

DODGE CITY PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT



Student School Bus Handbook

**Transportation Office
1900 Parkway Drive
Dodge City, KS 67801
(620) 471-2106**

Approved by Board of Education on April 29, 2019

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Dear Parent/Guardian:

To acknowledge that you have received and understand this handbook, the form below must be signed by both the parent and the student. If you have any questions please call the transportation office. Please return this form to your bus driver within ten school days to continue with bus riding privileges.

KEEP THE STUDENT HANDBOOK FOR YOUR USE.

I have read and understand the RULES and REGULATIONS of the Transportation Handbook.

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Rec'd _____
Date _____ Bus # _____

Bus Driver _____

Cut along line

Non-Discrimination Notice

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

Section 504 Grievance Procedure

USD 443 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following have been designated as Section 504 Coordinators:

Title VI, Age Discrimination Act, Section 504 or other pertaining to Employment: Executive Director of Human Resources, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1004.

American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2nd Avenue, Dodge City Kansas 67801 (620) 371-1001.

Title IX, Section 504 or other pertaining to students: Assistant Superintendents of Elementary or Secondary Education, 308 W. Frontview, Dodge City, Kansas 67801, (620) 471-2111.

Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 443 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, is prohibited.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint form is available.

- The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the USD 443 relating to such grievances. The Section 504 Coordinator shall maintain the confidentiality of the person who files a complaint.

- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550.

INTRODUCTION

The purpose of this booklet is to provide parents and students with the rules/regulations of the State of Kansas and USD 443 policies and procedures concerning student transportation.

Our goal and obligation is to provide safe student transportation. Please read this booklet carefully and discuss it with your children. Keep it handy for future reference. The direct help of parents in promoting obedience to school bus safety rules greatly assists the drivers in maintaining proper discipline.

Our drivers meet all state and district certification requirements which include maintaining a current Class B CDL drivers license, passing an bi-annual physical examination, completing courses in First Aid, CPR, Defensive Driving, and completing the district's driver training program which includes behind the wheel training prior to transporting students. In addition, a periodic check is made of each drivers driving record. Drivers are subject to federally mandated pre-hire and random drug and alcohol testing.

Our drivers also receive ongoing training in accident prevention and safety and we work continuously to maintain proper student discipline on the bus. We have a excellent safety record; please, for the sake of everyone, do your part to help us keep it that way. With your support and the cooperation of the students, we believe USD 443 can maintain a safe and efficient transportation program.

USD 443 school bus service is owned by the district and operated and maintained by district personnel. All route buses are equipped with two-way radios. Each bus must pass an annual mechanical safety inspection and a Kansas State Highway Patrol safety inspection. In addition the district has an ongoing preventive maintenance program to ensure the buses are in excellent condition.

Our basic philosophy is based on three areas: Safety, efficiency, and service, in that order. We provide a group service unlike taxi service, which services individuals. We strive to provide adequate service at a reasonable cost to the district. We cannot stop at every house, wait for students, or adjust our pick up schedule to meet the schedule of individual families. Routing software requires establishing and/or implementing bus stops in centralized locations.

Bus Regulations

1. Only regularly scheduled bus students are allowed to ride the bus.
2. If a bussing student is not going to ride the bus please phone the transportation office at 471-2106. Give your child's name, bus number and the location of the regular bus stop.
3. A bus stop may be dropped from a route after 5 consecutive days the student doesn't ride and we have no contact from the student or parent.
4. No student will be allowed to ride on any bus other than the one assigned. Parents are required to submit a change notice to the school your student attends or the transportation office if a change is necessary.
5. A minimum of three days written notice is required for a permanent address change.
6. Bussing to and from child care providers occurs ONLY when the student is a qualified busing student AND the sitter/day care is on an existing route.
7. Bus students are to go immediately to the buses as soon as they are dismissed from school.
8. Students must board or depart the bus in the designated loading or unloading areas. Once the door of the bus is closed no students will be allowed to board.
9. When it is necessary to cross the road, it should be done in front of the bus and at least ten feet from the front bumper.
10. Buses will enter any private drive if the distance is over 1/8 of a mile in length, and an all-weather adequate surfaced road with space to turn around without backing up.

