

# Constantine Public Schools

## 2025-2026 Parent-Student Transportation Handbook

Transportation Department

703 Falcon Drive

Constantine, MI 49042

Phone: (269) 435-8970

Fax: (269) 435-3070

[homeofthefalcons.org](http://homeofthefalcons.org)



**\*\*Parents: If you ever have an issue that you would like to discuss, please call the bus garage at (269)435-8970. Please do not approach the bus driver at your stop.\*\***

# Transportation Rules and Policies for Students

## **\*\*S.O.C students are NOT guaranteed transportation\*\***

**\*\*Riding the bus is a privilege, it is not a requirement.\*\***

**\*\*If your student is a school of choice (S.O.C) student, please note that there is no guarantee that you will have transportation. Students will have to be brought to or walk to a group stop if there is room for them on the bus. Stops will be made on a regular schedule only. This is the State ruling and not a local ruling. Bus stops are to be determined by the bus supervisor and to be made in a clear vision area that is within the school districts boundary lines. The bus supervisor has the final decision.**

**\*\*Since riding a school bus or any other school provided transportation is an extension of the school day, the basic behavior guidelines and expectations as specified in the "Student Code of Conduct" are in effect. Riding the bus is a privilege. To safely convey the students to and from school, proper behavior must be observed at all times. The safety of the riders cannot be jeopardized by the misbehavior of any individual.**

**\*\*Please note:** Any students within a one mile radius of the school district will be required to walk.

**\*\*Transportation will have to be requested year to year. If they have rode the bus in the past parents/legal guardians will still need to request transportation. We cannot assume your student is riding every year.**

**Constantine Public Schools Transportation Department**

**269-435-8970 or [cegreen@constps.org](mailto:cegreen@constps.org)**

1. To ensure that we understand the needs of our families, we require an updated **Transportation Information Request** for every student prior to the start of school. This form can be completed online or in person at the Transportation Department.
2. Pick-up and drop-off points are established based upon student's address of residency. All other locations are subject to approval by the Transportation Department. Please allow ample time for approval as we may not be able to fulfill all requests.
  - a. • **Prior to Start of School:** We require any requested changes in bus pick-up or drop-off points be provided to us a minimum of three weeks prior to the start of school.
  - b. • **During School Year:** Changes to routing require a 72 business hour notice; not including the date the request is given. o All routing changes must be for a minimum of five (5) consecutive school days. o Pick-up and drop-off points must be consistent each day.
  - c. • **Emergency Changes:** Must be received by transportation no later than 12:00 noon to be effective the same day.
3. **Student(s) should be waiting at least 5 mins prior to the time given,** at the bus stop when the school bus arrives, unless other arrangements have been made. In case of severe weather or mechanical problems with the bus, and the driver is several minutes late on his/her regular stops, the driver must stop and give adequate time for the student(s) to board the bus. Driver is responsible for the maintenance of his schedule and cannot wait for tardy student(s).
4. Each student shall be seated immediately upon entering the bus in the place assigned by the driver. No student shall stand or move from seat to seat during the trip. The bus driver is in complete charge of the bus and the riders at all times. Student behavior must be excellent: the driver must not be distracted from the job of driving the bus.
5. No student shall stand or leave the bus until it has come to a complete stop and the door has been opened by the driver. Students are not to enter or exit from the bus by means of the emergency door (emergency only). When crossing the road, students are to take 8 to 10 steps ahead of the bus so that the driver can see them and wait for the driver's signal before crossing the road.
6. If you wish to get off at a stop other than your own, you must bring the driver a written request signed by your parent/guardian. Students wanting to ride a bus other than their regular bus must bring a written request to ride to the principal or secretary of the school that they attend, and they will be issued a special pass for that day or days. If you are not going to ride the bus to school, please notify your driver. Permission to alter your ride is only given by the transportation supervisor or his/her designee.

