

Transportation Handbook
For Parents and Students of Renwick USD 267



Mission

The mission of Renwick USD 267 is to prepare all students to be college and career ready for the 21st century.

The Renwick USD 267 Transportation Department welcomes parents and students to a new school year. Transportation of our students safely is our highest priority. In order to meet the conditions outlined by the State and provide safe, prompt movement of students, the school district has adopted standard regulations and procedures and has provided restrictive measure for violations of the rules. They are outlined here for your information and for the guidance of your student(s). Renwick USD 267 is pleased to provide transportation for its students and asks for your assistance in helping create a safe, healthy operation. We are asking for your cooperation and support in developing proper behavior patterns for those students that ride the bus. We are hope the information we have provided is helpful and informative for you and your children. Please keep this handy for future reference. If we can answer questions or be of assistance, please email or call. We are here to help!

Important numbers:

Your Bus Driver: _____ Number: _____

Director of Transportation

Tara May: 316-444-2165
tara.may@usd267.com

Andale Elementary: 316-444-2628

Andale High School: 316-444-2607

Colwich Elementary: 316-796-1331

Garden Plain Elementary: 316-531-2261

Garden Plain High School: 316-531-2272

St. Mark's School: 316-796-1466

Our commitment to you is to transport your student as safely as possible. All of our vehicles are owned by Renwick USD 267 and are maintained by our maintenance department. Each bus is required to pass a Kansas State Highway Patrol safety inspection every year. All of our buses are equipped with two-way radios and we are in the process of adding cameras to each of our buses over the next few years.

All of our drivers are required to meet all state and district certification requirements. These include:

- A current CDL license with both S and P endorsements.
- A complete physical examination
- Defensive Driving classes
- First Aid and CPR
- Federally mandated drug and alcohol testing
- Background checks

Evacuation Drills are held twice each year at the direction of their bus driver. The purpose of these drills is to prepare the students to recognize conditions that warrant evacuation of the bus and to know the correct procedures if they are needed. Teaching students to stay calm, to never run, to leave belongings behind, to assist younger students, and to obey the driver in case of an emergency is important to practice in order to be prepared.

TRANSPORTATION ELIGIBILITY

Transportation is provided to eligible students to their assigned attendance area school. The assigned school is determined by the student's legal residence within the established boundaries of each school. **Parents of students attending outside their attendance center are responsible for their student's transportation.**

Student pick-up locations are up to the driver's discretion. There may be situations in which a common loading area is safer than front door pick up. Drivers will take into account the safety for not only the bus, but of the students when determining these locations.

EARLY DISMISSAL/LATE START

In the event adverse weather creates unsafe road conditions, early dismissal or late starts will be used. The drivers will be notified, hopefully before they leave home to drive their route or activity, of the decision to run routes at a different time or of cancellation of school and/or scheduled activities. Information will also be aired on local TV and posted on the district's social media channels.

BUS BEHAVIOR RULES

1. Classroom behavior = Bus behavior
2. Remain seated at all times
3. Do your part to keep the bus clean
4. Keep your voice at a conversational level
5. Follow safety rules provided by the bus driver

BUS SAFETY RULES

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.
2. The driver is able to assign a seat to each student. Students are expected to remain in their seats unless directed otherwise by the bus driver.
3. Pupils must be on time. The bus cannot wait for those who are tardy.
4. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the drivers' attention. Remember, your safety is in their hands.
6. Students must not at any time extend or throw anything out of the bus.
7. When leaving the bus, pupils must observe directions of the driver. When crossing the road, do so in front of the bus after making sure the road is clear.
8. Emergency exits are to be used for emergency situations only.
9. Do not bring pets or animals of any kind on a school bus.
10. Eating and drinking shall not be permitted on regular bus routes unless permission is given by the driver.
11. Large items and items made of glass should not be brought on the bus. Please make other arrangements for transporting those items.
12. The use of electronic devices that produce a light, such as cell phones and electronic games, may be limited on trips that take place at night.
13. Tobacco, drugs, or alcohol in any form will not be permitted on the bus.
14. Knives, matches, firearms including cap and water pistols, explosives, or any other items creating a safety hazard are not permitted on the bus.
15. Students who engage in conduct considered dangerous to the health and safety of themselves or to others will be subject to immediate emergency removal from the school bus pending a conference with the school administrator.
16. The sequence for discipline referrals does not "start over" at the start of the second semester.

DISCIPLINE

The true meaning of discipline is not punishment, but the development of self-control and cooperative behavior, which is essential to a well-ordered society. Knowledgeable drivers, parents, and students want good discipline in the transportation of students. A breakdown of discipline may result in an unsafe and most of the time, dangerous environment in transporting students to and from school, lower morale, and possible violence. No business or organization can function if a few individuals are allowed to disrupt the total program. Should a student require disciplinary action, he/she will be dealt with individually in a fair, consistent manner. Each student will be disciplined as their case and individual record dictates.

Whenever discipline is needed, it is the belief and policy of the Transportation Department that the education and behavior of the child is a joint effort partnership-in-cooperation with parents to change the unacceptable behavior to acceptable. If the behavior is such that the parents need to be contacted, these steps will be followed.

STEP ONE: FIRST OFFENSE

1. A verbal warning is given by the driver or immediate report to the school administrator based on severity.

STEP TWO: SECOND OFFENSE

1. Driver fills out a bus discipline notice and gives to the student to take home. A parent signature is required to be returned to the driver. The building Principal should be notified.
2. Possible disciplinary action may be taken by the Principal.

STEP THREE: THIRD OFFENSE

1. Bus discipline notice completed and turned into Principal.
2. Bus driver will meet with or talk to the Principal regarding the incidence(s).
3. MANDATORY parent contact will be made by the office.
4. Student may be suspended from bus riding privileges for 3 to 5 days.

STEP FOUR: FOURTH OFFENSE

1. Bus discipline notice submitted to Principal and parent contact made by office.

Consequences will include suspension from bus according to policy. Student could be suspended from bus for the remainder of the school year.

As a Parent, I agree to:

1. Understand that once a transportation request is submitted, a total of 2 complete business days are required BEFORE bus service can begin.
2. Have my child(ren) at the bust stop at least 5 minutes prior to the estimated pick up time. The driver cannot wait.
3. Provide safe delivery of my child(ren) to and from the bus stop.
4. Be sure they are a safe distance (at least 10 feet from the traveled portion of the road) while waiting for the bus.
5. I understand that once my child(ren) misses the bus, they have missed the bus and that other arrange arrangements for getting them to school will be my responsibility.
6. Transport big items used for class projects or large band instruments. Large items cannot be safely or conveniently carried on the limited space on the bus.
7. My child(ren) will obey promptly and willingly any reasonable directive of the driver.
8. Students will NOT be allowed to ride home on another bus with a friend or bring a friend home on their assigned bus **without a signed note from home**.
9. I understand that if my child(ren) fails to obey any of the bus rules and the bus driver, an office referral will be issued.
10. If my child is issued an office referral, it will be reviewed by the building principal. A short or long term suspension may be issued depending upon the severity of the infraction.
11. I am responsible for any damages to school district property, including the school bus, that has been caused by my child(ren).

As a Bus Rider, I agree to:

1. Be at my bus stop at least 5 minutes prior to estimated pick up time.
2. Be visible to my driver by waiting on a sidewalk or driveway that is at least 10 feet from the traveled portion of the road.
3. Not approach the bus until it has come to a complete stop, the door has been opened, and the driver tells me it is safe to board the bus.
4. I will not cross the road behind the bus. I will walk along the side of the road in front of the bus and wait until the bus driver signals that it is safe for me to cross.
5. I will remain seated in my assigned seat with my bottom on the seat, my feet on the floor, and face forward to keep aisles and exits clear.
6. I understand I may not put my feet or other belongings in aisles or other seats.
7. I will be courteous to fellow students and the bus driver.
8. I will not bring anything on the bus that is made of or contains glass.
9. I will not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or after leaving the bus.
10. I will not extend hands, arms, heads or objects from the bus windows at any time.
11. I will not shout or gesture to passing vehicles or pedestrians from the bus.

12. Upon leaving the bus, I will wait until the bus comes to a complete stop and the driver opens the door before standing to exit.
13. I will not distract the bus driver at any time.
14. I will NEVER come back to a school bus to retrieve a dropped or forgotten item without getting the full attention of the driver first.
15. I understand that if I do not obey any of the rules, I could be issued an office referral.
16. I understand that if I damage school property, including the school bus, in any way I will be responsible for the cost of repairing the damage.

BOARD POLICIES -- Section J -- Students

JGG Transportation

Bus transportation shall be provided students to and from school for those students who qualify. Transportation will be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board. Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rules or regulations. Drivers of all school vehicles shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation, but required to attend school.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during the school day or after the school day unless authorized in writing by the student's parent or guardian. All such rules shall be published in the student handbook.

JGG-R Use of Surveillance Cameras

The district may use surveillance cameras to monitor student activity. Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or

other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

School Bus Safety

School Bus Safety isn't just for bus riders; other drivers on the road can impact the safety of our students as well. We understand that it can be frustrating to be behind a school bus making stops along its route. This can lead to dangerous actions that can put our students, themselves, and other drivers at risk.

Under Kansas law, the driver of a vehicle meeting or overtaking from either direction any school bus stopped on the highway shall stop before reaching such school bus when the flashing red lights are in operation. The driver shall not proceed until such school bus resumes motion and the flashing red lights and the stop signal arm are no longer actuated.

School bus drivers activate the warning lights (amber lights) prior to activating the red flashing lights and stop arm allowing drivers time to slow down and stop. The public should be aware that anytime they see a school bus with its warning system activated they are in close proximity of school children.

For the safety of yourself, our students, and other drivers, please stop when you see the flashing lights and stop arm extended!