

## TRANSPORTATION

The Board has established this transportation policy to be used by the administration for individual patron's request for route adjustments and changes. The transportation services shall be managed in a responsible and economical manner. The administration may act on these matters, as they deem appropriate.

1. Students who reside more than five miles from the school of assignment will be provided transportation as per state law.

Transportation may be provided for children who live within the five-mile radius of their assigned school for a nominal fee. Student safety will be considered in all transportation decisions. The district shall establish scheduled bus routes for the transportation of the district's students.

2. Transportation of students with special needs will be in accordance with their individual educational plans.
3. There shall be one regular pick-up location and one regular drop-off location for all students transported. Occasional temporary change in pick-up or drop-off will be accommodated with advance notice to the transportation department. Inconsistent, rotating, variable, or bi-weekly changes in a student's transportation will not be allowed.
4. With the establishment of housing developments in the rural areas of the school district, bus stops shall be established within the normal rural bus schedules. The bus stops will be at the main entrance to the development with the following exception: If the furthest pick-up point is five-tenths of a mile or greater from the entrance of the development and the roadway meets all township/county requirements for a roadway and is maintained by the township/county, a bus stop may be established at that location.

District patrons meeting the following criteria **will** be required to pay a fee established by the Board of Education:

- Jr. K-12 students residing within five miles of their designated attendance center via the most direct route.
- Jr. K-12 students open enrolling from another district and requesting busing within district boundaries.

District patrons meeting the following criteria **will not** be required to pay the busing fee:

- Jr. K- 4 students required by the administration to attend a facility other than their assigned attendance center based on boundaries.
- Jr. K-12 students residing more than five miles from their designated attendance center via the most direct route. The board will annually establish nominal fees. (Revision date: May 30, 2012)

## BUS PASS FEES

Students who reside within five miles of their attendance center and wish to ride the bus must purchase a bus pass for \$75 per semester with a family maximum of \$175. The cost per ride \$0.43.

The bus fee for open enrolled students is \$150 per semester. The fee does not contribute to the family maximum.

For purposes of determining the five-mile distance to school, the transportation department uses the most direct route between the primary residence and the attendance center. If you have a question about bus pass requirements, please call the Transportation Department at 582-3514 for assistance.

## STUDENT CONDUCT ON SCHOOL BUSES/VEHICLES:

School transportation is provided for those students whose distance from school or health makes this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules. To promote safety and to improve discipline, the district has installed video/audio monitoring systems in the bus fleet.

Violation of these rules could mean a reprimand or cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

Student shall:

1. Follow directions from the driver;
2. Arrive at the bus stop before the bus arrives;
3. Wait in a safe place, clear of traffic and away from where the bus stops;

4. Wait in an orderly line and avoid horseplay;
5. Cross the road or street 10 feet in front of the bus only after the bus has come to a complete stop and upon direction of the driver;
6. Go directly to an available or assigned seat when entering the bus;
7. Remain seated and keep aisles and exits clear;
8. Exhibit classroom conduct at all times;
9. Refrain from throwing or passing objects on, from, or into buses;
10. Be permitted to carry only objects that can be held on his/her lap;
11. Refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus;
12. Refrain from eating, drinking and chewing gum on the bus;
13. Not carry hazardous materials, nuisance items and animals onto the bus;
14. Respect the rights and safety of others;
15. Not interfere with the driver. The bus driver is responsible for the safety and care of the students in the bus/school vehicle and shall never be distracted in any way which will interfere with responsible, safe driving;
16. Be quiet at railroad crossings. All school buses/school vehicles must stop for railroad crossings as a matter of safety as well as law;
17. Refrain from extending head, arms or objects out of the bus windows;
18. Refrain from hitching rides via the rear bumper or other parts of the bus;
19. In the event of road emergency, students are to remain in their seats, unless otherwise directed by the bus driver;
20. Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school;
21. Obtain school permission for friends to ride. Non-bus pupils will not be allowed to ride on a bus without administrative permission.
22. The use of electronic devices, including cell phones, is permitted but shall not be used in a manner distracting to the driver. The driver determines what is distracting to his/her ability to safely transport students.

**INFRACTIONS IN BUS CONDUCT WILL RESULT IN THE FOLLOWING ADMINISTRATIVE ACTION:**

- A. **First Infraction.** The completion of the Bus Conduct Report will be considered the first infraction of the student rules for conduct on the bus. The Transportation Director will discuss the violation and review the rules with the student. The student will be notified. A copy of the Bus Conduct Report will be sent to the parent/guardian. The situation will be explained to the Parent/guardian and they will be asked to help the student improve his/her conduct on the bus. Fourth grade (and under) students will be given three opportunities at this level before proceeding to the “second infraction” below.
- B. **Second Infraction.** The second Bus Conduct Report that is completed will result in the student being suspended from all buses for five (5) school days. The Transportation Director will talk with the student. The parent/guardian will be notified of the suspension prior to the suspension and a copy of the report will be sent to them.
- C. **Third Infraction.** Upon completion of the third Bus Conduct Report, the student will be suspended from all buses for the remainder of the school year. The Transportation Director will provide notification of the suspension to the student. The parent/guardian will be notified of the suspension prior to the suspension and a copy of the Report will be sent to them.

**THE FOLLOWING INFRACTIONS MAY RESULT IN THE IMMEDIATE REVOKING OF A STUDENT’S BUS RIDING PRIVILEGE:**

1. **Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.
2. **Insubordination:** Refusing to obey; failure to follow instruction or directions of a staff member; defiance; rebelliousness; or lack of cooperation.
3. **Profanity:** Swearing, use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.
4. **Intimidation:** Bullying, threatening attitude and/or sexual harassment of students and teacher/driver.
5. **Destruction or Vandalism of the Bus:** any act relating to the marring, cutting, tearing, breakage or other acts of general destruction of the bus.

6. **Weapons:** Any object designed to inflict harm is prohibited or any use of any object as a weapon with the intent to threaten or cause physical harm.