Designated Permanent Pick-up and Drop Off Addresses

Students must have a designated pick-up address and designated drop-off address **that is consistent daily**. The pick-up and drop-off address may be different from each other, but each must remain constant. These addresses shall be declared during enrollment. A permanent change may be made in a student's designated pick-up or drop-off address(es) by coming to the transportation office or school and submitting a change of address, **at least (3) three days in advance of the change**. No changes regarding pick-up or drop-off address(es) will be accepted over the phone.

If a student is to be picked up at the school or has permission to walk, direct the student not to get on the bus. Once a student gets on the bus they will be released only upon approval of the school administrator. **Students will not be released at the transfer station.**

Students are not allowed to board or exit the bus at locations other than their assigned stops. Never attempt to "flag down the bus" when it is en route. Students cannot be released along the route. This is a hazardous practice for the student, bus, and other traffic. Similarly, do not attempt to "catch the bus" at another stop. It is extremely unsafe for a student to approach the bus from the back or side of the bus. If your student missed the bus in the morning, take the child to school. **Do not take the student(s) to the transfer station! No student will be permitted to board the bus at this location.**

Time on the bus is a part of the school day, and the rules of conduct which apply to the classroom also apply to the school bus. For this reason the school principal has the responsibility of working with the student in matters pertaining to student behavior on the bus.

Please give your full cooperation and support toward the safe operation of our student transportation program.

Rules for Riding

Kindergarten and Other First Time Riders

Young riders are special in several ways. The younger the child the more responsibility and care adults in charge must provide. Parents, please be sure these first time riders understand bus rules and the importance of following them. These young riders should understand that they could be hurt by the bus or by other traffic unless they are careful. The ideal situation is for your child to have a healthy respect for the “big yellow bus” without being fearful.

Remember that young riders need to be reminded of the rules and praised for practicing safe bus riding.

Even at a young age, students should be taught to assume responsibility for their safety. No matter how careful and conscientious a bus driver is, there are times when the child is outside of the bus that the driver simply cannot protect the child from harm. Students should practice the habit of checking traffic for themselves after getting the signal to cross from the driver.

Receiving Kindergarten, Early Childhood, and Special Needs Students

A designated adult or sibling older than 2nd grade is required to be present at the stop to receive any student with special needs or younger than 1st grade delivered from school. If no one is present, these are the steps that will be followed:

1st time – The driver will contact the transportation office who will contact the parent by telephone to come to the designated stop.

2nd time - The driver will finish the route and return the child to the transportation office. The parent/guardian or babysitter is now responsible to pick up the child from the transportation office.

3rd time - The student may be considered a 'child in need of care'. The police may be contacted and the student will be released to an officer. Students may lose their transportation privileges at this time. This will be left to the discretion of the transportation department.

Tips for Parents of New Bus Riders

Teach your child their name, address, telephone number and the school they attend. Let them know that it is okay to tell the bus driver.

For younger students attach a note to your child for the first several days with their name, address, a telephone number where you can be contacted (sitter information if that is where they are picked up from or delivered to) and the school they attend.

Practice with your student sitting still and talking quietly whenever they ride in the car.

Teach your child they are to listen to the bus driver, especially as they get on and off the bus. You need to instruct your student to wait on the curb, out of the street. The school bus driver will teach your student to watch for the crossing signal so they know when it is safe to cross the road or approach the bus.

Never encourage your student to run to or from the school bus. When you meet the school bus wait on the corner (out of the street) where the bus door opens. If crossing the street to leave, wait for the signal from the bus driver. Always cross in front of the bus from curb to the curb. NEVER walk in the street along side the bus. Never cut diagonally across the street with your student.

Teach your child how to walk from home to the bus stop and how to safely cross the street.

Inform your child of your expectations after they have reached their bus stop. At times students will go to a friend's house after school with out their parent's knowledge. This creates unneeded worry and could easily have been prevented.

Bus Evacuation Drills

Two evacuation drills are held each year on school property under the direction of the bus driver. The purpose is to prepare the students to recognize conditions that warrant evacuation, to know correct procedures for each type of evacuation, and to teach students to initiate and complete an evacuation without driver supervision if required. Drivers appoint leaders and helpers and instruct all students in overall procedures. A leader takes the evacuated students away from the bus; helpers remain at the doors assisting other students from the bus until all are evacuated.

