

Parent & Student Transportation Handbook



Community Schools

Transportation Department

202 NW Stevens Ave

Yelm, WA 98597

360-459-3300

Introduction

This handbook is prepared by Yelm Community schools for parent and student information.

Our schools transportation system is a cooperative venture with Yelm Community Schools, parents, students, community members and law enforcement agencies. Student transportation has become an essential part of today's education system.

The safety of your student(s) depends a great deal on the knowledge, judgment, and skill of transportation staff. This assignment and responsibility our Transportation Department enthusiastically embraces.

Sincerely,
Jeff Adams
Transportation Director
Yelm Community Schools



Your School Bus Drivers

To ensure a safe ride for your student(s), each bus driver is an authorized Washington State School Bus Driver by the Office of the Superintendent of Public Instruction (OSPI) who has completed an extensive training program consisting of classroom and on the road training. Each driver has completed a drug screen and has undergone an extensive background check, including state and federal fingerprinting clearance.

Bus Stops

Yelm Community Schools has established specific policies for school bus drivers making stops to load and unload students.

The location and length of bus routes, along with bus stops is determined by the School Board or it's designate. Drivers should not deviate from their routes, nor do they load or unload students at stops other than their own without express and verifiable permission.

School Bus Stops are located with maximum safety for the students. Equally important is the safety of other motorists, pedestrians and students on the bus.

Message to Parents

The Driver is in full charge of the bus (and/or other district vehicle) at all times; students must follow directions promptly.

Parents, please help your students be safe to and from school. Please remind them of their responsibility and these SAFETY TIPS:

- **BE ON TIME: ARRIVE 5 MINUTES EARLY.**
- **STAY OUT OF THE ROAD**
- **WALK FACING TRAFFIC**
- **CROSS WITH CARE**, if you must cross, wait until the bus is stopped with red lights flashing and the driver's signal. **Never cross behind the bus!**
- **The BUS STOP** is an extension of the bus and all rules apply.
- **THE BUS** is an extension of the school and all rules apply.
- **FOR STUDENT SAFETY**: once the buses begin to depart the school in the afternoon, late students **will not** be allowed to board unless the driver is notified by the school or dispatch.
- **PARENTS DO NOT CHASE THE BUS TO THE NEXT STOP.** If your child misses the bus to your stop. Students running alongside the bus is a safety violation.
- **PLEASE DO NOT SEND CERTAIN ITEMS** with students or ask them to bring them on bus.
- **THESE EXCLUSIONARY ITEMS INCLUDE:**
 - Glass
 - Inflated Balloons
 - Sharp or pointy items.
 - Sticks
 - Baseball Bats (unless in an approved bag)
 - Animals of any kind (except certified service Animals)

- Skate boards (unless in an approved bag)
- Laser lights
- Fireworks
- Fishing poles
- Kites
- Tobacco, Vape pens e-cigarettes, Drugs Alcohol
- Weapons of any kind

School Bus Discipline Procedures

Yelm Community Schools has a progressive discipline system.

In the event it becomes necessary for a driver to discipline a student, the following procedure will occur:

1. Remember proper discipline is not a form of punishment but a means to instruct and help in correcting a student's behavior that is not in compliance with rules and regulations set forth by Transportation & district policy.
2. Always verbally try to work with the student in order to bring about acceptable behavior.

Prior to Written Procedures

If the student continues to misbehave, the driver will notify the parent/guardian of the problem, seeking their help in the matter. This phone conversation will be documented noting the time and date of phone call and response of the parent/guardian. Notification to the parent/guardian will be given, stating that if the student continues to misbehave, it will be necessary to issue a written notice. If in the event the driver is unable to reach a parent/guardian by phone, the driver will forward the completed behavior notice to the office for mailing. **Under no circumstances will the driver make any contact or discuss behavior or disciplinary action with the parent /guardian at a bus stop while students are on board.**

STEP 1 – 1st Incident

- Notice and phone call to parent/guardian
- 0-3 day's suspension from bus-riding

STEP 2 – 2nd Incident

- Suspension from bus 3-5 days
- Requires Administrative approval

STEP 3 – 3rd Incident)

- Extended suspension from bus-riding
 - K-4: 6-10 school days
 - 5-6: 10-15 school days
 - 7-12: 20 school days – remainder of school year
- Requires Administration Approval

If a student is temporarily suspended from the bus and receives a 3rd behavior notice, the student is placed on extended suspension.

Note: Length of the suspension up to the remainder of the year is based on grade level as stated above as well as the severity and frequency of the student's history of infractions. Suspensions may be reduced at the discretion of the district administrators. A letter will be sent home noting the terms of the suspension encouraging the parents/guardian and student to come in for a conference to resolve future issues.

Unacceptable Behaviors

The following behaviors are not acceptable and may result in an automatic (5) school bus day suspension of bus riding privileges. Subsequent violation(s) may result in extended suspension of bus riding privileges.

- Noncompliance of driver directions
- Profane/rude/abusive language or gestures
- Possession /use of alcohol or drugs
- Smoking or any use of tobacco, vape pens, or e-cigarettes
- Use of sparking devices
- Use of laser pens or lights
- Grossly excessive noise or loud behavior
- Any horse play
- Spraying perfume, colognes, or any type of fragranced item
- Impeding the driver from safely accomplishing their duty's by giving wrong directions
- Withholding your name when asked by the driver or administer
- Giving false testimony or falsely accusing another student
- Throwing anything while in the bus
- Forging a district staff member or parent name on any bus note
- Spitting or shooting spit wads
- Vandalizing or causing destruction of school or student property
- Theft
- Fighting, assaulting, or bullying

Musical Instruments or Large Items

Heavy, sharp, bulky and/or other articles which may be hazardous in the event of an accident or emergency stop shall not be transported in the passenger area of any school bus. Specific attention is directed to items such as but not limited to skies, ski poles, vaulting poles, musical instruments, riser's platforms. **WAC 392-145-015**

Inclement Weather Routes

Sometimes during the school year, we face the possibility of inclement weather resulting in school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call, email and/or text. We will announce closures and delays as early as possible but not later than 5:30 a.m. Occasionally circumstances change quickly, and late announcements are unavoidable. The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

- **School Closure:** All schools will be closed all day and any activities planned for the day or evening will be announced by 12pm on the district website.
- **Emergency Schedule:** Indicates that schools will start on a delayed schedule. Parents are reminded that although the buses will start the runs later, if we are on an emergency schedule, the buses may be slightly later near the end of the run. We request that parents make allowances for this.
- **Limited Transportation:** Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. If we alter a route, we will send an automated message. School will be in session unless otherwise announced by the Superintendent’s Office.

Stay informed about Emergency Closures & Delays by

- Signing up for [FLASH ALERT](#) to receive an email notification.
- Updating your Family Access email and home & cell numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools social media platforms
- Visiting the district website for detailed information and updates
- Tuning in to other media outlets

It is requested that parents/guardians do not call the media stations for closure information.

AM Stations	FM Stations	TV Stations
KGTK 920	KPLU 88.5	KOMO 4
KOMO 1000	KMPS 94.1	KING 5 / KONG 6
KGY 1240	KXXO 96.1	KIRO 7
KITZ 1400	KGY 96.9	KCPQ 13
	KIRO 97.3	
	KRWM 106.9	