CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION

Student Transportation Handbook



Information for Parents and Students about School Transportation

2026-2027

Who to call . . .



Routing and general information:

Transportation Office 1501 S Elm Crawfordsville, IN 47933	765-364-3235

Other Concerns (Discipline, etc):

Transportation Office	765-364-3235
Hoover Elementary	765-362-2691
Hose Elementary	765-362-2886
Nicholson Elementary	765-362-2607
Crawfordsville Middle School	765-362-2992
Crawfordsville High School	765-362-2340
Willson Preschool	765-362-0005

TRANSPORTATION

The Crawfordsville Community School Corporation offers bus transportation to many of our students at all grade levels. Our goal each day is to get students to school and home safely. To accomplish this task takes a great deal of cooperation from everyone.

Students and parents are reminded that bus transportation is a privilege and not a right. Improper conduct on buses or at bus stops could result in this privilege being revoked. Rules have been developed to promote a safe, orderly, efficient, and enjoyable bus ride for everyone. At the beginning of each school year, each student receives a copy of these bus conduct rules. The bus driver has the same relationship to the students as does the teacher in the classroom. Failure to follow the rules/or directions of the bus driver is sufficient grounds for disciplinary action to be taken by the bus driver and/or administration. This action could include the denial of bus riding privileges. If transportation privileges are denied, parents or guardians are responsible for getting their children to and from school. We sincerely hope that this step never has to occur.

Under no circumstances should a parent ever confront a bus driver at a bus stop to discuss or resolve a discipline issue. Parents' questions regarding disciplinary actions are to be referred to the transportation office. A parent, bus driver, or school administrator may call for a conference to discuss and resolve any issues regarding student contact.

Each route is calculated to arrive at a specific destination within a specified time frame. Changes affect the arrival time. Due to time constraints, it's normally not possible for a driver to turn around and pick up a student who has missed the bus.

BUS TRANSPORTATION CHANGE PROCEDURES

Crawfordsville Community School Corporation supports and encourages transporting students for purposes related to their educational development.

However, certain transportation activities may not be essential to the educational development of students and hence, will not be permitted. Such activities include, but are not limited to, overnight stays, birthday/slumber parties, campouts, etc. Several of our buses are near or at capacity, and change requests for these purposes will be denied.

We make every attempt to transport students to and from a designated pick-up and drop-off location. We also understand that several students have more than one location that they may need to pick up or drop off from. However, we do ask that pick up and drop off locations are limited to **TWO** (2). Any request for additional locations **WILL BE** denied. The student will be picked up and/or dropped off at one of the designated locations. At that point, the parent or guardian will be required to transport the child. We do not allow any same-day change to a drop-off location unless a secondary stop has already been established.

Requests that will result in a change of pick up or drop off location require a 48-hour notice. The parent or guardian will be required to transport the child during this time period.

Changes to pick up or drop off location for a route **after clubs** need to be made by calling the Transportation Office at 364-3235.

Secondary drop-off addresses for routes after clubs will not be accommodated; only 1 drop off address is allowed.

SCHOOL BUS DISCIPLINE GUIDELINES

Positive Behavior Intervention Support (PBIS) is the foundation of our school's culture is built on the common values of being safe, being respectful, and being responsible in all school settings. PBIS is a positive, proactive approach to behavior management that intentionally teaches expected behavior. Expected behavior is modelled and taught on the bus and in the classrooms. Reminders are posted for student support. Positive student behavior is recognized at the building level.

School bus drivers are to have control of all students transported between their homes and the schools. The driver shall maintain discipline among the students while on the bus or along the route, shall treat all students in a civil manner, shall see that no student is imposed upon or mistreated while in his/her charge, and shall use care for the safety of the students under his/her care.

Students shall be subject to the discipline of the bus driver and the school administration. The school bus is an extension of the school, and all regular school rules shall apply. Failure of a student to behave in an appropriate manner may result in the denial of the privilege to ride **ANY** Crawfordsville bus to/from school.

SCHOOL BUS CONDUCT AND SAFETY RULES

These rules are designed to promote safety on the buses at all times, since the safety of all students is our top priority. School bus transportation is a privilege, not a right. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. To promote a safe, orderly, efficient, and enjoyable bus ride to and from school, all students MUST follow these rules listed below.

NOTE: When students are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to the disciplinary measures of the bus driver and the governing body of the school corporation. All student rules in the student handbook will apply on the bus and at the bus stop. The school bus driver may also establish reasonable rules in support of those rules outlined below as a means of maintaining the safety and cleanliness of the bus.

AT THE BUS STOP

1. Be at the bus stop five (5) minutes before your scheduled pick-up time. Board only at the regularly assigned stop.

    a. All students will be expected to adhere to this parameter, and drivers will not be required to wait longer than the time normally required, except as may be required by a student's individualized education program.

2. Stay back at least ten (10) feet from the roadway while waiting for the bus.

3. Respect the surrounding property.

4. Respect fellow students and adults.

5. After the bus comes to a complete stop, wait until you see the driver signal before you cross the road or board the bus. Take your turn and do not push when entering the bus.

