

# BRIGHTON AREA SCHOOLS TRANSPORTATION

5800 Borderline Dr., Brighton, MI 48116

(810) 299-3890 Fax (810) 299-3898

Transportation Director: Betty Clohosey

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August 2008

## Bus Stop Assignments

If you are eligible for school transportation your bus stop assignment will be available at your school's registration and Brighton Area Schools web page. Bas.k12.mi.us

- BHS bus assignments will be available during registration on Monday August 18<sup>th</sup> for seniors, Tuesday, August 19<sup>th</sup> for Junior's, Wednesday August 20<sup>th</sup> for Sophomores Thursday, August 21<sup>st</sup> for Freshman, 8:00 to 1:30. Tuesday August 26<sup>th</sup> make up day 8:00 to 1:30.
- Maltby Middle School bus assignments will be available during registration on August 27<sup>th</sup> 9:00 to 3:00 p.m., & August 28<sup>th</sup> 9:00 to 1:00 p.m..
- Scranton Middle School bus assignments will be issued during registration on August 21<sup>st</sup>, 8:30 to 5:30 p.m. and on August 22<sup>nd</sup> 8:00 to 1:30 p.m.
- Hawkins, Hilton, Hornung, Lindbom, and Spencer bus assignments will be mailed one-week prior to the opening day school.

**There will be no transfer buses with the exception of special needs students and Miller.**

**Transfer buses are not assigned on bus cards. Students will be instructed by their bus drivers on what bus to board to get to their destination. All buses will be clearly marked with the name of the school they are transferring to.**

The bus pick-up time and route can vary the first month of school. The pick up times are approximate.

All students should be at their bus stop 5 minutes prior to pick up each day. Buses will not wait for students to dress/run to bus stops. This is an extreme hazard for your student and other motorists.

Please remember there is **NO SUPERVISION** of students at bus stops. The district is responsible for students from the time they board the bus until they return to the bus stop. Parents are responsible to see that their student gets to and from the bus stop safely. We appreciate and encourage all the extra eyes of the community in maintaining safe bus stops.

## Bus Number & Driver

We encourage you to get to know the driver on your route. Permanent drivers are assigned one month after the beginning of school. The assigned bus number will not change. Occasionally a sub-bus is on a route when the assigned bus is in for maintenance. If this occurs your regular bus number will be posted in the window of the sub-bus. If you need to reach your driver for any reason please call the Transportation Office. The message will be relayed to the driver and you will be contacted by the driver promptly. Please remember to write down your students(s) assigned bus number and driver. This will help you and the office relay information quickly if the need arises.

## Bus Stop or Bus Stop Time Changes

Periodically during the school year we may need to move/change bus stops and make adjustments with pick-up and drop-off times. This is due to the continuing growth in our community and changes in rider patterns. **No changes are made to any route during the school year without the approval of the Transportation Director. If your route is affected, your student will be given a note from the driver with the new information prior to a change being implemented.**

## Lost items

Transportation Department will no longer have lost items. All items that are not claimed will be returned to the home school.

## Alternate Destinations/Permission Slips

If your student is traveling to a different location after school or coming from a different location in the morning on a continuing basis you must fill out an Alternate Destination form. Forms are available at your home school office. This form provides us with a record of changes so we know where your child should be. If these arrangements change, please contact the Transportation Office immediately and submit a new form if necessary.

If your child is riding home from school with a friend for a day, please send a note to this effect to the building principal of your school. Your child should present this note to the bus driver with the signature of the building principal on it when boarding the bus. *No student will be transported on a different bus route without a note signed by the parent and school administrator*, this applies to all schools with the exception of Miller Early Childhood Center.

All Miller students should bring a note from their parent stating where and whom the student is going home with. A phone number is also essential. The kindergartner must give this note to their teacher. The student should then present this note to the bus driver when boarding the bus.

Some buses may not allow guests due to the number of students on the route. Please check with your home school.

## Emergency Information Cards & Fan Outs

The 1<sup>st</sup> week in September all students will receive from their bus driver an **EMERGENCY INFORMATION CARD**. This information card will remain with the driver and the department with all pertinent information in the case of an emergency and or medical condition that the department should be aware of. If your student has an immediate need please contact the department as soon as possible. Please be prompt returning this information.

Fan out information will be handed out the 1<sup>st</sup> week in September. Fan-outs are used for bus delays, inclement weather that occurs during the actual school day, or any other out of the norm circumstance. Fan-outs do work if everyone takes them seriously and does their part to get the information out. Please don't accept fan-out responsibilities if you won't be home to receive a call from our department. (answering machines are the greatest breakdowns of fan-outs.) Please be prompt returning this information.

## Bus Rules

On each Brighton Area School bus the following "Instructions for Pupils Riding Buses" is posted. Please take a moment to review these instructions with your young child.

