

Nevada Community Schools

Handbook For Student Transportation



Children Are Our Business

Revised 5/16

NEVADA COMMUNITY SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

Dear Parents:

This Transportation Safety Plan had been developed to insure the safety of all who are transported to or from school or school-sponsored activities. It is our intent to provide all students with a safe and enjoyable bus ride.

Safety is the District's top priority for all students traveling in school vehicles. Bus safety depends upon the cooperation of students, parents and school personnel.

All students are expected to behave appropriately while riding on a school bus or other school vehicle. Student behavior, which prevents the bus driver from concentrating on his/her driving, will not be tolerated. Students are expected to follow the bus rules. The school bus driver, bus aide, and bus chaperone have the same authority on the school bus as a teacher does in the classroom. In this capacity, they are in charge of student management on the bus and may discipline students who do not follow the bus rules.

The following Bus Rules apply to daily routes, field trips and activity trips. These rules have been developed to insure the safety of all school bus passengers.

1. Follow the bus driver's directions at all times.
2. Be courteous and respectful to the bus driver and other passengers.
3. Sit in your assigned seat, facing forward with your feet on the floor.
4. Remain seated while the bus is moving.
5. Change seats only upon permission or direction of the bus driver.
6. Talk using a normal voice level: loud and vulgar language is prohibited.
7. All conversation should stop when the bus is approaching and crossing a railroad track.
8. Unsafe behavior such as cap snatching, yelling, or tripping is not allowed.
9. No items are to be thrown within the bus, out the bus windows, or at the bus stop.
10. Do not extend any part of your body or any object through an open bus window.
11. Eating and drinking are not permitted on the bus. (Exceptions may be made on activity trips under special conditions.)

12. Do not litter, or damage the bus in any way; litter should be placed in the container provided at the front of the bus.
13. The bus aisle is to remain clear at all times. Large items must be placed under the seat or in the luggage compartment.
14. Permission to open windows must be obtained from the driver.
15. No pets or animals are allowed on the bus.
16. Smoking or use of matches, cigarette lighters, or other incendiary devices is prohibited.
17. No weapons of any kind are allowed.
18. Alcohol, tobacco and illegal drugs are prohibited.
19. Do not punch or shove at the bus stop or when getting on or off the bus.
20. Bus stops, particularly in town, are often on private property, particularly and students should be respectful of this private property. Students should always be courteous and polite at a bus stop.
21. Physical assault or verbal abuse of the driver or other passengers is prohibited.
22. No skateboards are allowed on the bus.
23. No cell phones will be used on the bus unless permission is granted by the bus driver.

Jason Sampson
Director of Transportation

Steve Gray
Superintendent

BUS DISCIPLINE PROCEDURES

Students who are disrespectful of others or do not follow the Bus Rules will jeopardize their privilege to ride the school bus. In most instances, students will receive a verbal warning by the driver for their inappropriate actions and will be given the opportunity to correct their behavior. If these inappropriate or unsafe behaviors continue, the following consequences will be enacted:

First Offense – Written Notification: If the behavior does not change following a verbal warning the driver will give the student a “Transportation Department Parent Signature Slip” (*white slip*) and attempt to contact the parent that day. The parent must sign the form before the student will be allowed to ride the bus again.

Second Offense – Written Notification: If the behavior continues to be problematic after issuance of a white slip then the driver will give the student a second “Transportation Department Parent Signature Slip” (*white slip*) and attempt to contact the parent that day. The parent must sign the form before the student will be allowed to ride the bus again.

Third Offense – Written Notification: The driver will give the student a “Transportation Department Discipline Report” (*white slip*) with copies going to the building principal and to the transportation director. This will result in a meeting with some or all of the following people: parents, student, bus driver, transportation director, building principal and superintendent. Consequences to the student may include one or more of the following: changing bus seat, loss of recess, referral time, cleaning buses, elimination of bus riding privileges for up to three days.

Fourth or Repeated Violations – Any combination of the consequences for the third offense including the loss of bus riding privileges for up to one semester.

