

# Plymouth-Canton Community Schools Transportation Department A simple guide for bus riders

1024 S. Mill Street, Plymouth, MI 48170 734-416-3000



## **Welcome**

The Plymouth-Canton Community Schools Transportation Department has provided this brochure to familiarize you with our procedures as they relate to your child's school transportation. Please remember, it is the parents or guardians of bus transported students that are responsible for getting their children to and from the bus stop.

## **Bus Eligibility**

Only Plymouth-Canton Community School District students can ride the school bus during the scheduled school day. Transportation is provided for:

- Elementary students who live one mile or greater from their designated school
- Middle and High School students who live one and a half miles or greater from their designated school

## **Parent Requested Assignment**

Students approved for school of choice through the Student Service Department are not eligible for transportation as stated on the form. Parents or students who request an assignment to a school other than their assigned home school do not receive transportation by the District. Transportation must be provided by the parent/guardian of the student.

## **New Student / New Address**

Because routing can sometimes be complex and student information systems need to be updated, student assignments to buses due to new enrollment or address changes may take three to five days for regular education students and five to ten days for special education students before a student is placed on a bus. We will try our best to place your student on a bus as soon as possible. Same day busing for new students or address changes are not possible.

## **Students with Special Needs**

Bus stops for students with special needs are curb to curb, meaning; some subdivisions/complexes buses will get as close to your home address as possible.

Only your home address, sitter, or daycare provider within the P-CCS boundary can be used for pick up and drop offs. When using sitters or daycares for student transportation,

you must use the same location Monday through Friday. We cannot transport students to different locations on different days of the week.

Because of efficiencies, all parents of students with special needs should contact the transportation dispatch office at 734-416-3032 if your child will not be attending school on a given day. This will allow the drivers to make adjustments to their routes and keep the buses on schedule. Please do not contact the bus driver.

## **Day Care / Kindergarten Crew / Split Family Time**

### **Daycare**

Students who live in a "non-eligible area", who have a day care provider in the "eligible area" qualify to ride the bus to and from their day care provider. When using sitters or daycares for student transportation, you must use the same location Monday through Friday. We cannot transport students to different locations on different days of the week. Please complete the "Day Care Form" on the District website under "Transportation."

### **Kindergarten Crew**

If attending Kindergarten Crew, a shuttle will be provided which will take your student from their assigned school to the Kindergarten Crew location.

### **Split Family Time**

Students with two home addresses may ride either bus as long as the address is within their home school boundary. For dual address situations please complete the "Split Family Time Form" located on the District's Website under transportation.

## **Bus Route Efficiency**

A bus route is designed to make maximum use of each vehicle. Each high school run is combined with a middle school and elementary run to make a full route. Efficient routes make minimal stops and travel down a limited number of streets. Unnecessary stops or delays have a ripple effect on the entire schedule. Safety and efficient use of time are the reasons our buses do not travel down cul-de-sacs or dead-end streets. Sending a bus down these types of streets sometimes requires the bus to back up, this is a potentially dangerous situation and one that the Michigan Department of Education advises against.

## Inclement Weather

There may be times during the school year where it may be necessary to cancel school due to adverse weather conditions. P-CCS gathers information on road and weather conditions from a wide variety of sources. The P-CCS administration considers the actual weather conditions, the forecasted weather and the projected impact on road conditions during the peak student transportation windows. Every attempt is made to provide the public with information on school cancellations as early as possible. The announcement will be communicated on all local medias, such as; local radio, local television, and posted on the front page of our Website.

In situations where road conditions are snow or ice covered, some buses may be running late. If you need to know the status of the bus route, please call dispatch at 734-416-3032. Regardless of how late the bus is running, all assigned routes are completed.

## Bus Stops

1. Students should be at the bus stop at least five minutes before their scheduled pick up time. Students must use only their designated bus stop.
2. Students need to wait at the bus stop in an orderly fashion and also be careful not to walk on the grass or damage shrub beds. Students should wait at their bus stop in a single line, 15 feet away from the roadway.
3. Parents, guardians or other authorized persons of kindergartners need to accompany their child to the bus stop and meet the bus during the noon drop off or the afternoon drop off. The bus driver is instructed not to leave the kindergartner alone. We do this for your child's continued safety.
4. Most bus stops are arranged so that students are picked up on the right hand side of the road.
5. Bus stops are planned for efficiencies, it is possible that you may not be able to see your child from your home while they are waiting for their school bus. Seeing your student is not part of the criteria in placing bus stops. Please see "Frequently Asked Questions" at [www.michigan.gov](http://www.michigan.gov).
6. Postcards are sent to each eligible student in your household. Cards should arrive at your home no later than one week before the start of school. This card will list each student's bus stop location, bus number and the scheduled pickup time.
7. At P-CCS, most students are required to walk to consolidated bus stops throughout the District. The walk criteria is as follows:
  - Elementary: Up to 300 yards (1/6 mile)
  - Middle & High School: Up to 440 yards (1/4 mile)

## Transportation Phone Numbers

Dispatch: 734-416-3032 or 734-416-3033

Regular Education Router: 734-416-3040

Special Education Router: 734-414-8160

## Bus Rules

Don't Lose Your Riding Privilege!  
Follow These Rules:

- Students may only ride the bus they are assigned to ride, unless given specific permission to ride another bus by the building administrator.
- Observe same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep your head, hands and feet inside the bus.
- The bus driver is authorized to assign seats.

## Items Not Allowed on the Bus

For reasons of safety and in order to comply with state law and transportation procedures, the following items are not allowed on a school bus:

- Glass objects; bottles, jars, etc.
- Open containers of food, drink, and at no time peanuts or peanut butter
- Live animals, bugs, worms
- Oversized objects and instruments; those that cannot fit safely in the seat with the student
- Weapons; guns, knives, razor blades, etc. (real or toy)
- Sports equipment which could endanger others; like javelins, pole vaults, shot puts, or skate boards
- Any item which cannot be transported easily or which creates a safety concern
- The use of electronic devices such as cell phones, and items that generate noise (without the use of headphones)

## Items Allowed on the Bus

Items permitted must be placed in the students lap or under the bus seat. These items cannot block the aisle:

- Backpacks
- Small musical instruments such as; trumpets, saxophones, flutes, clarinets, etc.
- Sports equipments such as lacrosse sticks, tennis racquets, baseball bats, hockey

## Lost Items

Articles left on the buses are usually maintained on each bus for a few days. Following this time period articles are then brought into the Transportation Office and maintained for one month.