

Transportation Parent/Student Handbook



**LARAMIE COUNTY
SCHOOL DISTRICT 2**

Students First

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STUDENT TRANSPORTATION (LCSD2 Board Policy EEA)

Dispatch Office **245-4172**

Lance West, Transportation/Facilities Coordinator	245-4170
Paula Dennis, Driver/Assistant	245-4171
Mike Reifschneider, Mechanic/Shop Supervisor	245-4172
Tammie Lemaster, Driver/Dispatcher	245-4172

Route Drivers

Albin Drivers:

Route #101 ~ Shawnae Branigan
Route #102 ~ Todd Lerwick

Burns Drivers:

Route #130 ~ Jill Lerwick
Route #131 ~ Val Martin
Route #132 ~ April Talkington
Route #133 ~ Jodie Saukerson
Route #134 ~ Ed Steinhauer
Route #136 ~ Dwayne Anderson
Route #137 ~ Jared Schinzel
Route #138 ~ Kellee Haws
Route #139 ~ Andrea Griess
Route #140 ~ Nancy Wilkinson

Carpenter Drivers:

Route #120 ~ Dick Crozier
Route #122 ~ Wendy Stoffer

Pine Bluffs Drivers:

Route #111 ~ Heidi Miles
Route #112 ~ Bob Watson
Route #113 ~ Dewey Martin
Route #114 ~ Lisa Romsa

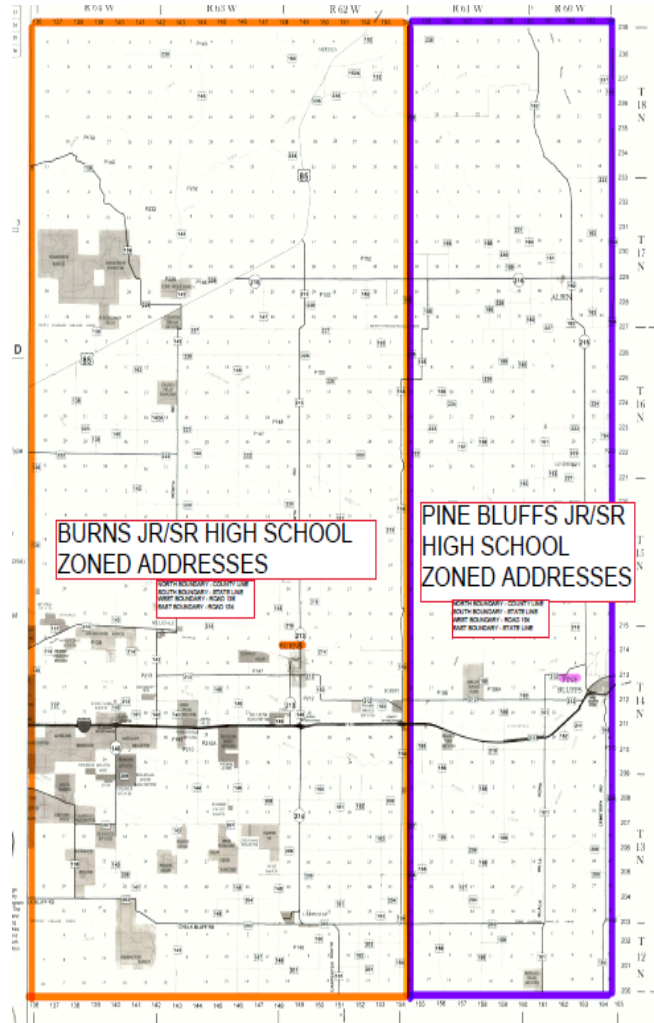
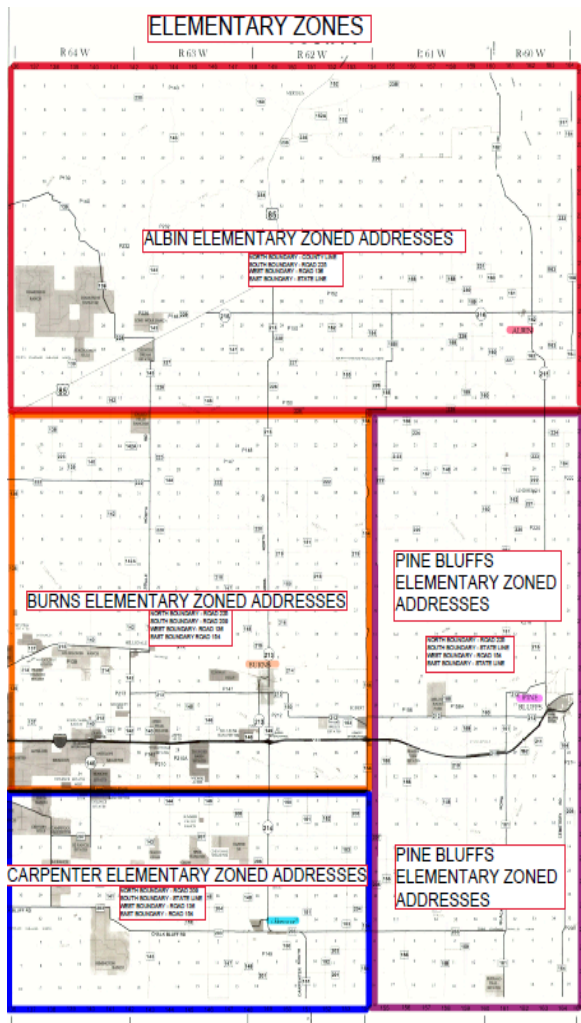
PARENT/GUARDIAN RESPONSIBILITIES