There are three types of drills: front, rear and split. In the split drill, Students are seated in the front half exit through the front door. Students seated in the back half exit through the rear door.

Remain calm during drills.

Follow instructions given by the driver and designated leaders.

Remain seated until told to move.

Evacuate one seat at a time, right to left.

Walk!! Don't run.

Remain quiet.

Do not push or shove.

Always allow the helper to aid you in getting off or jumping down from the emergency exit.

Report to your leader away from the bus and stay in line, following the leader's directions.

When leaving the bus through the emergency doors, do not take anything such as books, lunch boxes, etc. Return to the bus after the drill to pick up your belongings.

Inclement Weather

Students should wear appropriate clothing to be protected in all weather conditions. This includes rain gear (head covering, coats, boots) for wet weather and warm winter clothing for cold weather (caps, winter boots, winter coats, and gloves). Students should be prepared to wait at the bus stop in all weather conditions and to be prepared for emergencies. Even though we maintain our buses through a program of preventive maintenance, a breakdown could occur causing students to have to wait longer for the bus or wait on the bus until help arrives. Students should always have adequate protective clothing to be safe in these circumstances.

Excessive moisture may make some roads impossible to travel safely. When this occurs, you will be asked to bring your children to a preset point on the main "paved surface" road nearest to your home to meet the bus. The route driver will contact you with these locations.

If conditions require canceling school, or delaying starting times, the information will be given over these TV stations: KBSD; KSNB; KUPK; KAKE; KSN; KWCH. Radio stations include: KANZ (92.9); KOLS (93.9); KCDK (95.5); KSSH (96.3) KKJQ (97.3); KSKG (98.1); KJIL (99.1); KSSA (105.9); KGNO (1370)KJIL. Please check these sources first for current information.

Search and Seizure

The administration reserves the right to search and seize when there is reasonable belief that some material or matter which is detrimental to the health, safety and welfare of the student or students exists.

Items which are used to disrupt or interfere with the driver may be removed from the student's possession.

Items seized may be held by the school, returned to the parents or turned over to the appropriate enforcement agency. The method of disposal will be the responsibility of the school administration.

Activity and Field Trips Rules

1. All rules and regulations established by state law, and board policy and the respective school shall be enforced at all times.
2. No one is allowed to be in the driver area or step well at any time when the bus is moving.
3. All passengers are to remain seated facing forward at all times when the bus is moving.
4. Eating and drinking on a moving bus is contrary to regulations. Distances in western Kansas are such that at times it may be necessary to take food on the trip. Destinations over seventy (70) miles, snacking may be permitted with the sponsor and school accepting responsibility. Glass containers of ANY kind are strictly prohibited on the bus at any time.
5. SILENCE IS REQUIRED AT ALL RAILROAD CROSSINGS.
6. Students are not permitted on the bus unless there is a sponsor or bus driver with them.
7. The driver is the final authority on matters related to the safety and operation of the bus.
8. All items carried on the bus MUST fit in or under the seat and can be no taller than the average person. Larger items must be placed in the storage compartments if available or another vehicle will need to be reserved to carry such items.
9. To be sure everyone can safely exit the bus in the event of an emergency all aisles and doorways are to be kept clear at all times.
10. Clothing should not be hung in the windows or large items placed so as to obstruct the visibility of the driver.

By state law, the driver is in charge of all passengers while they are riding, loading or unloading the bus.

Student Rules of Conduct for Bus Riders

Prior to loading:

1. Students must be on time! Due to inclement weather, traffic and other factors exact times may slightly vary. Please make sure your student(s) are at their assigned stop 5 minutes prior to the scheduled pickup time. Buses will not wait past that time for tardy students.
2. Students shall conduct themselves in a safe manner while walking to their assigned stop. Walk on the far left - hand side of the road facing traffic when going to the bus stop. Never stand in the road-way. Stand single file in an orderly manner while waiting for the bus. When the bus arrives, wait until it comes to a complete stop and the red safety lights are flashing before attempting to board the bus. If you must cross the road, wait until the bus driver signals you to cross. Check traffic in both directions before proceeding. **Only cross in front of the bus.** If possible the bus will stop ten (10) feet away from the closest student.

