

**STUDENTS NAME** \_\_\_\_\_

**BUS #** \_\_\_\_\_ **PICK UP TIME** \_\_\_\_\_

**BUS DRIVERS NAME** \_\_\_\_\_

**STUDENTS NAME** \_\_\_\_\_

**BUS #** \_\_\_\_\_ **PICK UP TIME** \_\_\_\_\_

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**BUS DRIVERS NAME** \_\_\_\_\_

**DATE ISSUED** \_\_\_\_\_

# **Yale Public Schools Student Transportation Handbook**



**Dear Parent/Guardian:**

**This book is intended to acquaint you with the transportation service provided by Yale Public Schools. The Board of Education transportation rules and procedures are explained in this publication.**

**Since education is a joint responsibility between school and home, this booklet outlines the school district's responsibility and alerts you to some parental responsibilities frequently overlooked.**

**A prime consideration in the operation of the transportation department is safety. Therefore we suggest that you review these standards and discuss their importance with the students in your household.**

**Should you have any questions regarding transportation service, please call the transportation office.**

**Sincerely,  
Jeri Fishel,  
Transportation Director**

## DID YOU KNOW?

- ❖ That school bus driver's are an integral part of the safe transportation of school children. While the structure of the school bus provides excellent protection in the event of a crash, it is the skill and performance of the highly trained and certified professional school bus driver that often prevents the crash from occurring.
- ❖ School Bus Drivers are *required* by the U.S. Dept. of Transportation to hold a Commercial Drivers License with special endorsements. The State of Michigan also requires them to received special school bus driver training every two years. In addition, no one can drive a school bus without first passing a drug and alcohol screening and are required by law to be tested randomly and also have a law enforcement background check.
- ❖ American students are nearly eight-times safer riding in a school bus than with their own parents/guardians in automobiles.
- ❖ School buses are the largest mass transit program in the U.S.

## Safety Equipment Required on School Buses

1. *Special passenger crash protection.* Well-padded, high back, energy absorbing seats.
2. *Better brakes.* Brake systems that enable the school bus to stop in a shorter distance than other larger vehicles.
3. *Warning Lights.* Lights and reflective devices that indicate when the bus is loading and unloading passengers.
4. *Special Mirrors.* Additional mirrors that allow the driver to see all critical areas directly in front of and along side of the school bus.
5. *Swing out stop arms.* A stop arm that extends out to the left of the bus to warn motorists when a bus is loading and unloading passenger.
6. *Emergency exits.* Several emergency exits, based on the capacity of the school bus.
7. *Rollover protection.* Rollover protection that reduces the likelihood of a roof collapse and allows for operable emergency exits even after the roof is subject to extreme forces.
8. *Fuel system protection.* Protected fuel tanks, and fuel pump/fuel delivery systems, emission control lines and connections to protect against fuel spills in severe crashes.

**Thank you for your co-operation in the safe transportation of your children.**

## **SCHOOL TRAFFIC PICK-UP & DROP-OFF AREAS/ BUS LOOP-PARKING**

Always use extreme caution while driving on school property. Please make note that **School Buses** have the right of way on all school grounds/property of Yale Public Schools.

### **Student Pick up-Drop off Areas**

The designated pick-up and drop-off area for the **High School** is the northwest entrance band/choir door, if you are picking up or dropping off students in the bus loop area or another area that is not designated for student pickup and drop off you may be ticketed.

The designated pick-up and drop-off area for the **Jr. High** is the north entrance door, if you are picking up or dropping off students in the bus loop area or another area that is not designated for student pickup and drop off you may be ticketed.

The designated pick-up and drop-off area for the **Yale Elementary** is the south side of the building by back entrance area, known as the Jr High & High School bus loop. The bus loop for elementary school buses only, is located at the front entrance area on the north side of the building if you are picking up or dropping off students in the bus loop area or another area that is not designated for elem. student pickup and drop off you may be ticketed. Parking in the gravel area of the bus garage parking lot is not permitted, and creates an unsafe environment for students walking across the driveway to the school.