1. Please help your student arrive to the scheduled bus stop a minimum of 5 minutes prior to scheduled time. LCSD 2 buses must maintain schedule.
2. Educate students to make safe decisions while waiting at the bus stop. Please ensure your student(s) are properly dressed for weather. We also ask for your support in encouraging that your student follows the bus rules.

INFORMATION FOR PARENT/GUARDIAN

1. Drivers will safely operate the bus and attend to student needs.
2. Drivers will permit only authorized staff and students to ride the bus.
3. Buses will follow designated WDE and LCSD2 Transportation Procedures/Rules
4. LCSD2 buses will not be traveling on non-publicly maintained roads or driveways unless approved to do so by LCSD2 Board of Trustees. Buses will only travel in the school zone assigned. If your residence is outside of the zone for the school your student attends, we ask that you meet the bus at a bus stop within the zone.

SCHOOL ZONES



INFORMATION FOR STUDENTS

1. Riding the bus is a privilege, please follow the bus rules and bus safety policy. (LCSD2 Board Policy EEAE)
2. Get plenty of rest and arrive to your bus stop on time. Please quickly get to the bus in the bus loop after school. The bus must maintain schedule.
3. If you plan to go home with another student or someone going home with you, permission must be granted from both families and the school. A note and/or a phone call to transportation will be required from everyone.

STUDENT RESPONSIBILITIES

1. Follow instructions from your bus driver and follow the bus rules. Be respectful.
2. Please be responsible for your own things. Store them properly on the bus and take them with you.
3. Please clean up after yourself. Throw trash away, wipe up messes, etc. Do not bring food on the bus unless your driver allows you to.
4. Please participate in safety drills.

BUS RULES

1. Alcohol, drugs, tobacco, vape products, etc. are prohibited
2. Fighting, physical aggression, taunting, intimidation, teasing, bullying, and harassment are prohibited
3. Vandalism and theft are prohibited
4. Weapons are prohibited
5. Inappropriate conversation, swearing, gestures, defiance, etc. are prohibited
6. Inappropriate use of electronics, phones, and devices are prohibited
7. Unsafe and disruptive behaviors are prohibited - some examples of unsafe/disruptive behaviors are:
 - a. Not remaining sitting in seat
 - b. Throwing objects
 - c. Leaning out or sitting in aisle
 - d. Arms/Legs outside of windows
 - e. "Horseplay"
 - f. Yelling or loud voice
 - g. Crawling on floor

DISCIPLINE PROCEDURE

Your bus driver will establish the rules of the bus and will ask every student to follow the rules. Drivers will remind students of the bus rules daily and may contact parents for assistance as well. If a student demonstrates that he/she chooses not to follow the rules after warnings, additional assistance from the school or transportation supervisor may be requested. School administration or the transportation supervisor will attempt to correct behavior through established procedures. More serious behavior concerns will reference LCSD2 Board Policies.

