

# Transportation Handbook for Students and Parents



**Santa Fe Trail Schools USD 434**

Chad Schmale – Transportation Director

Jim Lentz – Superintendent

**Bus Information**

My bus # is \_\_\_\_\_

My driver's name is \_\_\_\_\_

My driver's telephone number is \_\_\_\_\_

My morning pick up time is \_\_\_\_\_

I should return home by about \_\_\_\_\_

**Phone numbers**

Bus Barn/Chad Schmale	1-800-836-9525 *4102
Overbrook Attendance Center	1-800-836-9525 *2
Carbondale Attendance Center	1-800-836-9525 *3
Scranton Preschool	1-800-836-9525 *4
Santa Fe Trail High School	1-800-836-9525 *1
District Administration Center	1-800-836-9525 *5

## **TABLE OF CONTENTS**

Rules for Riders	Pages 6-8
Student Conduct Expectations	Pages 9-10
Trip Bus Rules	Page 11
Electronic Use Guidelines	Page 11
Safety and Danger Zones of the School Bus	Pages 12-13
Bus Discipline Policy and Conduct Report	Pages 14-15
Routes and Designated Stops	Page 16
Dressing for Safety	Page 16
Inclement Weather	Page 17
Emergency Bus Evacuation Drills	Page 18
Driver Emergency	Page 19

## **WELCOME ABOARD**

The purpose of this Handbook is to provide parents and students with the rules and regulations of the State of Kansas and USD 434 policies and procedures concerning student transportation. Our goal and obligation are to provide safe student transportation. PLEASE READ THIS HANDBOOK CAREFULLY, DISCUSS IT WITH YOUR CHILDREN, AND THEN KEEP IT FOR HANDY REFERENCE. The direct help of parents in promoting obedience to school bus rules greatly assists the drivers in maintaining proper discipline. PLEASE MAKE SURE THE SCHOOL AND TRANSPORTATION DEPARTMENT HAVE YOUR CURRENT UP TO DATE PHONE NUMBERS, so that we may make contact with a responsible adult if needed.

Please notify the Transportation Department and the school if there are any changes.

Our drivers meet all state and district certification requirements, which include maintaining a current Commercial Class B Driver's License with all endorsements required of a school bus driver, passing a biennial physical examination, completing a First Aid/CPR course and a Defensive Driving course annually. Drivers must pass the district's driver training program, which includes behind-the-wheel training prior to transporting students. In addition, a yearly check is made of each driver's driving record. Agility testing is required of all drivers holding CDL's. All new hires will be required to pass the agility test prior to assuming driving duties. Veteran drivers will be tested at least once every two years. Drivers are also subject to federally mandated 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. For everyone's sake, please do your part to help us keep it that way. With the pupils' cooperation and your support, we believe Santa Fe Trail USD 434 can maintain a safe and efficient transportation program.

Santa Fe Trail USD 434 school bus service is owned by the district, and is operated and maintained by district personnel. All route and trip buses are equipped with cameras and two-way radios. Each bus must pass a Kansas State Highway Patrol safety inspection annually. In

addition, the district has a preventive maintenance program to maintain the buses in excellent condition.

OUR BASIC PHILOSOPHY IS BASED ON THREE AREAS: SAFETY, EFFICIENCY, AND SERVICE, IN THAT ORDER. WE PROVIDE GROUP SERVICE UNLIKE TAXI SERVICE, WHICH SERVES INDIVIDUALS. WE STRIVE TO PROVIDE ADEQUATE SERVICE AT A REASONABLE COST TO OUR PATRONS. WE CANNOT STOP AT EVERY HOUSE, WAIT FOR STUDENTS, OR ADJUST OUR PICK-UP SCHEDULE TO MEET THE SCHEDULE OF INDIVIDUAL FAMILIES.

We want the bus riding experience to be a positive one for your child. If you have any questions or concerns, please contact me at the district office 1-800-836-9525 extension 4102.