While on the bus:

1. Obey the driver promptly and courteously.
2. In the interest of safety, only low conversational volume levels are acceptable. No profane language or obscene gestures. Unnecessary conversation with the driver is prohibited while the bus is moving.
3. Harassment, Intimidation, and Bullying in any form is not allowed.
4. When boarding the bus, go quickly and quietly to assigned seat; face forward in the seat at all times. Keep aisles and exits clear.
5. Keep arms, head and all parts of the body inside the bus at all times.
6. Students are expected to assist in keeping the bus clean and free from trash.
7. Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender(s) to continue riding privileges. Any damage to the bus is to be reported immediately to the driver.
8. Students shall not tamper with the controls or the equipment on the bus.
9. Students shall not pass or throw objects while on the bus. This includes in or out of the windows.
10. Any belongings brought onto the bus must be taken to their seat and kept out of the aisle. If these items are too large for the student to hold, deprives another student of their seat, or is higher than seat level, then the student must make other arrangements for their transportation.
11. Students are to remain seated while the bus is in motion.

12. Absolute silence is necessary at railroad crossings. Drivers may ask for silence from passengers when they are faced with adverse driving conditions such as snow and ice.
13. No glass containers, animals, pets or weapons are allowed on the bus.
14. Students shall not carry or use tobacco products, alcohol, drugs or any other control substances on the bus. Energy enhancing sprays are also not allowed.
15. Students shall not carry hazardous material, nuisance items such as personal electronic devices (i.e.; iPods, MP3 players, Hand Held Games Consoles etc...), toys, flashlights, lasers, or mirrors on the bus. Cell phones must be turned off. School bags with wheels must be carried on and around the bus.
16. Eating, drinking, or chewing gum while on the bus is an unsafe practice which may cause choking and therefore not allowed. The **ONLY** exception is if the forecasted temperature is over 90 degrees. At these times water in a plastic container with a lid will be allowed on the bus.
17. Students shall not board or exit the bus at locations other than their assigned stops.
18. Windows will be opened only half way for the safety of all passengers.

After unloading the bus:

Never cross behind the bus. If you must cross the street after unloading, walk along the side of the road in front of the bus until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk checking traffic in both directions before crossing. Remain off the roadway until the bus pulls away. If your child checks the mailbox, they should wait until the bus pulls away before checking the box. Never return to the bus for any reason after unloading.

Discipline Procedures

First Written Referral - Warning (minimum)
Second Written Referral - Three (3) day bus suspension (minimum)
Third Written Referral - Bus suspension of at least two (2) weeks
and possibly up to the rest of the academic school year.

*Any and all steps may be excluded depending upon the severity
of the infraction.*

Behavior which may endanger the safety of others may result in temporary or permanent suspension of bus riding privileges.

It is recommended that students have a book bag or sport bag in which to carry all papers, books, shoes, etc. - all loose items. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped item under the bus.

STOP ARM LAW



It is against the law to pass a stopped school bus when the RED LIGHTS are flashing and the STOP SIGN is out. Please see that all drivers in your household know how to be safe and legal around school buses. It can be frustrating to get “caught” behind a bus making stops along its route. Some people let their impatience lead to risky actions that endanger students, themselves and other traffic.

PLEASE OBEY THE LAW and please be a patient driver.

Tips For All Drivers Outside the School Bus:

1. If the yellow lights at the top of the bus are flashing – slow down and proceed with caution. Always watch for children around the school bus.
2. If the red lights at the top of the bus are flashing and the stop sign is out – **STOP! Do not** move your vehicle until the red lights are canceled and the bus is moving. Always watch for children around the school bus.
3. Don't tailgate the school bus or ANY large vehicle. Remember, if you cannot see the rear view mirrors on the large vehicle, the driver can't see you.
4. School buses stop for railroad tracks. When you see a school bus approaching a railroad track, prepare to stop when it stops.
5. School buses cannot stop like a car. Please don't pull out in front of a school bus because you think it is moving slowly. If you need to pass a school bus please wait for a safe place to pass and use EXTREME caution.