7. Students shall not be allowed to eat, drink, or chew gum on the bus. Keep your bus clean. Water is acceptable.
8. Riding the bus is a privilege. Unacceptable conduct, such as loud talking, fighting, disobeying the bus driver, smoking, or using bad language will make it necessary to take your riding privileges away (bus suspension). Students receiving a bus suspension shall have parents contacted. It will be the responsibility of the parents to arrange transportation to/from school for the duration of the bus suspension. Absences from school as a result of a bus suspension are not considered excused.
9. No windows or doors will be opened or closed except by permission of the driver. Keep arms, hands, and head inside the bus.
10. Students shall **NOT** be permitted to check mail boxes. (No bus driver shall tie up traffic for this purpose.) Do not stand or play in the road while waiting for your bus. Keep away from all sides of the bus so as not to fall beneath the bus. Report any damage to the bus driver immediately.
11. Students shall respect a substitute driver the same as they would their regular driver. You shall not bring water devices of any kind on the bus. This means squirt guns, plastic bottles, or any other device. No live animals, reptiles, birds, or insects will be transported on the bus. Check with the transportation supervisor if you have questions.
12. Bus violation notices shall be used and will be enforced. When a child is given a bus ticket, it must be signed by a parent/guardian and presented to the driver when returning to their bus. When a bus violation notice results in a student's suspension, this means **ALL SCHOOL TRANSPORTATION, INCLUDING SCHOOL VANS, FOR EXTRA TRIPS AND SPORTS TRIPS.**
13. Extra trips and spectator buses. Students will be allowed to leave the bus only at the school where the trip originated. All bus rules apply to extra trips also.
14. Absolutely nothing shall be thrown while riding any school bus.
15. Inappropriate or vulgar language will not be allowed on any school bus.
16. Students shall keep their voices to a level that will permit the bus driver to hear other students in distress throughout the bus and allow the bus driver to concentrate on driving the bus safely.
17. A student may be removed from their bus immediately if he/she demonstrates inappropriate conduct that could jeopardize the safety of other students or the driver's ability to operate the bus safely.

18. Those students in special programs that rely on transportation, such as CTE, who are suspended from the bus, will also be suspended from the special program. Programs such as CTE begin when the student steps onto the bus, not when they arrive at the program's location.
19. Students may not exit their bus at another building within the district without prior permission from the principal. Doing so will result in loss of bus privileges for one week.
20. Students may use cell phones and other electronics, such as chromebooks, to play games, but may NOT use electronics to make phone calls, pictures, or videos. Students should use only one earpiece of headphones or earbuds. This is for their safety so that in the event of an emergency they can hear the direction of their driver
21. After 3 consecutive days of **NOT** riding the bus without notification to the bus driver or bus garage, the bus will not stop. For the bus to resume stopping, you must call your driver or the bus garage.
22. Please be aware that the bus driver will **NOT** let your child off the bus if there is no one home for the child after school. Your child needs to be at least a 3rd grade student in order to be let off the bus without seeing a parent. This does mean you have to be visible to the bus driver at the bus stop. If you want your student(s) to be released from the bus without a visible responsible adult, please fill out the form attached and return.  
  
**Please Note:** If your student is brought back to the transportation office, we will make every effort to contact the parent and/or emergency contact person. If no contact can be made by 6:00 p.m., the authorities will be contacted.
- 23. Absolute quiet must be maintained at railroad crossings and other danger areas.**
24. The Safety Law states that the driver must stop where he/she has 500 feet of clear and continuous visibility in front and behind the bus. Stops will not be made on curves that do not give the required amount of clear and continuous visibility.
25. Avoid all unnecessary disturbing noises. Do not shout at passing persons or vehicles.

26. Parents should not “follow or chase down” the bus in an attempt to have their student picked up or dropped off at an unassigned stop. Call transportation for alternative arrangements.

27. Items left on the bus by students may be reclaimed at the transportation office. Bus drivers are not allowed to keep items on the bus. Constantine Public Schools and employees will not be held responsible for any items brought onto the school bus, left on the school bus, or turned into the transportation office. All items of value that remain unclaimed will be donated to charity at the end of each grading period.

Bullying will **NOT** be tolerated. Any student(s) found bullying another student will be disciplined accordingly.

**\*\*Note that Alternative Education students may be given the opportunity to ride a school bus to and from school, and to related educational programs. This privilege will be approved or denied on an individual case basis. It must be understood that transportation will be granted with a probationary status and that the student may lose this riding privilege for the entire school year if the student demonstrates improper conduct. Any action taken will be at the discretion of the bus driver/supervisor.**

A parent or legal guardian and student(s) are required to sign and return the last page of this packet, acknowledging they have received and read these rules.

