



# Transportation Handbook

# "Safety is Our Objective"

## **Foreword**

This handbook for students and parents was developed to provide an outline of transportation policies, procedures, rules and regulations as they apply to students riding school buses to and from school in the Greenwood Community School Corporation.

Safety is the emphasis of this handbook. Safety is directly related to attitudes and practices. We hope to promote better attitudes and practices through a cooperative effort with students, parents, and school personnel.

Mike Hildebrand  
Director of Operations

## **Mission of the Transportation Department**

The Board of Education shall operate a school transportation program for the purpose of transporting children to and from school under terms and conditions as set forth in the Acts of the General Assembly of 1965, Chapter 760, and subsequent amendments. Each school bus driver shall be familiar with and follow the rules for school bus drivers as established by the superintendent. Pupils transported to and from school shall be subject to the rules and regulations of the Transportation Department of Greenwood Community Schools

## **Policies Relating to Students Riding School Buses**

The State of Indiana does not require schools to provide transportation for its students. The Board of School Trustees of Greenwood Community School Corporation has chosen to provide school bus transportation service for its students. Since the service is not mandatory, **riding the bus is a privilege and not a right.**

1. **The school bus driver, at the beginning of the school year, will designate the stops for students.** All routes will start approximately one-half hour before school begins.
2. **All students must be at their designated stop prior to the scheduled arrival time.** Bus drivers are not required to stop and sound their horn or wait for a student who is not waiting for a bus. It is important for students to be at their stop before the bus arrives, so that they will not cause the other students to be late for school. Also, when a school bus is stopped for any length of time, the wait causes an unsafe traffic buildup behind the bus.
3. **Students should be waiting in an orderly manner at least ten (10) feet away from the road.**
4. **All students must ride their assigned bus to and from school.** Riding another bus is permitted **only** in emergency situations. Most buses are loaded to capacity with students assigned a specific seat. Additional students could cause an overloaded condition on the bus. Again, our purpose is only to provide transportation service from the home to school and return. In an emergency situation, the parent must write or call the school explaining the emergency. If the school approves, a signed permission slip is

issued to the student who in turn will present it to the school bus driver.

5. **Students may only board and disembark the school bus at their designated stop.** Once a student is on board he/she must not disembark at any location other than his/her designated stop or at the school. There are safety and legal reasons for this policy. The school is not responsible for a child who disembarks at a location other than his/her stop. In certain situations where arrangements have been made, in writing, by the parents and the school principal, a student may disembark at a different stop if the stop is within the same bus route.
6. **Once a school bus is in motion on school grounds, students will not be allowed to board the bus.** This is a safety measure designed to discourage students from running after and/or between buses in a loading (congested) area. Also, when one bus stops in a line of moving buses, the chances for a chain reaction accident increases considerably. Students who miss their bus should immediately report to the principal's office. Middle School students who miss their bus cannot board the bus at the High School without written authorization from a Middle School administrator.
7. **The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus.** Any large object that cannot be held on a student's lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus. Examples of such large objects are: tubas, baritone horns, baritone saxophones and drums. French horns are

permitted on the bus once a week if the student holds the horn immediately in front of his/her assigned seat.

8. **To insure safety from objects rolling IN or UNDER a bus, objects must be secured in a bag or sack.** Students will not be permitted to bring games, toys, balls, scooters, etc. on a bus unless it is secured in a satchel, bag, or sack. Greenwood Community School Corporation is not responsible for lost, damaged or stolen items.
9. **Students are prohibited from bringing any potentially hazardous chemicals, animals, or breakable items on board the bus.** No animals or insects will be transported. Any object that could become a missile in an accident will not be transported. No flammable or hazardous chemicals will be transported.
10. **Any traffic in or near bus loading areas is hazardous.** All schools have designated areas for parents to drop off and/or pick up students along with preferred traffic patterns. Drivers are asked to be very careful when they are in the area. Do not drive around or pass buses that are loading or unloading children. Parents who transport their child to school in the mornings are encouraged to drop their child off before the buses arrive. Please wait until the buses have departed before leaving with your child after afternoon classes have ended.
11. **Think safety, teach safety, and act safely.** If possible, elementary students should carry a school bag or sack which will allow them to organize their belongings. There are many accidents every year involving children who are pursuing dropped books or papers under school buses or children who run into traffic. High School students driving to

school must be vigilant in bus loading zones and in school parking lots.