The designated pick-up and drop-off area for the **Avoca Elementary** is the northeast corner/side of the building by the softball diamond/parking area; students can use the sidewalk to enter the front doors of the building. The bus loop is for school buses only, if you are picking up or dropping off students in the bus loop area or another area that is not designated for student pickup and drop off you may be ticketed.

The designated pick-up and drop-off area for the **Farrell-Emmett Elementary** is the north side of the building by the playground area; students can use the sidewalk to enter the front doors of the building. The bus loop is for school buses only, if you are picking up or dropping off students in the bus loop area or another area that is not designated for student pickup and drop off you may be ticketed.

*Parking, stopping standing, picking up and dropping off students is strictly prohibited in the Bus Loop - Bus Parking areas of all the schools, you may be ticketed if you should choose to disregard this information.*

**Thank you for your cooperation and understanding. We look forward to working with you so we can maintain high safety standards for you and your child(ren).**

## INTRODUCTION

The Transportation Department would like to welcome you to Yale Public Schools. We are looking forward to providing safe and efficient transportation services for your child/children. In order to maintain high safety standards, it is important that everyone work together.

The purpose of this handbook is to provide parents/guardians and their students with general information about Yale Public Schools pupil transportation system. State of Michigan Public Act 187 of 1990, outlines laws that all school districts must follow. A copy of P.A. 187 is available for review during regular office hours in the Transportation Department or online at: <http://www.michigan.gov/mde/> Yale Public Schools, "Rules for Safety and Consideration of Others" are included in this handbook.

Yale Public School District covers 150 square miles located in St. Clair and Sanilac Counties. We currently maintain 22 buses in our fleet and travel approximately 350,000 miles per year. We provide safe transportation services for all students within the district to and from school, also providing transportation for field trips, athletic sporting events, and the Tec Center on a daily basis.

It is important that parents and students know their bus drivers name and the route number they have been assigned. Remember any discipline problem is a safety hazard while on a school bus. Be aware some changes may occur during the school year in routing due to population changes throughout the district.

Please take the time to become familiar with this handbook, and review it with your child(ren) in order to protect your transportation privileges. It is the mutual responsibility of the parent/guardian and the school district personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly transportation.

Transportation is provided only for eligible students and shall be considered a **Privilege** to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow all rules and safety regulations. Classroom rules and conduct is also expected while on the school bus.

**Thank you for your cooperation in reviewing these rules and regulations with your child/children.**

## IMPORTANT CONTACT NUMBERS

<u>Building</u>	<u>Address</u>	<u>Phone#</u>
Administration Building	198 School Drive	810-387-3231 ext. 7264

### Transportation Department

<u>Building</u>	<u>Address</u>	<u>Phone#</u>
Transportation Depart. Transportation Director	253 School Drive	810-387-3231 ext.6271
Transportation Clerk		ext. 6275
Cancellations / Bus Delays		810-387-3010 press 1

Please do not leave messages concerning emergency bus stop information and/or address changes on any Transportation Department employee's voice mail.

### Elementary Schools

<u>Building</u>	<u>Address</u>	<u>Phone#</u>
Avoca Elem. Children's Center/Latchkey	8751 Willow Street	810-387-3231 ext. 2221 810-387-3231 ext. 2440
Emmett-Farrell Elem. Children's Center/Latchkey	3300 Kinney Road	810-387-3231 ext. 3221 810-387-3231 ext. 3440
Yale Elem. Children's Center/Latchkey	200 School Drive	810-387-3231 ext. 1221 810-387-3231 ext. 1440

### Jr. High / High Schools

<u>Building</u>	<u>Address</u>	<u>Phone#</u>
Yale Jr. High	198 School Drive	810-387-3231 ext. 4221
Yale High School	247 School Drive	810-387-3231 ext. 5221 810-387-3231 ext. 5230

### OTHER PROGRAMS

<u>Building</u>	<u>Address</u>	<u>Phone#</u>
Alternative Education	247 School Drive	810-387-3231 ext. 5444
High Sch. Completion	247 School Drive	810-387-3231 ext. 5220

## YALE PUBLIC SCHOOLS ABANDONED CHILDREN POLICY

This policy is in effect to address the situation in which parents neglect to provide appropriate care for elem. children 12 years of age and under. The policy will be in effect whenever the parent fails to be present at their bus stop when the child is to be dropped off by the school bus, or fails to pick the child up at school at the appropriate dismissal time.

