Transportation Handbook

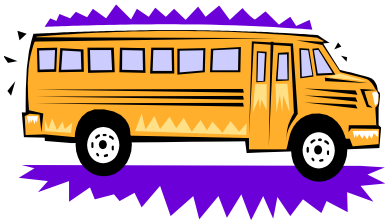
For Students and Parents

Haysville Public Schools

Our Commitment to Safety!

Transportation Dept. 554-2213

The Haysville Unified School District # 261 Transportation Department is committed to providing safe transportation for our passengers. Our drivers meet all state and district certification requirements, which include: current CDL B driver's license, a biennial physical examination, First Aid /CPR course, driver training program, federally mandated drug and alcohol testing and periodic checks of each driver's record. In addition, students are encouraged to think safety at all times. One way is to have students participate in bus evacuation drills conducted twice each year. Under the supervision of the Transportation Department, students are instructed on the correct procedures for each type of evacuation and taught to initiate and complete an evacuation without driver supervision if necessary. Appointed student leaders take students away from the bus while helpers remain at the doors assisting other students until all have been evacuated. Students are instructed to recognize conditions that warrant evacuation, to remain calm and leave all book bags and loose items aboard the bus.



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Preschool & Kindergarten Bus Riders

Please be sure to talk with your child about bus safety. Teach them to obey the bus driver and to always check traffic for themselves after getting the signal to cross from the driver.
A parent, or responsible adult, must be present when preschool and kindergarten students are being delivered after their morning classes. If no one is present, the driver will finish the route and return the student to his or her school. The parent or day care provider is then responsible for picking their student up from school.

Bus Routes & Bus Stops

Over 2,600 students are taken to and from school each day in the Haysville School district. Students are assigned a bus route and a designated bus stop according to their registered address. The pick up and drop off addresses can be different, but should remain consistent throughout the school year. Students are expected to only ride their assigned bus and get on and off only at their designated stop. To permanently change a student's address and/or stop location, contact the school & the transportation office at least 5 days in advance of the change. To temporarily change/permit a student to be picked up or dropped off at a different designated stop, a note signed by the parent and authorized by the school is required for the driver. Due to the large number of regular passengers it may not always be possible to ride a different bus, such as riding home with a friend; so please make alternative arrangements for those special occasions.

Over 2,600 students are taken to and from school each day in the Haysville School District.

Not riding today?

For most students it is unnecessary to call Transportation (554-2213) when not riding the bus. However your call is always appreciated, but especially important if your student…

- attends **ECC**
- regularly rides a **Special-Ed** bus
- is the **only one** picked up at that particular bus stop

School Cancellations

Local radio and TV stations will be notified if School Officials determine weather conditions are severe enough to cancel school. School closing information can be found on **Radio Stations**: KFDI – AM 1070, KFDI FM – 101.3, KTHR – FM 107.3, KZCH FM-96.3, B98 FM-98
Television Stations: KAKE-TV 10, KWCH-TV 12

Boarding the Bus

- Students need to be at the bus stop at least 5 minutes prior to stop time.
- Never stand in the roadway
- If the student must cross the street to board the bus, do so only after directed by the driver **and** after the student has looked both ways before entering the street.
- If the student is on the same side of the street as the bus stop, wait back 10 feet from the roadway and approach the bus **only after** the door has been opened.

Bus Rules

Students will be subject to the school's behavior code while riding school buses. Parents are urged to help their children understand the importance of these rules as they relate to their personal safety. The rules apply any time the student is riding a school bus.

- The bus driver is in charge of all passengers while they are riding, loading, or unloading from the bus. They are responsible for maintaining safe conditions on the bus and for the safety of all, students are required to follow the driver's instructions promptly and cheerfully.
- The bus driver is required to assign seats.
- All passengers must remain properly seated: upright, facing forward and scooted back in their seat.
- The aisle is to be kept clear of feet, back packs etc.
- No items of a hazardous nature will be allowed on the bus. This includes, but is not limited to, glass, skateboards, animals, flowers, balloons etc. All sports equipment must be stored in school bags or backpacks. If these items are too large for the student to hold without depriving another of their seat, then the student must make other arrangements for transportation.
- Students are not allowed to eat or drink on the bus.
- Students are responsible to help keep the bus clean and safe for all passengers.
- Damage to seats, or any other part of the bus will be paid for by the offender(s) and should immediately be reported to the driver.
- Do not throw any object out of the bus window.
- Do not extend arms, hands or other body parts outside the bus window.
- Possession of alcohol, tobacco products, e-ciggs, weapons or any other item banned from school property will be strictly prohibited on school buses.
- Absolute quiet at Railroad crossings is an essential safety requirement.
- Conversations should be appropriate and soft and when necessary, the drivers may ask for silence from passengers in order to proceed safely.
- Treat driver and other students with respect and courtesy; obscene gestures, profane language, physical contact, verbal harassment or bullying will not be tolerated. Pushing, fighting, tripping, or spitting is also considered unacceptable behavior.
- Keep personal property in your book bag at all times.

Observe classroom Conduct & be courteous….
Have a safe trip !

Haysville Public Schools

Haysville Unified School District
1745 W. Grand
Haysville, Kansas 67060

Transportation Department
316-554-2213

We're on the Web
www.usd261.com

Leaving the Bus

- Follow the bus driver's directions.
- If the student must cross the road, only do so 10 feet in front of the bus, after the bus driver gives the hand signal, the student should then stop at the left corner of the bus and look to see if the road is clear of traffic. **Always look carefully.**

Bus Discipline Reports

Since riding the bus is a continuation of the school day, students are expected to observe the school's behavior code and follow verbalized and posted bus rules. Unacceptable behavior may result in a discipline report possibly resulting in the following consequences:

First Report – Parent or Guardian may be called about the students behavior.

Second Report – Parent or Guardian will be called and informed that the student continues to misbehave.

Third Report - Parent or Guardian will be called and informed that the student is suspended from the bus for three (3) to five (5) days and a letter will be sent home.

Fourth Report– Parent or Guardian will be contacted informing them that their student is suspended from the bus for the remainder of the semester or the rest of the year and a letter will be sent home.

One or more of these steps may be omitted in dealing with severe discipline problems.

At any time during the process when there is a question about the incident, the administrator will refer the parent to the transportation supervisor so that he/she can meet with the parent. The transportation supervisor (554-2213) may choose to establish a parent/school administration/transportation meeting.

Bussing Information

For your students information go to www.usd261.com, go to SERVICES tab, go to drop down tab TRANSPORTATION, go to GET ROUTE INFO tab. This will bring you to the Information page that has our phone number and how to enter your user name and password. Students username (first name.last name) the password is their DOB (MMDDYYYY). In the upper right hand side of screen, hoover your mouse over students, then click on view my students. If you are unable to log in to this system please give us a call 316-554-2213.

Use of Video Cameras

The district may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Videotapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information.