### **Rules for Students Riding Buses**

1. Upon entering the bus, each student shall take a seat as soon as possible. The driver may assign seats, if necessary.
2. Students must display the same conduct on the bus as expected in the classroom, also no usage of cell phones during transportation to and from school.
3. Students will not be permitted to stand or move from place to place while the bus is moving. Stay in your seat! Keep heads, hands, and feet inside the bus. No windows or doors will be opened or closed except by permission of the driver.
4. Loud, boisterous activity, profane language, or indecent conduct shall not be tolerated. Be courteous!
5. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in an objectionable manner.
6. Use of controlled substances, alcohol, drugs, and tobacco products is prohibited.
7. Eating and drinking on the bus is prohibited. Help keep the bus clean!

8. No damage to the bus or equipment will be allowed. Do not be destructive! Students will be financially responsible for any damages resulting from vandalism.
9. No student shall move from his/her seat until the bus has come to a full stop and the door has been opened by the driver.
10. Do not bring any animals or flammable materials on the bus.
11. Children should be waiting at the boarding location when the bus arrives. Children are expected to leave the bus at his/her normal boarding location upon his/her return from school.
12. In extreme weather, such as extreme cold, the student may wait inside until the bus is sighted, then proceed to the boarding point.
13. If a student has discipline problems on the bus, the driver can give a verbal warning to the student. If there is another incident of the same type, the driver can give a “warning slip” to the student. This should be discussed with the student and signed by the parents. Signing does not necessarily mean agreement but does indicate to the driver that the parents have been notified. This signed slip allows the student on the bus the next day.
14. The driver is authorized to deny riding privilege for up to a five day period for continued or serious infractions of the rules. In this case a slip indicating the infraction and the time off the bus will be given to the student. The slip must

be signed by the parents to allow the student to resume riding the bus. Repeated violations are referred to the school principal for extended loss of riding privileges. Again, a slip will be sent home indicating the length of time off the bus and the nature of the violation.

15. Bus transportation will be furnished to school in the morning and from school in the afternoon. Kindergarten students will ride on the same bus with first through fifth grade students in the morning and evening. There will be no transportation provided between the morning and afternoon sessions.
16. Approximate time schedules, bus routes and other information concerning buses will be announced prior to the opening of school each year. This information may be obtained at the office of the principal in the school your child will attend.
17. Bus schedules will be flexible the first few days of school, so have your child ready early.
18. The school bus is only responsible for picking up and delivering students to babysitters within the elementary school attendance area. Any change in a pick up or delivery point must be immediately reported to the school. Providing bus service to different sitters in the same period is extremely difficult due to the complex nature of Greenwood's transportation system; however, if there are any questions, please contact the Bus Garage at 889-4099.
19. Students must cooperate with the driver.

## **DISCIPLINE**

The following procedures will be followed if a student violates a Rule:

*First violation:*

Written warning by the bus driver.

*Second and all subsequent violations:*

Driver issues a “ticket” and contacts principal and/or parents with appropriate suspension notification.

Exceptions to the above sequence will be made when extreme disciplinary problems occur.

A sample “ticket” is shown below:

## Greenwood Community Schools School Bus Disciplinary Ticket

Student \_\_\_\_\_ Date \_\_\_\_\_

Driver \_\_\_\_\_ Bus \_\_\_\_\_

School \_\_\_\_\_ Violation # \_\_\_\_\_

**Minor Violations:**

- Not at bus stop prior to pickup
- Improperly seated
- Excessive noise
- Teasing other students
- Inappropriate contact with other students
- Food or drink on bus (includes candy/gum)
- Objects (non-harmful) thrown inside bus
- Boarding/leaving bus at unassigned location
- Inappropriate language
- Inappropriate use of other students possessions
- Windows lowered below allowed level
- Body parts outside bus while bus is parked
- Playing with emergency exits
- Inappropriate musical, video, written material
- Inappropriate use of an electronic device(s)
- Other \_\_\_\_\_

*The student signature is not an admission of guilt, but confirmation of receiving the ticket. The parent signature acknowledges reviewing the ticket.*

**Major Violations:**

- 3<sup>rd</sup> or more minor violation
- Objects thrown out of bus window
- Bullying other students:  Verbal  Physical
- Verbal threat to student or driver
- Refusal to obey driver instructions
- Body parts outside bus while bus is not parked
- Exited bus through emergency exit
- Objects (harmful) thrown inside bus
- Theft
- Possession of tobacco products
- Other \_\_\_\_\_