### PROCEDURE

During the time the parent is not present to care for the child, the administrator of the building or program in which the child was last participating will be responsible for the child's care and for contacting the parent or police, whichever is appropriate, to have the child picked up. The administrator involved will follow the steps listed below to prevent the same child from being habitually abandoned by their parent or guardian.

1. The first time the parent fails to pick the child up on time or fails to be present at the bus stop at the *scheduled* bus drop off time, **(Transportation issue) all attempts will be made to contact the parents/guardians, the student(s) will be returned to the bus garage, the child will be housed in the Yale Elementary Latchkey program under the care of the bus driver or designee.** The parent will be contacted and warned that their actions were neglectful and irresponsible and will not be tolerated by the school or transportation department, **bus service will then be suspended, the parent/guardian will be required to enroll their child/children in the Elementary Latchkey program at which time bus service will then be reinstated.**
2. The second time proper care is not provided or arranged, the administrator responsible will again contact the parent, both verbally and with written follow-up. The parent will be warned that should the incident be repeated, the police will be called and a referral will be made to the "Family Independent Agency" for "child neglect". **(Transportation issue) all attempts will be made to contact the parents and/or guardians; the student(s) will be returned to the bus garage, the child will be housed in the Yale Elementary Latchkey program under the care of the bus driver or designee.**
3. The third occurrence will result in contacting the police immediately to pick up the child and making the FIA referral. The administrator whose care the child was last under will be responsible for the police contact, FIA referral (*social worker*), and follow through. **(Transportation issue) the child(ren) will be returned to the bus garage, the child(ren) will be housed in the Yale Elementary Latchkey program under the care of the bus driver or designee.**

For Example: A child left at school will be the responsibility of the building principal. **A child returned to the bus garage will be the responsibility of the Transportation Director or designee.** A child left at latchkey will be the responsibility of the latchkey director.

4. After the third incident any future occurrences will be handled as in (3) above. (Transportation issue) At this time the child(ren) may no longer be eligible for bus transportation.

## **EMERGENCY EVACUATION DISMISSAL**

*(closing of a building due to a building problems, gas leak, bomb threat, etc.)*

Should any or all of Yale Public School buildings need to be evacuated the following procedures will be followed by the Transportation Dept.

1. All students that normally ride a bus will be transported to their regular bus stops unless so indicated on the "Emergency Early Dismissal Form". Your student may not have his/her regular bus and driver.
2. Elementary students will not be dropped off at an empty home. They will remain on the bus to be taken to a safe area that will be designated according to the emergency situation on that day.

**Please remember it is very important to keep all of your emergency contact information up to date with the Transportation Department.**

## **FAMILY EMERGENCY PLANNING**

In the event of an early school dismissal, students should know what is expected of them when their parents are not present at the bus stop or absent from the home. Students and their parents/guardians should develop a family emergency plan(s).

- Does your child have a house key or know where to find one?
- Does your child have a neighbor or safe location to go to in case no one is home?
- Have you discussed several possibilities so your child knows what to do?
- Are your emergency contact forms up to date with all contact information at the school and the Transportation Office?

Please implement a plan for your child/children if an emergency should arise and keep the procedure updated as your personal circumstances change.

**It is important that each individual family determine such emergency provisions, since schools are closed and no facilities or personnel are available for supervising students after school hours.**

It is also very important to keep all your records up to date for phone numbers, and emergency contacts phone numbers at the building in which your child/children attends and also with the Transportation Department.

## GENERAL RULES

Yale Public School bus drivers are expected to maintain high standards of performance at all times.

