

## TRANSPORTATION DEPARTMENT STUDENT AND PARENT GUIDE

### BOARDING AND DISEMBARKING THE BUS


1. Only board the bus you are assigned to ride.
2. Wait until the bus comes to a complete stop.
3. Wait for the driver's hand signal before crossing the street.
4. Check traffic from all directions, and then check again before boarding the bus.
5. Make sure the driver can always see you.
6. Never bend down or put any part of your body under the bus. If you drop something, leave it, and go tell the driver.
7. Board the bus promptly.
8. If you miss the bus, go directly home, and advise your parents.
9. Never walk to school without parent permission.
10. You must be at your bus stop five minutes prior to the bus arrival.

### CARRY-ON ITEMS

Carry-on items are limited to what can be held in the student's lap. This includes band instruments, school projects and athletic equipment.

### ITEMS NOT ALLOWED ON BUSES


1. Weapons
2. Illegal drugs, alcohol, or tobacco
3. Food or drinks
4. Hazardous materials or animals, except personal service animals




BOONE COUNTY SCHOOLS

## TAKE PRIDE IN YOUR RIDE

### SCHOOL BUS EXPECTATIONS



<b>BE RESPECTFUL</b>	<p>Treat others the way you want to be treated.</p> <p>Follow all directions from the bus staff.</p> <p>Take pride in your ride and report any damage to the bus.</p> <p>Be courteous and helpful to all passengers.</p> <p>Use proper tone, volume, and word choice.</p>
<b>BE RESPONSIBLE</b>	<p>School rules and expectations apply on the bus.</p> <p>Be at your bus stop 5 minutes before pick-up time.</p> <p>Leave food and drink off the bus</p> <p>Bring only approved objects on the bus.</p> <p>Limit carry-ons to those items that can be held in your lap.</p> <p>Use technology as outlined in the district's Acceptable Use Policy</p>
<b>BE SAFE</b>	<p>Be seated quickly and remain seated at all times.</p> <p>Share your ride and slide to the side near the window.</p> <p>Wait for driver to signal you to enter and exit the bus.</p> <p>Cross in front of the bus only when the driver signals it is safe.</p> <p>Stay 10 feet away from the bus on all sides.</p> <p>Limit distractions for your driver while the bus is in motion.</p>



UPDATED 7/27/2015

### ROUTE INFORMATION

If you would like to review bus stop information you can refer to the district's website at [www.boone.kyschools.us](http://www.boone.kyschools.us). Follow the links to Transportation where you can locate bus stop information.

### BUS INCIDENT PROCEDURES

In the event of a bus incident, every effort is made to provide the best care for all students/passengers. A transportation staff member and a police officer do respond to each incident. A report is made for each incident and personal information is collected from every student/passenger at the scene. All individuals will be questioned and evaluated for injuries. The students/passengers are encouraged to communicate any problems they are experiencing to the officials at the scene. No student will be released to a parent/guardian until the police and transportation scene investigation is complete. Proper picture identification is required. After the initial event, incident investigation procedures are followed. School administration will notify parents of the event as soon as possible.

### SCHOOL CLOSINGS AND DELAYS PROCEDURES

The decision to close or delay school is made with the best interest of the health and safety of students in mind. All schools within the district and schools transported to outside the district are included in this decision.

In the case of closings or delays, consult local radio or news stations for the latest daily information. The information will usually not be available before 6AM. The Superintendent has the final decision in school closures and delays. For information regarding athletic events and individual school activities, please contact school administration.

### EMERGENCY EVACUATION DRILLS

There will be a total of four bus evacuation drills held at each school within the school year. All students are expected to follow the driver's instructions and fully comply.

### BUS PRIVILEGE

The privilege of riding a Boone County School bus is conditional upon the good behavior of the student. Any student who violates the established bus rules or expectations will be reported to school administration. Persistent inappropriate behavior could lead to a permanent revocation of bus riding privileges.



RESPECTFUL    RESPONSIBLE    SAFE

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**PARENT/GUARDIAN EXPECTATIONS**

Parents are encouraged to be familiar with the information contained in this handout and discuss this information with their children. All students should be encouraged to observe all safety and behavior expectations that have been established.

Please be aware of the following:

1. Students must be at the bus stop five minutes prior to the bus arrival.
2. Parents are responsible for supervising their children at the bus stop.
3. Parents must provide transportation for any temporary changes to the student's assigned location.
4. Transportation will not be provided to daycares outside the designated school boundary.
5. Students will be assigned to one bus in the AM and one bus in the PM. Monday-Friday
6. Students may not ride any bus other than their assigned bus.
7. Schools will not issue any bus pass for students to ride another bus.
8. Transportation will only be provided to one designated AM location and one designated PM location.
9. Transportation will be provided to the student's home address unless a designated alternative address has been approved through the transportation office (i.e. daycare, babysitter, etc.).
10. Any alternative stop location must be located within the schools attendance boundary and remain in effect for the entire school year. Alternative location request forms will be available at the school office.
11. Transportation will develop double runs to alleviate crowded buses when necessary.
12. Transportation will continue to develop consolidated stops.
13. All parents/guardians of Kindergarten students are required to meet the bus at the curb for pick-up and drop-off.

**859.384.5340**  
**PLEASE CONTACT THE DISPATCH DEPARTMENT BETWEEN 5:30AM AND 5:30PM FOR QUESTIONS REGARDING THE LOCATION OF STUDENTS, BUSES, OR PERSONAL ITEMS.**

Please contact the District Coordinator for safety or student related concerns.

<b><u>DISTRICT ONE</u></b> ~ Florence ~	<b><u>DISTRICT TWO</u></b> ~Hebron & Burlington~	<b><u>DISTRICT THREE</u></b> ~Union~
Boone County High Ockerman Middle R.A. Jones Middle Collins Elementary Florence Elementary Ockerman Elementary Yealey Elementary Heritage Academy St. Paul	Conner High Cooper High Ballyshannon Middle Camp Ernst Middle Conner Middle Burlington Elementary Goodridge Elementary Kelly Elementary North Pointe Elementary Thornwilde Elementary Stephens Elementary Immaculate Heart of Mary	Ryle High Cooper High Gray Middle Erpenbeck Elementary Kelly Elementary, Longbranch Elementary Mann Elementary New Haven Elementary Steeplechase Elementary St. Paul St. Tim Heritage Academy
<b><u>Coordinator:</u></b> Sean Mulligan sean.mulligan@boone.kyschools.us 859.334.4497	<b><u>Coordinator:</u></b> Lisa Woodyard lisa.woodyard@boone.kyschools.us 859.586.0878	<b><u>Coordinator:</u></b> Debbi Danner deborah.danner@boone.kyschools.us 859.384.8384

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