Severe Infractions – A student may be dismissed from the bus immediately if he/she is disruptive to those on the bus or is jeopardizing the safety of others. An alternative method for getting the student home or to school that day will be identified. All infractions will be dealt with as soon as possible. If parents cannot be reached by phone, they will be notified by mail. The following are examples of severe infractions but not limited to:

- Strong profanity
- Fighting
- Smoking and/or use of incendiary devices
- Possession of weapon
- Possession of alcohol, tobacco or illegal drugs
- Tampering with safety equipment on the bus
- Physical or verbal abuse of the driver
- Physical or verbal abuse of other passengers on the bus

We wish to have open dialogue with you about concerns you may have about transportation safety, bus rules, or other topics. If anyone has a complaint, it is recommended that they go directly to the source of the complaint and express their concern/complaint. If the problem/concern is not resolved, the chain of command is as follows:

1. Driver
2. Transportation Director/Principal
3. Superintendent of School
4. Board of Education

NOTES AND BUS PASSES FOR REGISTERED BUS RIDERS

Parents will pick a primary bus stop for their student(s) for going home after school. This will be the stop that the student will be going to **EVERY DAY**. For example, if the student goes home 3 days a week and to a babysitter 2 days a week, the student's home bus stop would be the primary bus stop. The parent is responsible for sending a note for a bus pass for the other 2 days a week. Notes need to be written by the parent and the student is responsible to give it to the building office secretary. The parent may call the office with the needed change, or for an unscheduled change during the day. Please do all your communication with the office and **NOT** through the driver. This is for your student's safety. If there is **ANY** change from the student's primary bus stop they will need a bus pass. Our bus drivers and sub-bus drivers are not expected to know when a student is doing something different. It is the parent/guardian's responsibility to send a note to school with the student or contact the school if there is a need for a bus pass to be issued.

Parents may send a note requesting their child to get off their assigned bus at a different stop on the same bus route. The student is responsible for taking the note from his/her parent to the principal's office to obtain the bus pass. Please try to finalize these plans before your child comes to school. Your student's safety depends on he/she knowing where to go and what to do after school. Students who go to the same place everyday after school are rarely "lost".

Beginning with the 08-09 school year, no bus passes will be issued for non-registered bus riders.

USE OF VIDEO CAMERAS ON SCHOOL BUS

The Nevada Community School District Board of Directors has authorized the use of video and audio equipment on school district buses. The video/audio cameras will be used to randomly monitor student behavior. Students and parents are hereby notified that videotapes may be used as a source of information in a student disciplinary proceeding. If used in a disciplinary proceeding, it becomes a confidential student record and will be retained with other student records. Recordings will only be retained if necessary for use in student disciplinary proceeding as determined necessary by school administration. All other recordings will be erased. Parents may request to view recordings of their child if the recordings are used in a disciplinary proceeding involving their child.

GUIDELINES FOR BUS STOPS

1. Students should be at their designated bus stop 5 minutes prior to bus arrival time. Buses operate on a 10 minute window frame, due to the weather, traffic and trains.
2. Students will not punch, shove, chase, hit physically or verbally abuse other students at the bus stop. Such incidents could cause personal injury such as someone slipping under the bus. Students should be aware of icy or wet conditions.
3. Students should wait for the bus well behind the edge of the road or street (at least 15 feet), and not move toward the bus until it comes to a complete stop.
4. Students should always be aware of the **DANGER ZONES**.
If a student must cross a road or street before entering a bus, they must wait for the stop arm to be extended. Wait for a signal from the driver and then cross. If a student must cross a road or street when exiting a bus take 3 big steps out, then 10 steps past the front of the bumper and wait for the driver to give a signal. Return the signal and cross. Always check both ways.
5. Always wait for the bus to come to a complete stop before loading or leaving the bus.
6. Enter the bus in an orderly manner. Make a single line.
7. Bus stops are often on personal property, particularly in town. Students should always be courteous and polite at a bus stop and be respectful of personal property.

The Board supports the delivery of the education program and services to students free of discrimination on the basis of age, race, religion, gender, sexual orientation, gender identity, socioeconomic status, color, marital status, national origin, creed, ability, or disability. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator Steve Gray, Superintendent, 1035 15th Street, Nevada, Iowa 50201, Phone 515-382-2783, E-mail address sgray@nevada.k12.ia.us.

PLEASE SIGN AND RETURN TO SCHOOL

Student Name: _____

Address: _____

Bus Stop: _____
(stop nearest your home)

I have reviewed the safety rules, bus rules and school bus discipline procedures listed in the Handbook for Student Transportation with my child. I understand that these rules were developed to keep my child safe. I realize that unsatisfactory conduct on the school bus could result I my child being denied school transportation privileges. If this occurs, I will be responsible for the transportation of my child to and from school.

Signature _____ Date: _____