Their workday begins with a pre-trip safety inspection of their assigned vehicle. A part of that inspection is visual assurance that certain emergency and first aid equipment is on hand and available for use if necessary.

Drivers have been taught to load and unload passengers in accordance with standards and procedures taught in state required bus driver safety classes. Portions of those classes deal with enforcement of all rules governing the conduct of students being transported in school buses.

Among these rules which bus drivers must follow are:

- Bus Drivers shall maintain valid drivers license, state mandated safety and physical certification requirements.
- Transport only authorized passengers who have been assigned to their bus route, or have proper authorization to ride their bus.
- Adhere strictly to the assigned route and stops as established by the Transportation Director.
- Strictly enforce all **RULES FOR SAFE TRANSPORTATION AND CONSIDERATION OF OTHERS**. (relative to smoking, use of drugs/alcohol/eating, etc.)
- All students required to cross the road when boarding or exiting shall only cross in front of the bus with the driver's direction.
- Drivers may not permit passengers to leave the bus, while in route to or from school, at any other location other than the passengers regularly scheduled bus stop unless authorized to do so by the Transportation Director or designee.
- Drivers shall return Kdg through 5<sup>th</sup> grade students to the YES children center-latchkey if a responsible person is not home to receive them or prior paperwork has not been filed with the Transportation office in regards to the visual aide policy. (In accordance with the Abandon Child Policy)
- A visual aide will not be issued to Kdg students unless there is an older sibling in the home. Kdg. students will never be dropped of when alone using a visual aide.
- Drivers shall report serious student conduct problems in writing to the Transportation Director, and the proper discipline will be issued.

Bus Drivers will conduct and inform students of the proper emergency evacuation procedures. (Please note these will be conducted 3 times a school year)

## **PARENT/GUARDIAN RESPONSIBILITIES**

### **Parents/Guardians will:**

- A. Support safe riding practices and reasonable discipline practices.
- B. Model, teach, and hold their child(ren) accountable for appropriate behavior.
- C. Parents/Guardians are responsible for their student(s) safety to and from the bus stop and while at the bus stop; also make certain that their student(s) arrive at the bus stop in a timely manner.
- D. Provide alternative transportation for their student(s) if oversized objects/live animals/glass objects/large projects must be transported to or from school, and when their student's bus riding privileges are suspended.
- E. Ensure that payment is made for damages resulting from vandalism to the bus.
- F. Work with school personnel to reinforce appropriate bus rider behavior.
- G. Support emergency evacuation drills and other emergency procedures as set by the school district.
- H. Have an emergency plan in place if the student arrives home early or if parents/guardians are not present at the time of their arrival.
- I. Respect the rights, privacy and privileges of others.
- J. Become familiar with the districts policies, regulations and principals of school bus safety.
- K. Be willing to show a photo ID when picking up a student(s) at other than regularly scheduled locations, when requested by any transportation staff member.
- L. Not park in the bus loading/unloading area of the parking lots. Only use the designated parent pick up/drop off areas provided. Respect school bus traffic on school property (they have the right of way).

## **ACCIDENTS, WEATHER AND EMERGENCIES continued**

If a student is injured on the bus in any way, the bus driver should be notified prior to the students leaving the bus. If the student fails to tell the bus driver, the parent/guardian should then notify the school authorities regarding the nature and extent of the injury and its cause. A report will be filed and a follow-up made on all injuries.

**Please remember during any type of emergency; weather, accident, early dismissal, vehicle breakdown or school closing, do not call the transportation office. We need to keep our phone line in operation to make contact with the appropriate personnel in regards to the emergency.**

State legislation requires that school buses be classified as secondary medical insurance carriers in the event of a bus accident and subsequent injury. This legislation identifies the parent's automobile insurance company as the primary carrier of medical coverage for their child.

For most Michigan residents, contending with the onset of winter, its bitter cold, snow and sometimes-impassable roads has become a way of life. Braving the elements to keep schools open during these times is not always pleasant, nor is it economical. However, many of the costs of operating schools continue whether schools are open or closed. Therefore, schools must be operated when it is determined that equipment can be safely operated and sufficiently large number of students can get to school.

