

## **CENTRAL COMMUNITY SCHOOL SYSTEM TRANSPORTATION PROCEDURES/BUS SAFETY**

School transportation services will be provided within the limitations of available resources for transporting students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the schools. School transportation will be provided to all Students living within the Central Community School System or those authorized to attend. First Student will comply with all Central Community School System policies and procedures, state and federal laws and regulations pertaining to school bus transportation.

Buses transporting school children will be considered extensions of the school operation. All students using school bus transportation will abide by the code of conduct posted in each bus. Violations of the code, as well as other conduct that is improper or jeopardizes the safety or other students, will not be tolerated. Violations will be reported to the Principal/Assistant Principal. Discipline will be administered as written in the Student Handbook.

The bus driver will be responsible for the bus at all times from departure until return. The driver will not participate in any activity that might impair their driving ability.

### **TRANSPORTATION GUIDELINES**

The following transportation guidelines are provided to ensure safe, consistent home-to-school transportation for the students of the Central Community School System. School bus transportation is a privilege and parents are encouraged to review proper conduct with their children. See Bus Safety in Student Handbook.

#### **Student Safety: A Shared Responsibility:**

The safety of students remains a shared responsibility. It is the responsibility of the parent to get students safely on the bus. Parents are encouraged to have their child at the bus stop 10 minutes before the designated pickup time. Parents must consider the prevailing climate and location of the neighborhood in which they live. Parents must take the necessary precautions to ensure the safety of their children while walking to and from bus stops and while waiting for the bus to arrive.

#### **Bus Stop Change Forms:**

Our transportation routes are recorded from home to school and from school to home. Students may have bus stops based upon the address of a day care provider, childcare center, or relative's home. Bus stop change forms are required from parents when their child needs to board the school bus at a stop other than their home. If the change is only for one route (AM or PM) a note signed by the principal is required. All bus stop change forms are to be signed by the principal. **Bus stop change forms are due to the First Student office NO LATER THAN 25 DAYS BEFORE SCHOOL STARTS.** Parents will only be allowed to change their child's stop two (2) times during the school year. All approved bus stop change forms will be completed in 2 business days.

**\*\*THERE WILL BE NO CHANGES MADE TO BUS ROUTES THE FIRST WEEK OF SCHOOL\*\***

#### **Transportation Guidelines**

- Whenever practical, bus routes should be planned so that no student will be required to ride the bus more than fifty minutes each trip.

- Parents of students who live within one-mile of the school they attend may be required to provide transportation to and from school per Bulletin 1191 section XI of the Louisiana Department of Education School Transportation Handbook.
- Whenever practical, bus routes should be planned so that elementary grade students can be required to walk no more than three-tenths (.3) of a mile to board the school bus at a safe bus stop. No middle or high school student will be required to walk more than five-tenths (.5) of a mile to board the bus at a safe bus stop.
- Students may have bus stops based upon the address of a day care provider, childcare center, or relative's home, with the proper documentation.
- Students are not permitted to use the school bus to ride home with friends without a written authorization from a parent and signed by the principal.
- In the event of an emergency situation, the bus driver is not allowed to release a student to parent or guardian without School Administration or Law Enforcement present.
- Should Law Enforcement approve the release of the student, parent or guardian must sign to receive the student and produce picture ID.

Parents who repeatedly use the emergency address or cause students to be taken back to First Student will be referred to the Director of Student Services for action.

### **Transportation for Preschoolers:**

- All preschoolers must be accompanied to the bus. On the return trip, a responsible party must also be waiting at the designated stop to accept the student when the bus arrives.
- Drivers are strictly prohibited from leaving the other students on the bus to get a student to their door.
- In the event a responsible party is not at the bus stop to accept the preschooler, the child will be returned to their designated school.
- Drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to take the child.
- Drivers will notify dispatch and every effort will be made to contact the parents.

Parents who repeatedly use the emergency address or cause students to be returned to the school will be referred to the Director of Student Services for action.

### **Bus Stop Changes Due To Hazards or Distance:**

- All requests for bus stop changes due to hazards should be completed on a *Transportation Service Request form*. These forms are located at the First Student office and the Central Community School System office. All request will be considered on a case-by-case-basis.
- If granted, bus stop changes take approximately five (5) business days to implement. Parents/Guardians will be contacted by phone or mail of the decision.

### **SPECIAL EDUCATION ROUTES:**

- Parents of students who ride special need buses are encouraged to contact the Transportation Department each day their student is not going to ride the bus for any reason.

## **SCHOOL BUS DISCIPLINE**

All Central Community School System students are required to follow each of the bus rules that have been established to ensure safe transport to and from school. Failure of a student to obey these rules puts the driver, other students, and the motoring public at risk and will not be tolerated. Statistically, the vast majority of school bus accidents occur when drivers are distracted from their driving duties by students.

### **Student Conduct:**

- The bus driver is responsible for all passengers while they are riding, loading or unloading from the bus.
- The bus driver will assign seating to each passenger.
- Students shall not stand in the traveled portion of a roadway while waiting for a bus.
- Students shall not extend any part of their body out of bus windows.
- Students will not throw objects on or out of the bus.
- Students shall not get on or off the bus or move about while the bus is in motion.
- Smoking is prohibited.
- Intoxicating liquor, alcohol, or illegal drugs shall not be consumed or carried in a bus.
- Eating or drinking is not allowed on the bus.
- Animals shall not be transported on a bus.
- No weapons of any type shall be transported on a bus.

### **Student Misconduct Notice: Processing**

- **Bus driver is encouraged to contact parents concerning student's behavior.** If the student's behavior is still disruptive to the point of creating a hazardous situation, the bus driver will write a Referral Notice. Documentation is required for all incidents.
- Driver or supervisor will deliver Referral Notices daily to the Principal/Assistant Principal. Principal investigates the incident and makes a decision on the bus infraction. Parents are notified by phone or in writing of the infraction and penalty by the administration of the school.
- Drivers must be advised ASAP of suspension days so the student will not be transported.
- During any period in which the transportation privilege is lost due to the misconduct of a student, transportation to and from school becomes the sole responsibility of the parent.

### **School Bus Behavior Plan:**

**The bus is an extension of the classroom with similar rules of behavior. Bus rules are posted on each bus and explained by the driver.**