The matrix is attached.

Behavior	Descriptor	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions
Unsafe Bus Behavior, Disruptive Behavior, Inappropriate Behavior	Any behavior that is unsafe or causes a distraction to the driver or bothers anyone on the bus in a negative manner.	Warning. Student and Bus Driver contact parent. The conversation is documented in the bus drivers daily log.	Loss of privileges on the bus or at school. Examples may be: assigned seat up front, loss of recess at school, lunch detention, etc. Admin/Parent contact.	Loss of bus riding privileges for 3 days. Admin/Parent contact.	Loss of bus riding privileges for 5 days or more. Admin/Parent contact.
Defiant/ Argumentative	Direct disobedience of a bus driver or staff regarding bus rules.	Warning. Student and Bus Driver contact parent. The conversation is documented in the bus drivers daily log	Loss of privileges on the bus or at school. Examples may be: assigned seat up front, loss of recess at school, lunch detention, etc. Admin/Parent contact.	Loss of bus riding privileges for 3 days. Admin/Parent contact.	Loss of bus riding privileges for 5 days or more. Admin/Parent contact.
Profanity/ Gestures or Inappropriate Language	Student use of profanity/gesture or inappropriate language/conversation.	Warning. Student and Bus Driver contact parent. The conversation is documented in the bus drivers daily log.	Loss of privileges on the bus or at school. Examples may be: assigned seat up front, loss of recess at school, lunch detention, etc. Admin/Parent contact.	Loss of bus riding privileges for 3 days. Admin/Parent contact.	Loss of bus riding privileges for 5 days or more. Admin/Parent contact.
Inappropriate use of electronics, social media, and devices while on bus	The use of electronics, social media, and devices that is problematic to the welfare of the whole.	Warning. Student and Bus Driver contact parent. The conversation is documented in the bus drivers daily log.	Loss of privileges on the bus or at school. Examples may be: assigned seat up front, loss of recess at school, lunch detention, etc. Admin/Parent contact.	Loss of bus riding privileges for 3 days. Admin/Parent contact.	Loss of bus riding privileges for 5 days or more. Admin/Parent contact.
Misbehavior for a substitute	Student behaviors resulting in a substitute referring incident(s) to supervisor or regular driver	Loss of privileges on the bus or at school. Examples may be: assigned seat up front, loss of recess at school, lunch detention, etc. Admin/Parent contact.	Loss of bus riding privileges for 3 days. Admin/Parent contact.	Loss of bus riding privileges for 5 days or more. Admin/Parent contact.	Loss of bus riding privileges.

