

**CRAWFORDSVILLE COMMUNITY
SCHOOLS**

Student Transportation Handbook



**Information for Parents and Students
about School Transportation**

2023-2024

Who to call . . .



To discuss discipline concerns:

Transportation Office	364-3235
Hoover Elementary	362-2691
Hose Elementary	362-2886
Nicholson Elementary	362-2607
Crawfordsville Middle School	362-2992
Crawfordsville High School	362-2342

Routing and general information:

Transportation Office 1000 Fairview Ave.	364-3235
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TRANSPORTATION

The Crawfordsville Community School Corporation offers bus transportation to many of our students at all grade levels. Our goal each day is to get students to school and home safely. To accomplish this task takes a great deal of cooperation from everyone.

Students and parents are reminded that the bus transportation is a privilege and not a right. Improper conduct on buses or at bus stops could result in this privilege being revoked. Rules have been developed to promote a safe, orderly, efficient, and enjoyable bus ride for everyone. At the beginning of each school year each student receives a copy of these bus conduct rules. The bus driver has the same relationship to the students, as does the teacher in the classroom. Failure to follow the rules/or directions of the bus driver is sufficient grounds for the disciplinary action to be taken by the bus driver and/or administration. This action could include the denial of bus riding privileges. If transportation privileges are denied, parents or guardians are responsible for getting their children to and from school. We sincerely hope that this step never has to occur.

Under no circumstances, should a parent ever confront a bus driver at a bus stop to discuss or resolve a discipline issue. Parents' questions regarding disciplinary actions are to be referred to the transportation office. A parent, bus driver, or school administrator may call for a conference to discuss and resolve any issues regarding student contact.

Large band instruments that do not fit on the students lap are not allowed on the bus.

Each route is calculated to arrive at a specific destination within a specified time frame. Changes affect the arrival time. Due to time constraints, it's normally not possible for a driver to turn around and pick up a student who has missed the bus.

BUS TRANSPORTATION CHANGE PROCEDURES

Crawfordsville Community School Corporation supports and encourages transporting students for the purpose related to their educational development.

However, certain transportation activities may not be essential to the educational development of students and hence, will not be permitted. Such activities include, but are not limited to, overnight stays, birthday/slumber parties, campouts, etc. Several of our buses are near or at capacity and change requests for these purposes will be denied.

We make every attempt to transport students to and from a designated pick up and drop off location. We also understand that several students have more than one location that they may need to pick up or drop off from. However, we do ask that pick up and drop off locations are limited to **TWO** (2). Any request for additional locations **WILL BE** denied. The student will be picked up and/or dropped off at one of the designated locations. At that point the parent or guardian will be required to transport the child. We do not allow any same day change to a drop off location unless a secondary stop has already been established.

Requests that will result in a change of pick up or drop off location require a 48 hour notice. The parent or guardian will be required to transport the child during this time period.

Changes to pick up or drop off location for a route **after clubs** need to be made by calling the Transportation Office at 364-3235.

Secondary drop off addresses for routes after clubs will not be accommodated, only 1 drop off address is allowed.

SCHOOL BUS DISCIPLINE GUIDELINES

Positive Behavior Intervention Support (PBIS) is the foundation of our school's culture built on the common values of being safe, being respectful and being responsible in all school settings. PBIS is a positive, proactive approach to behavior management that intentionally teaches expected behavior. Expected behavior is modelled and taught on the bus and in the classrooms. Reminders are posted for student support. Positive student behavior is recognized at the building level.

School bus drivers are to have control of all students transported between their homes and the schools. The driver shall maintain discipline among the students while on the bus or along the route, shall treat all students in a civil manner, shall see that no student is imposed upon or mistreated while in his/her charge, and shall use care for the safety of the students under his/her care.

Students shall be subject to the discipline of the bus driver and the school administration. The school bus is an extension of the school and all regular school rules shall apply. Failure of a student to behave in an appropriate manner may result in the denial of the privilege to ride **ANY** Crawfordsville bus to/from school.

SCHOOL BUS CONDUCT AND SAFETY RULES

These rules are designed to promote safety on the buses at all times, since safety of all students is our top priority. School bus transportation is a privilege, not a right. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. To promote a safe, orderly, efficient, and enjoyable bus ride to and from school, all students MUST follow these rules listed below.

NOTE: When students are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to the disciplinary measures of the bus driver and the governing body of the school corporation. All student rules in the student handbook will apply on the bus and at the bus stop. The school bus driver may also establish reasonable rules in support of those rules outlined below as a means of maintaining safety and cleanliness of the bus.

AT THE BUS STOP

1. Be at the bus stop five (5) minutes before your scheduled pick-up time. Board only at the regularly assigned stop.
2. Stay back at least ten (10) feet from the roadway while waiting for the bus.
3. Respect surrounding property.
4. Respect fellow students and adults.
5. After the bus comes to a complete stop, wait until you see the driver signal before you to cross the road or board the bus. Take your turn and do not push when entering the bus.

ON THE BUS

1. Obey the driver promptly and respectfully.
2. Be seated promptly and face forward. Stay in the seat assigned by the driver.
3. Keep all books and materials on your lap. Backpacks with wheels are not permitted.