### **SEVERE WEATHER PROCEDURES**

When the U.S. Weather Bureau issues tornado watches or warnings, Yale Public School students will be retained in school until the dismissal time or until such time that, in the judgment of the Superintendent or designee, they may be safely dismissed. In the event of a tornado watch or warning, schools are notified immediately by the communication link with Civil Defense authorities.

Students are safer in school than they would be traveling home when a tornado has been sighted in the area. Appropriate safety measures are taken for the protections of the students until we have been notified that the danger is over. Under special circumstances, children may be kept in school after the "all clear" signal. (For example there may be fallen wires/trees.)

**SAFETY NOTES:** Please dress your child for the appropriate weather conditions. In case of a mechanical breakdown or accident, students may have to wait on a cold school bus or be evacuated into the elements of nature.

*You as a parent/guardian may not agree with the decision that is made in regards to delays, cancellations and/or early dismissals. You as a parent have the decision whether to transport your student or send them on a school bus.*

**Please do not call the Transportation Office or any of the school offices for information regarding school closings or Building/Bus Delays we need our phone lines to be open to make contact with the appropriate agencies for information notification and emergency situations.**

***Call the Transportation Hotline Information number 810-387-3010 press #1.***

## **ACCIDENTS, WEATHER AND EMERGENCIES**

Despite all precautions and training of bus drivers, an accident may occur. The bus driver has specific procedures to follow in the event of an accident. In cases of equipment failure, proper procedures have been established for the safety of the passengers.

During inclement weather, bus drivers are instructed to:

- Reduce Speed.
- Use headlights, clearance lights and in fog, amber four-way lights, also overhead strobes, if available.
- Pull over to a safe location and wait, if vision is severely impaired.

If an accident should occur, the driver, if not disabled, will follow these procedures:

- Assess the situation and determine injuries.
- Notify the Transportation Office and indicate the extent of the injuries and damage, as well as the location of the accident. The office will then notify the police and initiate the appropriate emergency procedures.
- Apply emergency first aid if needed.

Depending on the time and circumstances, the Transportation Offices may notify the attending school. When/where possible, contact will be made with student's parents/guardians.

In all incidents, the severity of the accident and possible injury to students will determine the course of action taken.

- Students may continue onto their destination. (school, home, field/athletic trip)
- Be transported back to the school of attendance for verification of injuries and notification of parents/guardians.
- Transported directly to the hospital.
- In all cases the school will notify the parents/guardians as soon as possible.

Whenever possible, a second bus and driver will be dispatched to continue the route and transport the uninjured students to their destination as determined by administration.

## **STUDENT RESPONSIBILITIES**

### **Students will:**

- A. Observe appropriate classroom/bus rider behavior in order to protect their riding privileges.
- B. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the school bus. Use no profanity or be verbally abusive.
- C. Remember that eating, drinking, alcohol, tobacco use, and cell phone use of any kind and/or possessing/using of illegal substances, weapons or obscene materials are not allowed on the school bus.
- D. Adhere to the appropriate dress code, in accordance with your student handbook.
- E. Know that the school district will not be held liable for any damaged or stolen video games, equipment, cd players, headsets, cell phones and that they may be confiscated by the bus driver to be picked up by a parent/guardian at the transportation office.
- F. NOTE: Cell phone usage is prohibited on the school bus. Exceptions may be made for usage of cell phones during field trips and athletic trips at the discretion/permission of the bus driver.
- G. Cooperate with the regular/sub bus driver and follow their direction/instruction the first time it is given.
- H. Remain seated while the bus is in motion.
- I. Remain quiet when the bus is stopped at any railroad crossings.
- J. Extend nothing, including (but not limited to) head, hands, and feet out of the bus windows. Open the bus windows only with permission.
- K. Report and be responsible for intentional damage to the interior or exterior of the bus.
- L. Display proper respect for the rights and comfort of others while on the bus.
- M. Be on time at the bus stops and stay off the roadways while waiting. (Buses cannot wait for tardy students.)
- N. Cross in front of the bus at all times only with the driver's direction.
- O. Limit the objects that are brought on the bus to those items that can safely be held by the student. Do not bring or use any items on the bus that could affect the health, safety, and security of any passengers.
- P. Realize that ANY bus driver distraction is potentially hazardous to the safety of all passengers.

