. Students can have food or drinks at the bus stop. Trash will be thrown in trash cans, not thrown on the ground. No food or drinks will be allowed on the bus.

13. Wait until bus comes to a complete stop and door opens before leaving assigned waiting area to load.

14. After unloading, stay in the assigned waiting area until bus pulls away and turns the corner. Students are expected to leave the bus stop area at this time. Cross at marked cross walks only. Do not cross in the middle of the street. Do not return to bus stops until the last bus has unloaded and those students have left the area.

15. Only one warning will be given. After that, a discipline slip will be written.

BUS DISCIPLINE POLICY

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. **Although it is expected that bus drivers, bus aides and/or bus monitors will follow the handbook as adopted by the Board of Education, school officials may exercise discretion in applying policy to individual cases.** Continual abuse of bus rules and regulations by bus riders will result in the following sequence of disciplinary actions:

FIRST OFFENSE: When possible, bus driver, bus aide, and/or monitor will hold a conference with the student. A warning will be issued to the student. The student's parent/guardian will be notified by phone call when possible. If not possible, the Bus Conduct Report will be mailed to the parent/guardian. The Bus Conduct Report will be filed with the student's principal, parent/guardian, and Transportation Supervisor. "Courtesy" riders may be denied further transportation privileges for the remainder of the school year (See Item 6 of "Procedures for Transportation of USD 470 Students).

SECOND OFFENSE: Student may be denied the privilege of riding the bus for three (3) days by the bus driver, bus aide, and/or bus monitor. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure in the following section.

THIRD OFFENSE: Student may be denied the privilege of riding the bus for five (5) days by the bus driver, bus aide, and/or bus monitor with the approval of the Transportation Supervisor. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure in the following section.

FOURTH OFFENSE: Student may be denied the privilege of riding the bus for the remainder of the semester by the Transportation Supervisor upon recommendation of the bus driver, bus aide, and/or bus monitor. A report will be filed as above. The disciplinary action may be appealed by following the appeal procedure below.

The bus driver or Transportation Supervisor shall initiate corrective action according to the severity of the offense and is not bound by the sequence of disciplinary actions.

NOTE: "Bus Driver" as used in this policy shall include those employees whose duty is supervision of students at bus stops and on buses. These employees are referred to as "Bus Stop Monitor", "Bus Aide", etc.

Steps toward disciplinary consequences generally start over each semester.

APPEAL PROCEDURE

The student's parents/guardians may appeal a bus disciplinary

action by doing the following:

1. Request in writing that the Director of Business & Operations review the disciplinary action taken by the bus driver or Transportation Supervisor. The Director of Business & Operations, within five (5) days, will give a written answer to the individual who appealed the disciplinary action. If the individual who filed the appeal with the Director of Business & Operations regarding disciplinary action taken by the Bus Driver or Transportation Supervisor is not satisfied with the decision of the Director of Business & Operations, then the individual may proceed to Step 2.

2. File a written request with the Clerk of the Board of Education requesting the Board of Education to review the disciplinary action and the appeal decisions made by the Director of Business & Operations. Within ten (10) days following the next regular Board of Education meeting, a written decision will be sent to the individual who filed the appeal.