4. Limit items hanging off of the outside of backpacks to no more than 2 items.
5. If bats are visible, they must be given to the driver until exiting the bus. If they are concealed in a bat bag, the student may hold them on their lap.
6. Be courteous and speak in a low voice.
7. Keep all belongings, as well as your head, hands, and feet in side the bus, out of the aisle, and to yourself.
8. Students are responsible for their own belongings.
9. **Cell phones** are not permitted on the elementary buses or at school.
10. **No** electronic devices are permitted at school or on the elementary buses. This includes cell phones, MP3 Players, CD players, Game Boys etc.
11. The discharge of perfumes, aerosols, or other sprays while on the bus is prohibited.
12. Glass containers of any type are prohibited on the bus.
13. Balloons or balloon bouquets are not allowed to be transported on the bus.
14. Never throw objects inside or outside the bus.
15. Never eat, drink, or chew gum on the bus.
16. Treat the bus and equipment with care and respect.
17. You must be quiet when the bus stops at railroad crossings.
18. Keep the bus clean and orderly.
19. The corporation reserves the right to use cameras, without notification, to videotape students without notification.

LEAVING THE BUS

1. You are to get off only at your assigned stop.

2. Remain in your seat until the bus comes to a full stop, the door has opened by the driver, and the driver releases you. Take your turn and do not push when leaving the bus.
3. When it is necessary for you to cross the road, you **MUST** cross in front of the bus. You are to proceed across only after the driver has signaled to you to do so.
4. Never walk along the side of, or behind the bus.

PBIS Bus Expectations

Be Respectful	Be kind with your words and actions Listen to Adults
Be Responsible	Keep backpack closed Keep backpack on back or in lap Keep hand and feet to yourself Tell a trusted adult if you are having trouble on the bus
Be Safe	Be quiet Use a level 2 voice Stay in your seat until your bus stop Face front sitting on pockets

ELEMENTARY DROP OFF

If you feel it is necessary for someone to be present at the stop for your child, it is the responsibility of the parent to have someone at the stop to meet the child. Please note, custodial situations are the responsibility of the parent, not the driver.

If we have to return a child more than three times to the school because no one is there to receive the child. You could lose bus privileges.

STUDENT DISCIPLINE PROCEDURES

Safety while transporting students to and from school is of utmost importance to the Crawfordsville Community School Corporation. We urge you to talk to your child about safety and the importance of following "School Bus Conduct and Safety Rules" while on the bus. If all students follow these rules, the chances are very minimal that the driver will be distracted from his/her driving.

Yet, we find that some students create unnecessary problems that cause the driver's attention to be distracted from the road. We want the driver to be able to give maximum attention to driving and less to student discipline. The following student discipline procedure will be followed for those students who do not conduct themselves properly on the bus.

If a minor incident occurs, the drivers may wish to attempt to handle the problem without passing it along to the building administrator. The drivers may give the student(s) a verbal warning, conference with the student(s), contact the parents, and/or inform the administrator(s) by issuing a bus conduct reported noted "For Records Only." If the behavior does not improve, the driver will fill out a bus conduct report and submit it to the building administrator for disciplinary action.

FIRST CONDUCT REPORT – WARNING

If problems continue, the bus driver will issue to the student a first bus conduct report. The driver will submit the Bus Conduct Report to the building administrator. Depending on the seriousness of the offense, the building administrator may conference with the student(s), contact the parents, and/or conference with the parents and student(s), or take more serious disciplinary action. The report will be sent home to the parents to be signed and returned to the school. Failure of the student to return the Bus Conduct Report within three days of issuance may result in a one-day suspension from riding all buses.

SECOND CONDUCT REPORT – 1 DAY BUS SUSPENSION

The driver will write a Bus Conduct Report to the building administrator. The school administration will notify the parents/guardians of the suspension from all buses.

THIRD CONDUCT REPORT – 3 to 5 DAY BUS SUSPENSION

The driver will write a Bus Conduct Report to the building administrator. The school administration will notify the parents/guardians of the suspension from all buses.

FOURTH CONDUCT REPORT – 5 to 10 DAY SUSPENSION

The driver will write a Bus Conduct Report to the building administrator. The school administration will notify the parents/guardians of the suspension from all buses.

FIFTH CONDUCT REPORT – ADDITIONAL SUSPENSION

The fifth conduct report will result in the student being suspended from riding any bus for up to eighteen (18) weeks. The driver will write a Bus Conduct Report to the building administrator. The school administration will notify the parents/guardians of the suspension. If the school year has less than eighteen (18) weeks remaining, the suspension may be carried into the first semester of the following school year.

Any further incidents may mean loss of privileges for the rest of the year.

NOTE: SEVERE CLAUSE

When a school administrator, after consulting with the bus driver, feels that a violation is severe and warrants immediate suspension from bus and/or school, any/or all of the above steps may be by-passed. The student may be denied bus privileges up to 10 days and/or possible expulsion from the bus and/or school. The school administrator will notify the parents/guardians of the suspension/expulsion verbally and by a certified letter. Fighting on the bus will be an automatic bus suspension for middle school and high school students.