Behavior	Descriptor	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent
Drugs, Alcohol, Tobacco Products/Vaping	Distribution, Possession and/or influence	Admin/Parent/Law enforcement contact. Consequences pending investigation. Reference LCSD2 Board Policies ADB, JICG/JICH, JIH, JFC, JFD	Admin/Parent/Law enforcement contact. Consequences pending investigation. Reference LCSD2 Board Policies ADB, JICG/JICH, JIH, JFC, JFD	Admin/Supt/Parent/Law enforcement contact. Consequences pending investigation. Reference LCSD2 Board Policies ADB, JICG/JICH, JIH, JFC, JFD	Admin/Supt/Parent/Law enforcement contact. Consequences pending investigation. Reference LCSD2 Board Policies ADB, JICG/JICH, JIH, JFC, JFD
Sexual Harassment/ Title IX	Consensual Sexual Activity or Sexual Harassment - Sexual harassment is unwelcome behavior of a sexual nature, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature	Admin/Parent/Supt/Law enforcement contact. Consequences pending investigation. Reference LCSD2 Board Policies ACA, JFC, JFD	Admin/Parent/Supt/Law enforcement contact. Consequences pending investigation. Reference LCSD2 Board Policies ACA, JFC, JFD	Admin/Parent/Supt/Law enforcement contact. Consequences pending investigation. Reference LCSD2 Board Policies ACA, JFC, JFD	Admin/Parent/Supt/Law enforcement contact. Consequences pending investigation. Reference LCSD2 Board Policies ACA, JFC, JFD
Bullying	Bullying is when someone is humiliated, made fun of, or abused over time by their peers. It's not just getting in an argument or even someone calling someone else bad names. It's not just a single incident, but an ongoing campaign against a person	Admin contacts Parent and may contact Supt and Law Enforcement. Consequences pending investigation. Reference LCSD2 Board Policies JICFA, JFC, JFD	Admin/Parent/Supt contact, and may contact Law Enforcement. Consequences pending investigation. Reference LCSD2 Board Policies JICFA, JFC, JFD	Admin/Parent/Supt contact, and may contact Law enforcement. Consequences pending investigation. Reference LCSD2 Board Policies JICFA, JFC, JFD	Admin/Parent/Supt contact, and may contact Law Enforcement. Consequences pending investigation. Reference LCSD2 Board Policies JICFA, JFC, JFD
Physical Aggression Toward Others Fighting	Behavior causing or threatening to cause physical harm towards others	Admin/Parent/Student contact and may contact Supt and Law Enforcement. Reference LCSD2 Board Policies JFC, JFD	Admin/Parent/Supt contact and may contact Supt and Law Enforcement. Reference LCSD2 Board Policies JFC, JFD	Admin/Parent/Supt/Law Enforcement contact. Reference LCSD2 Board Policies JFC, JFD	Admin/Parent/Supt/Law Enforcement contact. Reference LCSD2 Board Policies JFC, JFD
Weapons	Possession, use, transfer, carrying, selling, or threatening to use a weapon while on the school campus, school bus, or at a school activity	Admin/Parent/Student/Supt contact and may contact Law Enforcement. Reference LCSD2 Board Policies JFC, JFCJ, JFD, JIH	Admin/Parent/Student/Supt/Law Enforcement contact. Reference LCSD2 Board Policies JFC, JFCJ, JFD, JIH	Admin/Parent/Supt/Law Enforcement contact. Reference LCSD2 Board Policies JFC, JFCJ, JFD, JIH	Admin/Parent/Supt/Law Enforcement contact. Reference LCSD2 Board Policies JFC, JFCJ, JFD, JIH
Vandalism	The willful destruction or damaging of property in a manner that defaces, mars, or otherwise adds a physical blemish that diminishes the property's value	Admin/ Student/ Parent contact. Loss of privileges while on bus or at school.	Admin/ Parent/ Supt contact/ may contact Law Enforcement. Reference LCSD2 Board Policies JFC, JFD	Admin/ Parent/ Supt contact/ may contact Law Enforcement. Reference LCSD2 Board Policies JFC, JFD	Admin/ Parent/ Supt/ Law Enforcement contact. Reference LCSD2 Board Policies JFC, JFD

OTHER INFORMATION

Alternate Routes

At times, transportation may require operating in alternate route designs due to impassable roads that are normally traveled when school remains open. Examples of impassable roads are extreme mud, flooded, drifted, and any unexpected closure. The bus driver and/or transportation administration will contact affected families when this happens. Transportation may not be able to pick up or drop off at normally scheduled stops and ask that affected families meet the bus at an alternate stop where the bus can navigate. Alternate routes are only temporary until normal routes are able to resume.

Friday Routes

Students that attend LCSD2 Friday school needing bus services will be assigned to a unique Friday route. Please notify the school if you choose for your student to attend. Schools notify the Transportation Department by 12:00pm Thursday of each week with the list of students planned to attend. Routes are created based upon who is invited because not all buses run on Fridays. Transportation will notify student families attending Friday school for the week via email from lance.west@laramie2.org on Thursday afternoons. Please notify your school as soon as possible in the week if your student will be attending so transportation can schedule and communicate back to you timely.