**Extreme Violations:**

- Weapons or explosive possession
- Assault on driver, and/or student
- Drugs or controlled substance possession
- Possession or use of alcohol on bus

Incident description (if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Consequence:**

Verbal Warning Date(s): \_\_\_\_\_ Previous Ticket Date(s): \_\_\_\_\_

Additional Bus Consequence(s) \_\_\_\_\_

School Consequence(s) \_\_\_\_\_

\_\_\_\_\_ (1, 3, or 5 ) Day Bus Suspension Date(s) of Suspension: \_\_\_\_\_

Long Term Suspension: \_\_\_\_\_ # Days Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Parent Contact:**  Message  Conversation  Meeting Date & Time: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

White Copy - Transportation    Yellow Copy - School    Blue Copy - Driver    Pink Copy - Parent

All “tickets” issued to a student must be signed by a parent and returned to the driver the next day or the first day the student is eligible to regain the privilege of riding the bus. If a student fails to return the signed ticket to the driver, the driver will notify the principal of the student, who, in turn, will contact the parents to verify the parents are aware of the situation. (A parental signature on the ticket is not an admission of guilt but an acknowledgement that the parent is aware of a possible discipline problem.)

School bus drivers, at their discretion, have the authority to suspend from riding the bus for one to five (1-5) days for either a minor or major rules infraction. The school principal has the authority to suspend a student for up to ten (10) days for major rules infractions. Continued behavior problems on the part of a student, can result in a suspension of his/her school bus riding privileges for the remainder of the semester.

## **SPECIAL NEEDS BUS Lifting Guidelines**

Any child needing lifting on or off the bus must be in a transportable wheelchair.

A parent, teacher, assistant, or sitter must bring the child to the bus platform. Teachers and teacher assistants may enter the bus to put child in his or her seat or take him or her out of the seat if need be.

The bus driver and his or her aide will only transfer students from the correct equipment to a bus seat with the necessary safety equipment and back to the correct equipment.

If a child does not have the correct equipment, we will loan that child the equipment for a period of time while waiting for his/her equipment to arrive.

### **SUMMARY**

In conclusion, the procedures, policies, and rules are intended to promote a SAFE and efficient use of our school bus transporta-

tion services. We would also encourage you to work with us and especially your child's bus driver to help all of us have a safe and peaceful ride to and from school. Our drivers are all certified with a CDL driver's license and are mothers, fathers, and grandparents themselves. Their only desire is to provide a safe and uneventful ride to and from school.

Any questions or concerns regarding the disciplinary actions should be directed to that student's building principal.

Remember, happy teachers, principals, and bus drivers promote happy students.

If you have any additional questions, or concerns regarding transportation, please call the Transportation Department of Greenwood Community School Corporation.

The Greenwood Community School Corporation practices equal opportunity in education and employment.

## **IN THE EVENT OF A BUS ACCIDENT**

### **Driver:**

1. Take a deep breath, collect your thoughts, check to see if any passengers are injured.

2. Radio to base that you have had an accident, your location, and if there are any injuries, wait for police.
3. Start making a list of passengers and note if any of them are injured. We need child's name and a phone number to notify parents. On regular routes the master list should already be on file for reference. Then a list of injured could be transmitted by radio, if necessary.

**Base:**

4. Base will call police, the police will notify the EMT Response Team. Do Not Transport children until police or an EMT has arrived. They will release children to transport.
5. If commuting to school when accident occurs, base will notify the appropriate school's principal in order for him/her to prepare for children to be received when released by police or an EMT. We will give as much information as we have when notified. Once sufficient information is received, the principal will notify the parents that an accident has occurred involving their child.
6. If commuting home, the driver needs to provide base with a list of the students involved and emergency phone numbers. The principal will notify parents. Again Do Not transport students to another bus until police or the EMT releases your students.
7. When field trips are taken, it will be the responsibility of the teachers involved to produce a list of students in order for parents to be notified. The person in charge will be responsible for notifying parents.

8. When accidents occur on athletic runs, it is the responsibility of the coaches or Athletic Director to produce a list of students involved for them to notify parents. Again, the person in charge of the team will notify parents.
9. When accidents occur while on band runs the Band Director will be responsible for lists of students involved and should notify each student's parent.

### **Bus Rules That Are Posted On Each Bus**

1. Observe classroom conduct
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Co-operate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside bus.
10. Do not fight, push, or shove.

11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.