Chad Schmale, Transportation Director

### School Bus Safety Starts Even Before You Get To The School Bus Stop!

1. Get up in time to be at the bus stop at least 5 minutes before the bus is due,
2. Wear bright clothes so the bus driver can see you.
3. Keep all your things neatly together. (It's a good idea to pack your book bag or backpack the night before.)
4. Don't wear clothes with loose drawstrings or carry anything with loose straps. Loose drawstrings and straps could get caught on the bus.

**ACTIVITY:** Draw the hands on the clock to show when you need to get up to reach the school bus stop on time.



## **RULES FOR RIDERS**

Our rules are based on the three areas of Respect for Safety, Respect for Others, and Respect for Property. These rules apply anytime the pupil is riding a school bus (regular routes, activity trips or field trips).

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. Conduct of the students while on a field trip or activity trip is the responsibility of the teacher or trip sponsor. For this reason, the school principal has the responsibility of working with the parent, student and bus driver in matters pertaining to student behavior on the bus.

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

IN THE EVENT A STUDENT DOES NOT ADHERE TO THE REGULATIONS AS OUTLINED IN "STUDENT CONDUCT EXPECTATIONS", A "BUS CONDUCT NOTICE" (SEE PAGE 15) MAY BE GIVEN TO THE STUDENT. BEHAVIOR THAT ENDANGERS THE SAFETY OF OTHER RIDERS OR EXCESSIVE MISCONDUCT CITATIONS SHALL BE GROUNDS FOR LONG TERM OR PERMANENT SUSPENSION OF BUS RIDING PRIVILEGE.

### **Prior to loading:**

1. Pupils must be on time. Please be outside at the stop. In extreme weather pupils may wait inside but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy.
2. Bus riders shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus, and boarding the bus. Walk on the far left-hand side of the road facing traffic when going to the bus stop. Never stand in the roadway. Stand single file in an orderly manner while waiting for the bus. The bus will stop at least six feet away from the student. If you must cross the street to board the bus, do so only after so directed by the bus driver and after you have looked both ways before you enter or cross the street. Wait until the bus comes to a complete stop and the red safety lights are flashing before attempting to enter the bus.

### **Remember:**

- Stay on your side of the road until your driver signals you to cross
- Check and recheck for traffic
- Stay out of the danger zone
- Board bus quickly — go directly to your seat.

**After leaving the bus:**

1. **NEVER CROSS BEHIND THE BUS.** If you have to cross the street after exiting the bus, 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 the other lane of traffic.
2. **REMAIN OFF THE ROADWAY UNTIL THE BUS PULLS AWAY.** If your child checks the mailbox, teach him/her to wait in the drive until the bus pulls away before checking the box.
3. **Never return to the bus for any reason after exiting.** 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.
4. Younger children who wait for brothers or sisters at the bus stop should stay well away from the street and never go near the bus at any time.



*Please give your full cooperation toward the safe operation of the student transportation program.*

### **Pre-K 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 goal is for all young riders to have healthy respect without being fearful of the bus.

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

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.

If your child is new to the district or for some reason has not ridden our bus before, be sure you take time to go over the rules of safety with your child before his/her first ride on the bus.

### **Receiving Noon Pre-K:**

A responsible adult is required to be present to receive each Pre-K/Kindergarten child delivered from school after morning classes. The driver must be able to see that adult before the child is let off the bus. If you know ahead of time that you will not be at home when your Pre-K/Kindergarten student will be delivered, please make sure to contact and inform the Transportation Department as to what your alternative plans are. **If no one is present, the driver will finish the route and return the child to school. The parent/guardian or babysitter is now responsible to pick up the child from school.**