Late (evening) Routes

Late routes are offered from Burns Jr/Sr High, and Pine Bluffs Jr/Sr High for students who stay after school to participate in LCSD2 activities, LCSD2 study tables, and LCSD2 student organizations. Late routes are scheduled based upon need and students must sign up in the office by noon each day. If there are not any students signed up, the route will be cancelled. Bus stops are not offered to normal bus stop locations but rather meet points along the way. Departure time from the school is scheduled by the school. Elementary students are not eligible for late routes.

Audio/Video Recording and GPS on all LCSD School Buses

LCSD2 has equipped all school buses with audio/video recording equipment. Each bus is also equipped with GPS tracking devices.

Transportation Facility/Dispatch Site

LCSD2 Transportation has a dispatcher on site each regular school day from 5:30am to 5:30pm. Please feel free to call with any questions or information about your student for the day. The bus garage is located at 327 S. Prairie Ave Burns, WY 82053. **DISPATCH PHONE NUMBER IS (307)245-4172**

INCLEMENT WEATHER - DELAYED OR CANCELLED TRANSPORTATION OPERATIONS

At times, transportation operations have to be adjusted as a result of inclement weather. It is our priority to provide safe, reliable, and consistent transportation for our students and staff. Transportation has developed a plan when weather or environmental conditions exist. Please see the matrix below.

	Condition	Road Impact	Transportation Impact	School & Activity Impact	Action Steps	References
ROAD CLOSURE	CLOSED	Closed due to winter conditions from local, county, or state agency	All transportation operations are cancelled on affected roads	School buildings closed if primary roadway to school is closed Activities are cancelled during closure.	Notify families as soon as possible via Messenger System, Email, and/or social media	wyoroad.info
	PARTIAL CLOSURE Extreme Blower Risk	Wind is reported to be sustained at 40 mph or more with wind gusts 60 mph or more.	Cancellation of regular routes Activity routes, or field trips may be considered	Regular school operations remain open but school travel may be affected	Consider other advisories if present. Black ice, no unnecessary travel, etc may warrant cancellations. School officials, transportation coordinator, and superintendent must conference for decision	wyoroad.info
	PARTIAL CLOSURE Closed to light/high profile vehicles	Wind is reported to be sustained at 40 mph or less with wind gusts up to 60 mph	Cancellation of regular routes Activity routes, or field trips may be considered	Regular school operations remain open but school travel may be affected	Consider other advisories if present. Black ice, no unnecessary travel, etc may warrant cancellations. School officials, transportation coordinator, and superintendent must conference for decision	wyoroad.info

	Condition	Road Impact	Transportation Impact	School & Activity Impact	Action Steps	References
ROAD ADVISORY	HIGH IMPACT ADVISORY NO UNNECESSARY TRAVEL	Poor visibility, blowing/drifted snow, slick, etc.	Cancellation of regular routes Activity routes, or field trips in affected area cancelled	Regular school operations MAY remain open but students and staff affected by advisory are not expected to travel to campus. Activity - routes and trips may be cancelled	Notify families as soon as possible via Messenger System, Email, and/or social media School officials, transportation coordinator, and superintendent must conference for decision	wyoroad.info
	HIGH IMPACT ADVISORY BLACK ICE	Coating of ice usually with blowing snow	Cancellation of regular routes Activity routes, or field trips may be considered	Regular school operations remain open but school travel may be affected	Consider other advisories if present. Black ice, no unnecessary travel, etc may warrant cancellations. School officials, transportation coordinator, and superintendent must conference for decision	wyoroad.info