## Instructions for Pupils Riding Buses

1. The Board of Education discipline codes as stated in the student-parent handbook are in effect on the bus.
2. The driver is in full charge of the bus and students. Students must obey the driver. On field trips, the teacher, sponsor, or coach is in charge of student discipline.
3. Students must be on time to bus stops; the bus will not wait for those who are tardy.
4. Students must stand six feet off the road and are to wait for the driver's signal before crossing, **always crossing in front of the bus. Law PA187**
5. Students are to board the bus in an orderly manner and remain seated at all times.
6. Students are to keep all parts of their bodies inside of the bus windows. Windows may not be lowered more than halfway while parked at schools.
7. Outside of ordinary conversation, classroom conduct is observed. Swearing, vulgar language or gestures are not permitted.
8. The driver has the right to assign students to certain seats to promote order on the bus.
9. No eating, drinking, spitting, using or possessing tobacco, illegal substances or weapons (or other dangerous objects) are permitted.
10. Complete silence must prevail at railroad crossings. Absolutely no talking or noise. **Law PA187**
11. Students must have written permission from their parent/guardian and the principal's office to get off the bus at any place other than their designated bus stop, or to ride a different bus.
12. Parent/guardian of students who vandalize buses in any way will be required to pay for the damage.
13. Recreational items are not allowed on the bus. Examples are: radios, skateboards, hockey and lacrosse sticks, camp equipment, baseball bats etc.
14. All items carried on the bus must fit on the students lap ( including band instruments and luggage) **Law PA187**

**Penalty: For violating these rules a Pupil will be issued a ticket by the driver who has the authority to suspend him/her temporarily or permanently from riding the bus.**

## Brighton Area Schools Transportation Office

The Transportation Office is located west of Old US 23, off East Grand River behind VG's. The office is open weekdays from 6 a.m. to 5 p.m. When calling or visiting our office please have your student's bus number and driver name available. This will allow the office to answer all of your questions.

**CONSEQUENCES FOR MISCONDUCT ON THE SCHOOL BUS**

<p><b>Interventions</b></p>	<p>Whenever a bus driver issues a Bus violation Ticket, or a notice of Suspension, the driver will make <u>one documented attempt</u> to contact the parent or guardian. It is also the responsibility of the student to notify his/her parent or guardian of the ticket and / or suspension.</p> <p>The bus driver will warn the student that his/her misconduct will not be tolerated. The driver may also have a conference with the student on the bus or give the student a different assigned seat. A phone call may also be made to the parent.</p>
<p><b>Level 1</b></p>	<p>A green ticket will be issued to the student and sent home to the parent/guardian with a copy to the principal. The ticket will contain a description of the misconduct. The student will not be allowed to board the bus again until the ticket is signed by the parent and returned to the bus driver by the student.</p>
<p><b>Level 2</b></p>	<p>A yellow ticket will be issued to the student and sent home to the parent/guardian, with a copy to the principal. The ticket will contain a description of the misconduct. The student will lose his/her privileges up to three (3) days. The ticket must also be signed by the parent and returned to the driver</p>
<p><b>Level 3</b></p>	<p>Additional offenses shall result in the issuance of pink tickets, with bus suspension for greater duration, up to and including suspension for the balance of the school year. Suspensions greater than three (3) days will be handled by building administration.</p>
<p><b>Appeal Process and Restrictions</b></p>	<p>Because of the safety-sensitive nature of school bus transportation, bus driver is vested with discretion in the issuance of tickets, and determining to suspend students from the bus. There shall be no appeal to a bus suspension which does not exceed three (3) school days. In cases of suspension from the bus in excess of three (3) days, a parent or guardian may appeal the suspension to the Bus Safety Appeal Committee. To make an appeal, the parent or guardian must contact the transportation office at (810) 220-0073 with in 24 hours (with the exception of weekends) of the notice of suspension. The transportation supervisor will determine whether or not students may continue to ride the bus during the pendency of the appeal.</p> <p>The Bus Safety Appeal Committee shall be convened within two (2) scheduled school days of the request for appeal. The Committee membership shall include the transportation supervisor or designee, the bus driver recommending the suspension, the building principal or her/his designee, and at least two parents. The parent members of the appeal panel will be those who do not have a child on the bus at issue in the discipline appeal. All appeals are heard between 10:00 a.m. and 11:00 a.m. weekdays.</p>

**ACKNOWLEDGMENT**

BUS # \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT'S NAME (PLEASE PRINT) \_\_\_\_\_

**We have read, discussed and understand the Brighton Area Schools Transportation Code of Conduct policy. This form must be signed and returned to the bus driver. Thank you**

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMERGENCY PHONE: \_\_\_\_\_



# Instructions For Pupils Riding Busses

Form 7-32-00 Revised

**School Bus Rules:** The following rules have been adopted by the bus drivers and the administration as being necessary for the safety of the students and the maintenance of the buses.

1. The Board of Education discipline codes as stated in the Student-Parent Handbooks are in effect on the bus.
2. The driver is in full charge of the bus and students. Students must obey the driver. On field trips, the teacher, sponsor, or coach is in charge of student discipline.
3. Students must be on time to the bus stop; the bus will not wait for those who are tardy. It is suggested that students arrive at their bus stop at least five minutes ahead of the scheduled pickup time.
4. Students must stand six feet off the road in front of the bus and are to wait for the driver's signal before crossing.
5. Students are to always cross the road in front of the bus and to wait for the driver's signal before crossing.
6. Students are to board the bus in a orderly manner.
7. Students are to remain seated at all times.
8. Outside of ordinary conversation, classroom conduct is to be observed.
9. Students are to keep arms and head inside of the bus windows. Bus windows will be no lower than 1/2 down on school property.
10. The driver has the right to assign students to certain seats to promote order on the bus.
11. No eating, drinking, spitting, using or possessing tobacco or illegal substances, or weapons (or other dangerous objects) are permitted.
12. Complete silence must prevail at railroad crossings. This is mandated by Public Act 187.
13. Students must have written permission from their parent and the principal's office to get off the bus at any place other than their designated bus stop, or to ride a different bus.
14. Parents of students who vandalize buses in any way will be required to pay for the damage.
15. Recreational items are not allowed on the bus. Examples are: skateboards, hockey sticks, golf clubs, etc.
16. No live animals are permitted on busses.
17. All items carried on the bus must fit on the student's lap.