## **STUDENT CONDUCT EXPECTATIONS**

### **Respect for Safety**

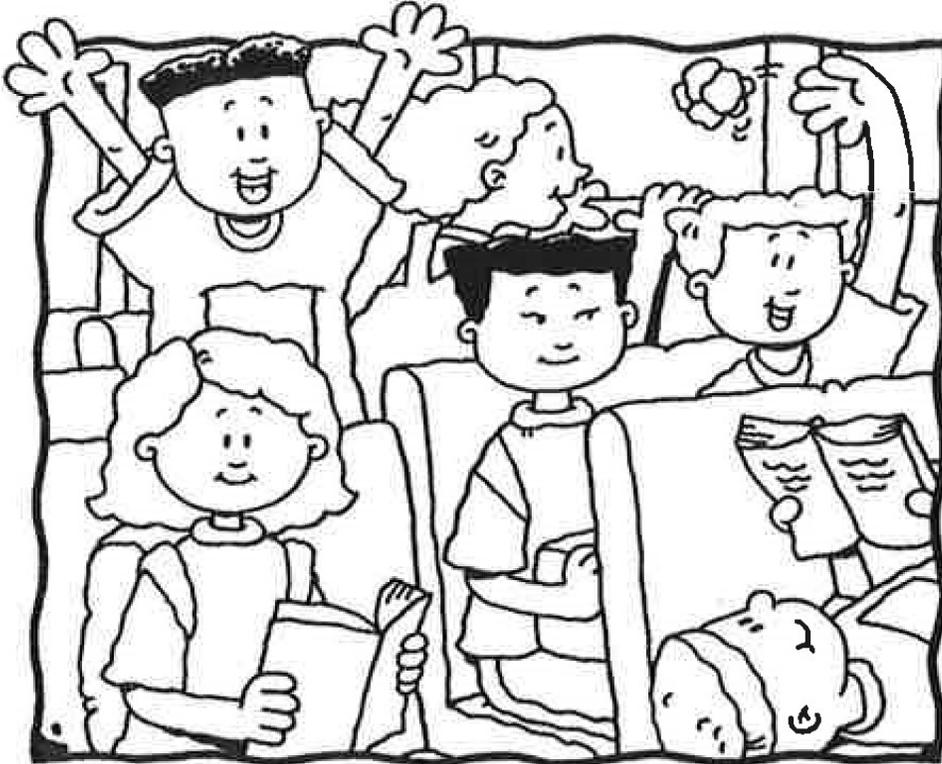
- 1. RIDERS ARE TO STAY IN THEIR SEAT AT ALL TIMES. (EXAMPLE: RIDERS SHOULD NOT STAND, SIT BACKWARDS, LAY DOWN, ETC) THE BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS.**
2. Students are not allowed to eat, drink or chew gum on the regular bus route. Use of tobacco products is illegal.
3. Students should keep the aisle clear by keeping their hands, arms, legs, feet, heads, bags and instrument, etc. in their seats. State law requires a clear aisle.
4. No animals or pets of any kind are allowed on the bus. This includes insects, worms, snakes, etc.
5. No glass of any type is allowed on the bus.
6. No balloons are allowed on the bus.
7. Windows will not be put all the way down for younger students to avoid the temptation of sticking hands, arms, heads, etc, outside the bus. All windows need to be put up before exiting the bus.
- 8. Throwing any item from the bus window is prohibited by this district and violates state law.**
9. If things are brought to occupy time on the bus (toys, books, small games, etc.) they must be kept within the child's seat area. Nothing is to be passed around to avoid breaking the item, losing it, or being a distraction to the driver.
10. All students are asked to remain silent at pupil stops, stop signs and railroad tracks. Drivers may ask for silence from passengers when they are faced with adverse driving conditions such as snow and ice.
- 11. REMEMBER: ANYTHING THAT CREATES A DISTRACTION TO THE DRIVER CREATES AN UNSAFE BUS.**

### **Respect for Others**

1. Inappropriate language, gestures, or writing on the windows will not be tolerated.
2. Students should keep their hands, feet and belongings to themselves. (Example :no hitting, pushing, grabbing other persons or their belongs.)
3. Students should be courteous and use normal tone voices. Students should cooperate with the driver at all times in order to make the trip as safe as possible.
- 4. If a student is bringing a friend on the bus or intends to ride a different bus, parental permission in the form of a note/E-mail is necessary, from each student's parent. The note should be taken to the office for a bus pass.**
5. If a student knows they will not be riding in the afternoon, they should tell their driver or their school office.

**Respect for Property**

1. Students should not tamper with bus equipment or damage seats in any way. Care should be taken not to hurt other riders or damage seats when entering or exiting bus with carry-on items.
2. Students need to help keep the bus clean. Trash cans are provided at the front of the bus.



**ACTIVITY:** Put an X on the four children who are not following bus safety rules. Circle the two children who are behaving like School Bus Safety Super Stars.

### **TRIP BUS RULES:**

1. No sunflower seeds or peanuts (in or out of the shells) on the bus.
2. No small candy (such as Jolly Ranchers) or snack items on trip buses. There is a larger choking hazard associated with item (1) and (2).
3. No large food containers such as medium or large pizza boxes.
4. Beverages allowed only if in plastic bottles with screw on lids.
5. Only items essential to the trip and the event should be brought on board. Excess luggage leaves less room for passengers. Coaches/sponsors will consider special circumstances for extra items.
6. The only riders permitted on trip buses are those that are on the original bus manifest. No bus is to leave any district learning center without an accurate manifest. Last minute, write-in additions must be complete on all copies. State law mandates the manifest for each bus contain: Student's name; parent's name; address; phone number. Must also contain names, addresses, and phone numbers of all adult riders.
7. State law requires that all children involved in trips out of district will be returned to the attendance center which was the point of origin of the trip unless written notice is received before trip departs.
8. Parents who are taking their child home from an event must sign off on the bus manifest WITH THE PERMISSION OF THE COACHES and/or SPONSORS.

### **GUIDELINES FOR USE OF ELECTRONICS ON THE BUS**

#### **LAPTOP COMPUTERS;**

1. Each Computer to be used by only one person.
2. Computer is not to be shared, passed around or used to distract others or the driver.
3. Screen brightness to be turned to the lowest setting.
4. All sounds to be muted or use headphones.
5. AT ANY POINT THAT A DRIVER DETERMINES THAT A LAPTOP COMPROMISES SAFETY, HE/SHE HAS THE AUTHORITY TO END ITS USE.

#### **CELL PHONES:**

Cell phone use, by bus passengers, is allowed as long as they do not cause a distraction to the driver. Music is prohibited unless through headphones. Headphones are allowed but must be able to follow direction from driver when required.

#### **FLASH CAMERAS:**

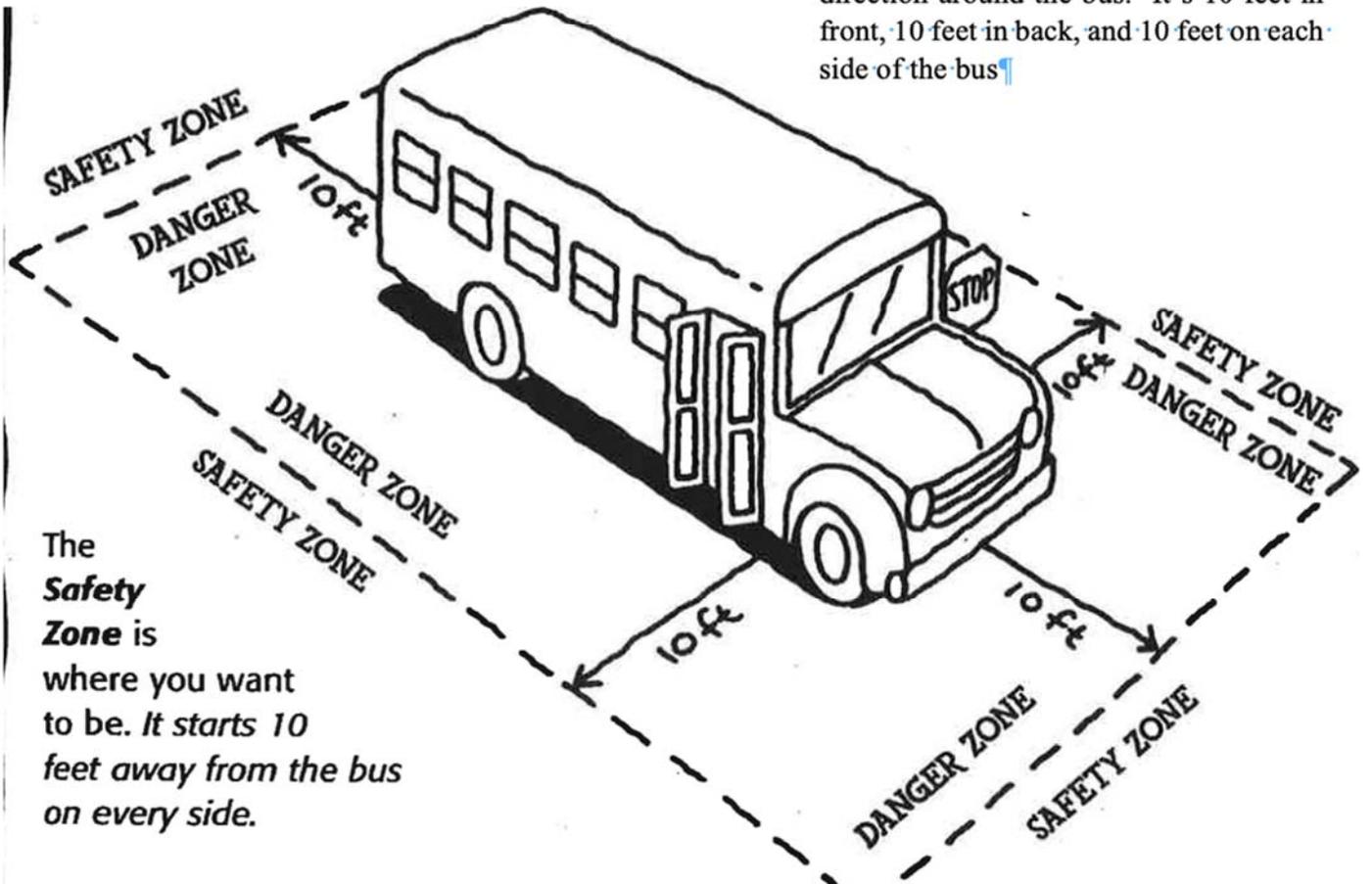
1. Use of flash cameras is prohibited while bus is in motion.

**ANY DEVICE THAT COMPROMISES THE SAFETY OF THE BUS OR ITS PASSENGERS SHALL BE PROHIBITED.**

# Stay Out Of The Danger Zone

Every bus has a Danger Zone around it. That is the area where the bus driver can't see you.

The Danger Zone is 10 feet in every direction around the bus. It's 10 feet in front, 10 feet in back, and 10 feet on each side of the bus.



The **Safety Zone** is where you want to be. It starts 10 feet away from the bus on every side.

## **SCHOOL BUS STOPS: A RISKY PART OF THE RIDE**

*Why students are in danger:* Millions of children in the United States ride safely to and from school on school buses each day. Although school buses are the safest way to get them to school, an average of 33 school age children die in school bus related traffic accidents each year.

Most of those killed are pedestrians, five to seven years old. They are hit in the danger zone around the bus, either by a passing vehicle or by the school bus itself. It is illegal for a car, approaching from either direction, to pass a bus, which has red lights flashing.

### **Young children are most likely to be hit because they**

- Hurry to get on or off the bus
- Act before they think and have little experience with traffic
- Assume motorists will see them and will wait for them to cross
- Don't always stay within the bus driver's sight

### **Safety steps parents can take:**

- Supervise children to make sure they get to the stop on time, wait far away from the road and avoid rough play
- Teach your child to ask the driver for help if he drops something near the bus. If a child stoops to pick up something, the driver cannot see him. A book bag or backpack helps keep those loose items together.
- Make sure clothing has no loose drawstrings and their backpack straps are short, to prevent them from getting caught in the handrail or door.
- Encourage safe school bus loading and unloading (see below).
- If you think a bus stop is in a dangerous place, talk with your school office or transportation director about changing the location.

### **Teach your child to get on and off the bus safely:**

1. When loading, stay away from the danger zone and wait for the driver's signal. Board the bus in single file.
2. When unloading, look before stepping off the bus to be sure no cars are passing on the shoulder (side of the road). Move away from the bus.
3. Before crossing the street, take five "giant steps" out from the front of the bus or until the driver's face can be seen. Wait for the driver to signal that it's safe to cross.
4. Look left — right — left when coming to the edge of the bus, which is near the middle of the road, to make sure traffic is stopped. Continue to watch for traffic when crossing.

## **Bus Discipline Policy**

1st offense - Driver conferences with student. A conduct report is completed, and a copy sent to the school. The principal conferences with the student and may implement disciplinary action. The principal contact parents to inform them of the incident.

2nd offense - Driver conferences with student. A conduct report is completed, and a copy sent to the school. The principal conferences with the student and implement disciplinary action. The principal will contact parents to inform them of the incident and any disciplinary action.

3rd offense - A conduct report is issued to the student. The report is turned in to the school. Parents are contacted and informed of the incident, and a conference may be held with the principal, student, parents, driver and transportation director. The principal will implement disciplinary action. **THE STUDENT MAY BE SUSPENDED FROM THE BUS FOR THE REMAINDER OF THE YEAR.**

**IF THE BEHAVIOR OF A STUDENT IS DETERMINED TO BE SEVERE ENOUGH TO ENDANGER THE SAFE OPERATION OF THE BUS, THE STUDENT MAY RECEIVE AN IMMEDIATE SUSPENSION FROM RIDING (SKIPPING SEQUENTIAL DISCIPLINE STEPS).** A conference with the student, principal, driver and transportation director and contact with the parents will determine such a consequence.



# Bus Conduct Report

## Santa Fe Trail USD 434

<b>Date:</b> _____	<b>Student's Name:</b> _____		
<b>Building:</b> _____	SAC	OAC	CAC
<b>Bus</b>	a.m.	pm	Field Trip
<b>Route #:</b>	<b>Driver's Name</b>		

### Notice to Parent/Guardian

1. The purpose of this report is to inform you of a disciplinary incident involving your child on the school bus.
2. Your cooperation is necessary in order to make riding the bus a safe event for everyone involved.

### Drivers Report

Respect for Safety	Respect For Others	Respect for Property
Violation of safety rules	Fighting/pushing/tripping	Property destruction
Failure to remain seated	Refusing to obey driver	Writing (graffiti)
Excessive noise	Spitting	Eat/drink/litter
Extending arm/head out window	Rude/discourteous	Throwing objects
Smoking/lighting matches/lighter/E-Cigarette's	Unacceptable language/profanity	Other
Other	Other	Other
Student's Signature	Driver's Signature	
Incident details:		

### Contact Information

Student regrets incident, was cooperative	Director of Transportation	1-800-836-9525 extension 4102
Student was uncooperative and disrespectful	SAC	
	OAC	
	CAC	
	SFTHS	

Action Taken by Bus Driver	Action Taken by School
Held conference with student	Issue discussed with student
Telephone or conference with parents	Student issued detention
Conduct report sent to school	Student issued Saturday session
Parent signature needed	Student Suspended
	Bus privileges suspended
	Other
	Administrator

## **OTHER IMPORTANT INFORMATION:**

### **ROUTES AND DESIGNATED STOPS:**

The district, taking into consideration various factors including safety, distance and efficiency establishes designated bus stops. Students will need to plan to walk to the district assigned bus stops. **PUPILS MUST BE ON TIME. DRIVERS ARE NOT TO WAIT MORE THAN (2) MINUTES UNLESS REQUESTED TO DO SO BY THE DIRECTOR OF TRANSPORTATION.**

If your family will not have anyone riding in the morning, please call your driver or the bus barn with this information. Three (3) days of no indication of not riding will result in driver passing by unless asked to resume services by the director of transportation or other notification to driver.

Additionally, any special arrangements regarding pickup and delivery should be shared with the driver in advance.

### **DRESSING FOR SAFETY:**

Student should wear appropriate clothing to be protected in all weather conditions. This includes rain gear (head covering, coats, boots) for wet weather and winter clothing (caps, winter boots, winter coats and gloves). While students do not have to be out in the weather for very long very often, they 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. Buses do occasionally become stuck in the mud or snow. Students should always have adequate protective clothing to be safe in these circumstances.