	Condition	Road Impact	Transportation Impact	School & Activity Impact	Action Steps	References
EX TR E M E C O L D	Level 3 Ambient temperatures sustained below negative 20, wind chills 25 below and lower (As measured by the transportation department at 5:30 am)	Road Conditions may be snowpacked, icy, drifted, or closed	Transportation cancelled due to extreme cold	School Cancelled Activities Cancelled	Notify families as soon as possible via Messenger System, Email, and/or social media	nws.gov
	Level 2 Ambient temperatures sustained 10 below zero to 19 below zero, wind chills 25 below and lower (As measured by the transportation department at 5:30 am)	Road Conditions may be snowpacked, icy, drifted, or closed	Transportation cancelled due to extreme cold	2 hour delay for students and staff	Notify families as soon as possible via Messenger System, Email, and/or social media	nws.gov
	Level 1 Ambient temperatures sustained down to 10 below zero, wind chills range from 15 below to 25 below zero (As measured by the transportation department at 5:30 am)	Road Conditions may be snowpacked, icy, drifted, or closed	2 hr delayed start to allow additional time for preparing equipment - All areas	Regular School operations remain open but students utilizing transportation could arrive 2 hrs late	Supply fuel treatment and protocol to bus drivers. Park as many stand by buses indoors prior and during extreme weather	nws.gov

	Condition	Road Impact	Transportation Impact	School & Activity Impact	Action Steps	References
L O C A L I Z E D C O U N T Y C L O S U R E S	Drifted County Roads	County Road conditions are snowpacked, drifted, and impassable	Transportation considers alternate routes, 2 hr delay, or cancellation of affected routes	School buildings may remain open or follow transportation recommendation	Notify families as soon as possible via Messenger System, Email, and/or social media	Laramie County Road and Bridge
	Other Specific Closure	None	Available to provide transportation for students and staff to alternate locations, or to home.	Cancelled until building is cleared to be occupied.	Notify families as soon as possible via Messenger System, Email, and/or social media using Emergency Messaging Templates	Building Principal Transportation Director Superintendent

STUDENT EMERGENCY CONTACT INFORMATION

Student(s) Name	_____	Grade	_____
	_____	Grade	_____
	_____	Grade	_____
	_____	Grade	_____
	_____	Grade	_____
	_____	Grade	_____

Physical Address _____

	(Father)	(Mother)	(Other)
Parent/Guardian	_____	_____	_____
Home Phone #	_____	_____	_____
Work Phone #	_____	_____	_____
Cell Phone #	_____	_____	_____
Emergency #	_____	_____	_____

Where are student(s) to be let off the bus in the event that you are not at home or if there is a school closure?

Please list any potential medical considerations(s) your student(s) relating to riding the school bus.

THE INFORMATION ON THIS FORM IS USED FOR OFFICIAL SCHOOL USE ONLY.

Return this form to your bus driver no later than **August 29th, 2024**

As parent/guardian, I acknowledge and understand the Transportation Parent/Student Handbook at www.laramie2.org. I understand the rules and procedures as well as my student(s). If I do not have access to the internet to view the handbook, I understand I can request a copy from my student's school, my student's bus driver, or the transportation office.

(Signature of Parent/Guardian)
(date)

(Signature of Student)
(date)

(Signature of Student)
(date)

(Signature of Student)
(date)

(Signature of Student)
(date)

(Signature of Student)
(date)

Return this form to your bus driver no later than **August 29th, 2024**.
L.C.S.D. #2 Transportation

NON-DISCRIMINATION STATEMENT

Laramie County School District No. 2 (LCSD#2) does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. LCSD2 does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the LCSD2 Director of Special Services. The Director of Special Services has also been designated to handle inquiries regarding the Non-Discrimination Policies of LCSD2.

Shannon Perlinski - Director of Special Services
311 E. 8th Street, PO Box 489, Pine Bluffs, WY 82082 - (307) 245-4050
shannon.perlinski@laramie2.org

Or you may also contact:

The Wyoming Department of Education, Office for Civil Rights Coordinator
122 W 25th Street, Suite E200, Cheyenne, WY 82002 or (307) 777-7675 or <http://edu.wyoming.gov/>

For further information on notice of non-discrimination, visit the Denver Office at:

Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov