

Pupil Transportation Handbook

2026-2027



Dr. Steve Harrison, Superintendent
920-751-6800

Kobussen Buses Ltd.

Kobussen- Neenah Terminal
920-722-8572

Introduction

This handbook has been prepared to help students, parents and teachers understand the rules and regulations pertaining to school transportation. Please read it carefully and talk with your children about bus rules and bus safety. The rules must be followed to ensure a safe ride to and from school each day. Students riding buses are subject to Wisconsin statutes dealing with bus transportation, Board of Education policies, and procedures established by both Neenah Joint School District (NJSD) and Kobussen staff.

NJSD will comply with all federal and state regulations concerning transportation of regular students and students with disabilities.

Please be advised that audio/video recording equipment is used on school buses to enhance student safety and well being.

For questions or additional information, please contact Kobussen Buses Ltd at 920-722-8572, email at neenah.tm@kobussen.com or call the NJSD Transportation Office at 751-6800.

Information is also available on the District's website at:

www.neenah.k12.wi.us/current-families/transportation

Accountability of transportation provider, Kobussen Buses Ltd:

All buses operated by Kobussen have a camera system that records video of the bus while the ignition is in the "on" position. The recording shall include a timestamp that displays hours, minutes, and seconds. This video with timestamp will serve as the main record of how long the bus was stopped if any disputes should arise.

Transportation Eligibility

The Neenah Joint School District may provide transportation for:

- Students who reside in the District and live two or more miles from the nearest public or private school they are entitled to attend.
- Students attending public or private schools located outside the corporate limits of the City of Neenah, but within the boundaries of the District.
- Students may qualify for transportation if they reside less than two miles from the nearest public or private school they are entitled to attend if unusual hazards exist for such students walking to and from school or if such students have special needs.

4K student transportation eligibility is determined as follows:

- AM Session:
 - TO School: Students with a home address that is outside of a two-mile radius from their assigned 4K site are eligible to receive bus transportation TO school. Students within a two-mile radius of the school site will not be eligible for transportation through NJSD.
 - FROM School: All students are eligible to receive transportation FROM school for the AM session.
- PM Session:
 - All students are eligible for transportation TO and FROM school for the PM session.
 - Students who attend the NJSD 4K Programs through Open Enrollment will not qualify for the district transportation. Parents may contact Kobussen (920-722-8572) to see if transportation is available for a fee.
- 4K students who qualify for bussing may be picked up or dropped off at any home or daycare within the NJSD boundary.
- The pick-up and drop off addresses may differ from each other, but the address for pick up and the address for drop off must be the same each day. For example, we can pick up from home every day, and drop off at daycare every day. However, we will not pick up from home 3 days a week and pick up from childcare 2 days a week.

Bus route notifications

Two weeks prior to the start of the school year, student bus route information will be available on the Parent Portal. Parents/legal guardians for every student in the district have access to the Parent Portal but need to set up an account. If you don't have an activation code, or are having trouble getting into your parent portal, please email campus@neenah.k12.wi.us for help.

Bus route pickup and drop off times are subject to change, particularly at the beginning of the year as new routes are established. Be sure to check your parent portal regularly during the first weeks of school.

Emergency School Closings

In the event that bad weather or any other emergency situation requires the school district to cancel classes or dismiss school early, the following procedures will be followed:

1. Weather forecasts, road conditions, and walking conditions will be checked by NJSD personnel well in advance of any closing of school.
2. Announcements of school closing will be made via NJSD's website, Blackboard messaging, local radio and television stations between 6:00 a.m. and 7:00 a.m. or during the day if bad weather develops after school starts.
3. If the weather is questionable and there is a delay in dispatching buses, announcements will be made on radio and TV stations and via Blackboard messaging as to when the buses will be sent out. Generally, school will be canceled for the day if buses cannot start their runs by 10:00 a.m.
4. The final decision for closing schools rests with the NJSD Administrator.

Student/Rider Guidelines

Safety and economies of operation may dictate pick-up points that exceed these general guidelines. There shall be no guarantee that students will get picked up at their own driveways.

- Students must be at the bus stop location a minimum of five (5) minutes prior to the estimated pick up time. They should wait for the bus at a point away from the road and highway traffic, but within a distance where they can easily see the bus when it stops. The bus will not wait or return for students that miss the pick up time.
- The estimated pick up time may change as routes are adjusted. A large time adjustment may occur after the first two-weeks of the start of school, as Kobussen Bus determines which pupils assigned to that route are actually riding the route. Smaller adjustments may occur over the course of the school year as pupils are added and removed from their assigned route.
- Students will be picked up and dropped off only at designated stops along the route that are approved by NJSD. **It is the responsibility of the parents to instruct their child where to get on and off and how to get to and from the bus locations.** It is strongly suggested that a parent or a neighbor wait at the bus stop location to supervise a child that may be younger in age.
- Students not present at their bus stop, or who do not ride the bus for a period of **1 WEEK** without notifying the driver will be removed from the route and the bus will no longer stop. Parents will need to contact Kobussen to have their student reinstated on the route.

If you decide to meet your child at the bus stop after school, wait on the side where the child will be dropped off, not across the street. Children might forget safety rules and dash across the street toward you.

- Buses/vans will not go into platted areas, subdivisions or dead-end streets unless the walking distance for the most distant student is ¼ mile or more for students in grades K – 4. It will not go into any plats for students in grades 5–12. In all cases, a safe and adequate place for the bus to turn around must be provided. The district defines “safe and adequate” as meaning a fully maintained, paved surface with a radius of not less than fifty-two (52) feet. Buses will not go into plats that have speed bumps.
- Buses/vans cannot enter parking lots for apartment complexes or other residential buildings. Students must be brought to the street entrance of the driveway for the complex to wait for their bus.
- Students should practice proper behavior while waiting at a bus stop. Students should never stoop down to pick up any dropped item near or under the bus. Instead, tell the driver and follow their instructions. Always be sure the driver can see you.
- Students should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is for emergency evacuation only.

- Students will not be picked up or dropped off at babysitters and/or child care centers except as follows:
 1. There must be room on the bus on an established route serving the school attended without altering the route or adding a bus stop.
 2. The request for this service must be **in writing** with the understanding that the student may have to walk to the nearest bus stop to the babysitter. Requests can be emailed to: neenah.tm@kobussen.com
 3. The service must be on a continuous basis (Monday – Friday). It cannot be intermittent. For example, the service may NOT be home one day and sitter the next.

Changes in pickups and drop-offs will only be considered after a written request has been received by the Kobussen transportation office. Requests for changes must be made three days in advance. Buses used primarily for students with disabilities must follow five days notice.

Wheelchair bus- loading/unloading

- Please be ready and waiting for the bus at the student's scheduled pick up time.
- When the bus comes to a complete stop, both the student and the adult responsible for the student must be present and ready to begin the loading process.
- The driver will exit the bus to lower the lift.
- The adult responsible for the student will wheel the student onto the lift and remain with the student while the driver secures the lift.
- Once the student is safely secured on the lift by the driver, the role of the adult responsible for the student is complete.
- For unloading, the receiving adult will stand by the lift and wait as the driver lowers the student.
- The receiving adult will wheel the student off the lift which completes the drop-off process.

Bus Passes

- Bus passes are not permitted for students who are not assigned to a route. If your student is having a friend come over after school, alternate transportation will have to be arranged.

Temporary rides and ride modifications

- If your eligible student rider needs temporary ride modifications due to a physical injury or surgery, please contact Kobussen to inquire about possible accommodations. Kobussen will attempt to accommodate whenever possible.
- Please note that the student would be responsible for loading and unloading themselves and any equipment (crutches, knee scooter, etc) as well as keeping the equipment contained in their seat area on the bus. The bus driver cannot be responsible for assisting the student, and equipment cannot block the aisle or impede other riders from moving about the bus.

Driver Responsibilities

The school bus driver will:

- Drive the bus safely at all times.
- Maintain order among the students while they are on the bus.
- Report any disciplinary cases to the Safety Manager at Kobussen. A Bus Conduct referral will be submitted and the school principal will address the behavior according to the discipline procedures outlined in this handbook.
- Return to school if order and discipline cannot be maintained on the school bus as the children are being transported home. The principal of the school will be notified and will meet the bus upon its return to school.
- Remain with the bus until all students have been discharged.
- Drive the route as approved by Kobussen Buses, Ltd. and NJSD.
- Make every reasonable effort to ensure that children depart the bus at their designated location.
- Drive in accordance with all bus regulations and observe all traffic laws.
- Be kind and respectful to all students, parents/guardians and school staff.

Ridership Rules and Expectations

Student safety is always our primary concern. Therefore, behavior expectations of the students riding the school bus are comparable to that which is required in the classroom. The bus driver carries the responsibility of ensuring students a safe ride and is authorized to enforce the ridership rules. Please read the following rules and procedures with your child to help ensure the safety of everyone riding the bus. Each pupil who rides a bus will be expected to behave in a manner which will make the ride safe and pleasant for passengers and driver and keep the bus on schedule.

Students will be able to choose their seat/seatmate at the beginning of the school year, and within the first two weeks of school **a seating chart will be implemented**. The school administrator or bus driver has the authority to re-assign riders to designated seats.

The School District approves the use of video/audio recording by Kobussen on school buses for the purpose of reducing disciplinary problems and vandalism, thereby allowing the driver to focus primarily on driving the bus.

Discipline Procedures

The following is the standard disciplinary guideline when dealing with rule violations. Generally, major rule violations or repetitive rule violations will result in suspension of bus riding privileges. Consequences may be altered based on circumstances surrounding the incident.

No pupil shall be put off the school bus except at school or at their bus stop. The driver may not put students off the bus at school unless authorized by the building principal.

The driver will fill out a misconduct report. This report will be given to the school office through Bus Conduct software within 2 school days of the offense. Disciplinary actions will be taken according to the outline on the following pages.*

*Students who fall under the definition of special education will have disciplinary actions applied that are appropriate for their disability as determined by NJSD Special Education and/or Pupil Services administrator/designee. NJSD special education staff will work with Kobussen to ensure that riders with disabilities are able to be safe on the bus.

Major Violations

These incidents may result in **immediate suspension** while the incident is reviewed. The incident will be documented by the driver and copies shared with the parent/guardian, school administrator, and Kobussen. **Up to a permanent suspension from the bus may be invoked for major violations.** Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

1. Smoking, chewing, or possession of tobacco or related products.
2. Possessing prescription drugs not prescribed for the student, illegal drugs, vaping, mood-altering substances, or related drug paraphernalia which includes devices used to abuse inhalants or alcoholic beverages.
3. Vandalizing or damaging bus property. Restitution will be required from the offender.
4. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or used as a weapon.
5. Physically assaulting or verbally threatening the wellbeing of another passenger or the driver.
6. Inappropriate sexual contact, inappropriate exposure, or sexual harassment of other students or the driver.
7. Aggressive refusal to comply with rules/flipping off/swearing at the driver.
8. Any act that seriously jeopardizes the safety of the student, passengers, or driver. For example, distracting the driver in a way that impedes safe driving, or tampering with the emergency exit.
9. The inappropriate use of personal cell phones or other digital devices. Students may not record, share or post personal information about or images of another student without permission.

For repeated offenses, suspensions will increase in duration and could result in permanent suspension from the school bus.

Minor Violations

1. Riding another route without prior approval.
2. Showing disrespect toward the driver or other passengers. Refusal to obey the driver shall be sufficient reason for potential suspension from transportation services.
3. Failure to be seated promptly and remain seated while the bus is in motion. Students may be required to sit three to a seat.
4. Littering or spitting on the bus. Students will conform to the same standards of cleanliness on the bus as is expected of them at school.
5. Not keeping hands, arms and legs to oneself or out of the aisle/surrounding seats.
6. Throwing items in or out of the bus.
7. Use of profane or indecent language on the bus.
8. Eating or drinking on the bus.
9. Yelling, screaming, singing, or talking loudly enough to disturb the driver or other passengers.
10. Running, pushing, or shoving on the bus or at the loading site.
11. Students may not transport roller blades, skateboards, or scooters on buses.

Remember, riding the bus is a privilege, not a right.

1st OFFENSE (All Students): The school official will inform the parent or guardian of the offense and discuss what disciplinary measures are needed to correct the situation. **It is to be noted that students receiving a referral for a 1st offense have already received reminders and warnings from the driver.**

2nd OFFENSE (Grades 4K-4th): If a second offense **of any kind** occurs within 30 school days of the first offense, the school official shall inform the parents of the offense, and the student will be denied transportation for **up to 5 school days.**

2nd OFFENSE (Grades 5th-12th): **For a 2nd offense during the same school year,** the school official will inform the parent of the offense, and the student will be denied transportation for **up to 15 days.**

3rd OFFENSE (Grades 4K-4th): If a third offense occurs within 30 school days following the issuance of a misconduct report for a second offense, the school official will inform the parents, the Supervisor of Transportation, and the bus contractor of the offense. The student will be denied transportation for **up to 15 days.** If 30 school days have elapsed since the issuance of any misconduct reports, this will be treated as a first offense.

3rd OFFENSE (Grades 5th-12th): The school office will inform the parent of the offense and the student may be denied transportation for the **balance of the school year.**

4K Drop off and Pick up

4K bus process for absent/tardy pick up or drop off:

1. The designated person **MUST** be present to load and receive the student from the bus. Students will not be permitted to exit the bus unless the designated adult is in sight.
2. The bus shall wait at the drop off point for three (3) minutes for the designated person to retrieve the child from the bus.
3. At the end of three (3) minutes, the bus driver shall notify the Kobussen office and continue the route.
4. The Kobussen office shall attempt to call the family's provided contact number(s) 2 times for each number provided. A voice message telling the family member to call Kobussen will be left if voicemail is available.
5. At the end of their route, the driver will return the student to school.

4K process for wheelchair pick up

- Please be ready, waiting for the bus at the child's scheduled pick up time.
- When the bus comes to a complete stop, both the student and the adult responsible for the child must be present and ready to begin the loading process.
- The driver will exit the bus to lower the lift.
- The adult responsible for the child will wheel the student onto the lift and remain with the child while the driver secures the lift.
- Once the student is safely secured on the lift by the driver, the role of the adult responsible for the child is complete.

Wheelchair drop off

- Please be ready, waiting for the bus at your child's scheduled drop off time.
- The driver cannot begin the drop-off process until an adult is present to receive the student.
- When the bus comes to a stop, the receiving adult will stand by the lift and wait as the driver lowers the child.
- The receiving adult will wheel the student off the lift which completes the drop-off process.

Consequences for repeated absences or tardiness at 4K drop off/pick up site:

If the person designated for retrieving the child off the bus is not available, this presents many challenges for our transportation provider.

Parents/Guardians will receive communication about designated adult absences (not present at the drop off location within three (3) minutes) via Bus Conduct, and may be subject to the following:

1st absent or tardy drop off: a warning will be issued in writing by the bus company, and submitted to the school administrator via Bus Conduct. Parent will be contacted.

Consequences for absences *within* thirty (30) days of the previous absence:

- 2nd absent/tardy drop off within thirty (30) days of the 1st absence: the student will be suspended from riding the bus for five (5) school days.
- 3rd absent/tardy drop off within thirty (30) days of the 1st absence: the student will be suspended from riding the bus for thirty (30) days.
- 4th absent drop off within thirty (30) days of the 1st absence: the student may be suspended from riding the bus for the remainder of the school year.

Consequences for absences that occur *more than* thirty (30) days of the 1st absence:

- A 2nd absence occurring more than thirty (30) days of the 1st absence may result in the student being suspended from the bus for five (5) school days.
- A 3rd absence occurring more than thirty (30) days from the previous absence may result in the student being suspended from the bus for five (5) school days.
- A 4th absence occurring more than thirty (30) days from the previous absence may result in the student being suspended from the bus for thirty (30) days
- A 5th absence occurring anytime during the school year may result in the student being suspended from the bus for the remainder of the year.



Bus Expectations

Bus Stop

Loading & Unloading

While Bus is Moving

Be Responsible	☀️ Arrive 5 minutes before pick-up - Pick up litter 	☀️ Take trash and personal objects with you - Report damage or graffiti to the driver	☀️ Set a positive example - No eating and keep all objects inside of the bus
Use Respect	☀️ Keep hands, feet, and objects to self - Follow driver directions the first time	☀️ Greet your bus driver with "hello" & "good-bye" - Keep space between you and the person ahead	☀️ Use Kind Words - Use appropriate language - Listen to instructions
Stay Safe	☀️ Watch for traffic - Wait for the bus to come to a complete stop	☀️ Enter and exit in an orderly manner - Be visible to the driver - Report unsafe behavior	☀️ Remain seated at all times - Face forward - Keep the aisle clear
	☀️ "3" or lower voices at the bus stop. - Your neighbors might be sleeping !!!	Don't forget to say... 	☀️ "0" voices at all train tracks - Voices at "2" when talking on the bus

VOICE LEVELS

- 0-voices off
- 1 - whisper
- 2-quiet talk
- 3-loud talk
- 4-presenting
- 5-outside