## **INCLEMENT WEATHER:**

### Fog Conditions:

1. With the district covering such a large area, and the fog conditions varying across the district, we understand that it would be impractical to call off or delay school because of low visibility on some routes.
2. As with every weather-related problem, we trust that the person who can best judge the current conditions taking place across the district is the school bus driver. Most of our drivers have years of experience and know what course of action best relates to their individual routes.
3. The whole school district would not have to be disrupted to allow for one or more buses to be late because of serious fog conditions.
4. Students and their parents would be informed at the beginning of the school year that their bus might run late when fog conditions exist. When low visibility conditions exist, and in consultation with the Transportation Director, drivers would delay the start of their routes. The drivers, with assistance from the bus barn would then notify their riders of the delayed start.

### Snow or Adverse Weather:

If there is enough snow or adverse weather that you question whether or not school will be in session, please monitor your television or radio. The Superintendent will determine if school is to be canceled after checking road and weather conditions and consulting with other school officials. The Superintendent will notify the local media only when school will be called off. (Please remember, school is not "called on".)

Please do not call the schools or the transportation office to inquire if school will be in session as that ties up the telephone lines. Listen to a local TV or radio station. Occasionally a broadcaster will cause confusion by stating that the station has not heard from Santa Fe Trail USD 434 and they do not know whether or not the district is having school. Do not be confused by this. THE STATIONS WILL ONLY BE NOTIFIED IF WE ARE NOT HAVING SCHOOL; THEREFORE, IF THE STATION HAS NOT HEARD FROM SANTA FE TRAIL, SANTA FE TRAIL IS HAVING SCHOOL.

THE FOLLOWING SOURCES WILL GIVE WEATHER AND SCHOOL CLOSING INFORMATION:

District Website Home Page: [www.usd434.org](http://www.usd434.org), school messenger alerts via email, telephone, and text.

TV Stations: Channel 13 (WIBW)•, Channel 27 (KSNT)

## **EMERGENCY BUS EVACUATION DRILLS:**

Evacuation drills are held each year at each school at the direction of the bus driver and under the supervision of the transportation director. 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 necessary. 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.

The most important thing for students to remember in an emergency is to stay calm. Students should never run (this creates panic).

### **REMEMBER: IN AN EMERGENCY -**

1. Learn where the emergency exits are
2. Never block any school bus exits
3. Leave possessions on bus
4. Help smaller children
5. Obey driver's instructions.



## **DRIVER EMERGENCY**

Like everyone else, medical emergencies can and sometimes do strike bus drivers. Our district has always made an effort to educate and train our riders on what to do in case of such an emergency. Students are drilled on the location and the use of emergency exits, as well as the location and use of the parking brake, door and radio controls. Along with many school districts across the nation this year, we are placing more emphasis on the importance of how to react and respond to a medical emergency involving the bus driver. We have affixed the following instruction sticker in each bus to help the students respond and our drivers will spend time explaining the proper procedures in case of such an emergency.

As always, the safety of our students is our highest priority and that this is yet another important step in our student's safety training.

**Please take the time to explain the importance of your children's role in making a safe ride even safer.**

### **DRIVER EMERGENCY**

- 1. STOP BUS BY PULLING YELLOW PARKING BRAKE KNOB**
- 2. CALL FOR HELP**
  - i. USE RADIO TO CALL TRANSPORTATION OFFICE
  - ii. USE CELL PHONE TO CALL
  - iii. USE CELL PHONE TO CALL 911
- 3. OPEN DOORS WHEN HELP ARRIVES**
- 4. STAY ON BUS EVACUATE ONLY IN CASE OF FIRE**



I acknowledge that I have received a copy of the USD 434 Transportation Handbook. I have read and I understand the USD 434 Santa Fe Trail District Transportation policies and regulations, and I have discussed them with my children. Please return signed form to one of your child's school.

Parent/Guardian(s) signature

\_\_\_\_\_ Date

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date

\_\_\_\_\_ Print Name

List students in household:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_