ON THE BUS

1. Obey the driver promptly and respectfully.

2. Be seated promptly and face forward.

3. Stay in the seat assigned by the driver.

4. Keep all books and materials on your lap.

5. Backpacks with wheels are not permitted.

6. Limit items hanging off the outside of backpacks to no more than 2 items.

7. If bats are visible, they must be given to the driver until exiting the bus. If they are concealed in a bat bag, the student may hold them on their lap.

8. Be courteous and speak in a low voice.

9. Keep all belongings, as well as your head, hands, and feet, inside the bus, out of the aisle, and to yourself.

10. Students are responsible for their own belongings.

11. **Cell phones** are not permitted on the elementary buses or at school.

12. **No** electronic devices are permitted at school or on the elementary buses. This includes cell phones, MP3 Players, CD players, Game Boys, etc.

13. The discharge of perfumes, aerosols, or other sprays while on the bus is prohibited.

14. Hand sanitizer is not allowed.

15. Glass containers of any type are prohibited on the bus.

16. Balloons or balloon bouquets are not allowed to be transported on the bus.

17. Never throw objects inside or outside the bus.

18. Never eat, drink, or chew gum on the bus.

19. Treat the bus and equipment with care and respect.

20. You must be quiet when the bus stops at railroad crossings.

21. Keep the bus clean and orderly.

22. The corporation reserves the right to use cameras, without notification, to videotape students.

Large band instruments that do not fit on the students lap, or other large items that cannot be stored in a backpack are <u>not</u> allowed on the bus.

LEAVING THE BUS

1. Elementary students can only get off only at their assigned stop.

2. Middle school and high school students can only get off at their assigned stop. Any deviation from this must be communicated to the transportation office by the parent.

3. Remain in your seat until the bus comes to a full stop, the door has been opened by the driver, and the driver releases you. Take your turn and do not push when leaving the bus.

4. When it is necessary for you to cross the road, you **MUST** cross in front of the bus. You are to proceed across only after the driver has signaled to you to do so.

5. Never walk along the side of, or behind the bus.

PBIS Bus Expectations

Be Respectful	• Use listening ears • Be kind with your words and actions
Be Responsible	• Keep the backpack closed • Keep backpack on back or in lap • Keep hand and feet to yourself • Tell a trusted adult if you are having trouble on the bus
Be Safe	• Be quiet • Use a level 2 voice • Stay in your seat until your bus stop • Face front sitting on pockets

ELEMENTARY DROP OFF

If you feel it is necessary for someone to be present at the stop for your child,

it is the responsibility of the parent to have someone at the stop to meet the child. Please note that custodial situations are the responsibility of the parent, not the driver.

If you request someone to be present at the stop for your child and nobody is present then we will first, attempt to reach a parent/guardian by phone at the stop. If contact with a parent/guardian is not made then we will return to the student's school or the transportation building and continue to make contact with a parent/guardian. Returning a child more than three times to the school or transportation building because no one is there to receive the child could result in losing bus privileges.

STUDENT DISCIPLINE PROCEDURES

Safety while transporting students to and from school is of utmost importance to the Crawfordsville Community School Corporation. We urge you to talk to your child about safety and the importance of following school bus conduct and safety rules while on the bus. If all students follow these rules, the chances are very minimal that the driver will be distracted from his/her driving.

We find that some students create unnecessary problems that cause the driver's attention to be distracted from the road. We want the driver to be able to give maximum attention to driving and less to student discipline. The following student discipline procedure will be followed for those students who do not conduct themselves properly on the bus.

If a minor incident occurs, the drivers may wish to attempt to handle the problem without passing it along to the building administrator. The drivers may give the student(s) a verbal warning, conference with the student(s), contact the parent(s), and/or inform the school administrator(s) by issuing a bus conduct report noted "For Documentation Only." If the behavior does not improve, the driver will fill out a bus conduct report and submit it to the building administrator for disciplinary action.

When necessary, the driver can request that students wear seat belts if it is a bus with seat belts.

If a device becomes a distraction to the driver, then the driver may ask that the device be put away.

Consequences for further bus conduct reports could include moving seats, contacting parents, lunch detention, ISS (in-school suspension), OSS (out-of-school suspension), a loss of bus privileges, or any other consequence the school corporation deems necessary and appropriate.

NOTE: SEVERE CLAUSE

When a school administrator, after consulting with the bus driver and/or

transportation director, feels that a violation is severe and warrants immediate suspension from bus and/or school, any/or all of the above steps may be by-passed. The student may be denied bus privileges up to 10 days and/or possible expulsion from the bus and/or school. The school administrator will notify the parent(s)/guardian(s) of the suspension/expulsion verbally and by a written notice. Fighting on the bus will be an automatic bus suspension for middle school and high school students. Any physical violence toward transportation personnel will result in an automatic bus suspension.