“I have received a copy of the Constantine Public Schools Transportation Student Handbook for the 2025-2026 school year. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Parents/legal guardians will be notified of these changes.”

**Student Signature:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT ACKNOWLEDGEMENT:** "As the parent or guardian of this student I have read the terms and conditions of this agreement. I understand the requirements for riding a bus. I will keep transportation's files up to date.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Constantine Public Schools

Transportation Department  
1 Falcon Drive  
Constantine, Mi 49042

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Ceaira Green, Director

[cegreen@constps.org](mailto:cegreen@constps.org)

269-435-8970

**Date:** \_\_\_\_\_

To Constantine Public Schools and Transportation,

I, \_\_\_\_\_, parent of \_\_\_\_\_,

A student of Constantine Public Schools, I understand that Constantine Public School officials are concerned with the fact no responsible person is at the school bus stop to meet the above student as he/she departs the school bus. It is felt this is an unsafe situation for a child his/her age. The school officials are requesting the parent agree to have a responsible person at the stop each day to meet the child(ren), or if this is not possible sign this letter below, by which the parent acknowledges they understand the dangers and excuses Constantine Public Schools from any liability resulting from something happening to the child(ren) after he/she safely departs from his/her school bus each day.

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# TIPS FOR PARENTS

We want all students to be successful on the bus! We all have responsibilities and we all have to work together to make this happen.

## **Encourage students to follow three basic rules**

- Be Courteous and Respectful
- Remain Seated
- No Eating on Bus

## **Remind students to follow the direction of their bus driver**

- The bus driver is in charge.
- The bus driver is responsible for their safety.
- Talk to your bus driver.

## **Promote good behavior at the bus stop**

- Students are expected to conduct themselves in a proper manner.
- Parents are responsible for the safety of their child to and from the bus stop and while waiting for the bus.

## **Teach students to take pride in their bus**

- This is their bus – work together to keep it nice.
- Don't litter, poke holes in seats, etc. Remember, parents are responsible for damages.

## **Expect responsible behavior on the bus**

- Students should behave as they would in the classroom.
- Have something in their backpack to stay occupied.

Books are a great idea!

# Basic Rules for Bus Riding Safety

## **Be Courteous & Respectful**

### **Do:**

- Treat everyone with respect
- Talk quietly
- Be silent while bus is crossing railroad tracks or stopped
- Keep your bus clean
- Hold onto items brought onto the bus in your lap
- Keep your hands and body parts to yourself
- Use electronics wisely
- Follow directions of your driver or activity sponsor

### **Don't:**

- Scream or yell
- Use profane or inappropriate language or gestures
- Litter or destroy school property
- Throw things on, out or at the bus or people
- Bring hazardous, dangerous, or prohibited items on the school bus
- This includes animals, insects or reptiles
- Touch other inappropriately or aggressively
- Fight, horseplay, hit, spit, bite or kick
- Take pictures, video, or misuse electronic devices

## **Remain Seated**

### **Do:**

- Stay seated in assigned seat facing front of bus
- Keep hands, head, feet etc. inside the bus
- Stay seated until bus is stopped at your destination

### **Don't:**

- Remain in or block aisle ways or emergency exits
- Stand, face backwards, lean on or jump over seats
- Walk in the aisle or change seats while the bus is moving or without permission from your driver.

## **No eating on Bus**

### **Do:**

- Keep all food, drinks or candy in your backpack.
- Students may drink water only on the bus.

### **Don't:**

- Eat, drink, share or leave food items on the bus.

# Quick Reference Sheet

## Constantine Public Schools

Transportation Department  
703 Falcon Dr. Constantine Mi 49042

### Hours of Operation

**Regular School Days** 5:30 am - 5:00 pm

**½ Days** 5:30 am - 2:30pm

### Contact

**Office:** 269-435-8970

**Email:** [cegreen@constps.org](mailto:cegreen@constps.org)

### Route Change Requests

**Emergency:** Call Transportation by noon

**Permanent:** Submit Transportation Information Request