## **BUS DRIVER RESPONSIBILITIES**

### **The Bus Driver will:**

- A. Provide safe and orderly transportation for students.
- B. Establish proper rapport with students, parents/guardians and building administrators, and work to ensure proper conduct and communications.
- C. Establish and enforce reasonable bus rules in accordance with the appropriate district policy and procedures. This includes teaching students the rules for safe bus riding and street crossing, and enforcing these rules in an equitable manner.
- D. Keep to scheduled route and time each day providing conditions allow.
- E. Pickup and discharge students only at there designated bus stops except with written permission from the Transportation Director and/or designee to do otherwise. Request photo ID of parents/guardians picking up students at other than regularly scheduled locations as necessary.
- F. Assign seats as necessary.
- G. Notify the transportation office if the bus they are driving will be late in arriving at the school of destination.
- H. Follow the pre-trip and post trip inspection policy/procedure requirements for all bus routes.
- I. Make direct contact with parents/guardians, Transportation Director and/or designee in regards to student behavioral issues.
- J. Make every effort not to leave the bus unattended with students on board in the event of an emergency.
- K. Provide for school bus emergency evacuation drills on a regular basis as required. Follow appropriate procedures when dealing with dangerous situations.
- L. Build a positive relationship with parent, all school staff members in a professional, ethical manner by honoring diversity, modeling life skills, and meeting the physical and emotional needs of all passengers.

## SCHOOL CANCELLATIONS/DELAYS

The procedure for calling for a delay or cancellation due to weather related incidences is determined by Yale Public School Administrators. When inclement weather is in the area or forecasted Administrators are on the road checking the various areas of the district. Determinations on cancellations and delays are made in the best interest of the drivers and students safety based on, but not limited to, factors including visibility, snow depth, and snow removal progress within the district, icing conditions, wind and weather forecasts.

While every effort is made to inform parents/guardians of a sudden unscheduled need to close/delay school, there is no way to assure that every parent will receive information in a timely manner to respond in their student's best interest. Severe weather conditions may result in an early dismissal or cancellation.

**School personnel make every effort to avoid sending students home outside of the normal schedule.**

During periods of inclement weather parents/guardians are advised to monitor local radio and television stations for changes in school schedules. The media is contacted as soon as a decision is made to vary from the regular school schedule in order to notify parents/guardians as quickly as possible. If the weather looks threatening, parents/guardians are encouraged to stay tuned to the local TV/Radio media for updates.

*Although you may not agree with the school's decision during inclement weather conditions, you do have the right to transport your child yourself; you are not obligated to use the districts transportation services.*

## SCHOOL CLOSING/BUS-BUILDING DELAY INFORMATION LINE

Parents/Guardians/Students are encouraged to call the message line at **(810) 387-3010** and **press 1**, for school closing information and bus delays. Remember a School Bus Delay doesn't mean school is delayed. (Schools are open, only buses are delayed)

## RADIO/TELEVISION/WEBSITE NOTIFICATIONS

Yale Public Schools closing and Bus/Building delays will be announced on the following TV and radio stations:

<b>Radio Stations:</b>	<b>WSAQ (107 FM)</b>	<b>WPHM (1380 AM)</b>	<b>WBTI (96.6 FM)</b>
	<b>WHLS (1390 AM)</b>	<b>WTVG (97.7 FM)</b>	<b>WMIC (660 AM)</b>
<b>TV channels:</b>	<b>2 (Fox)</b>	<b>4 (WDIV)</b>	<b>7 (WXYZ)</b>

(you may also sign up for instant text message with some of the TV stations, they will then alert you when school is closed or delayed)

**Websites:** Yale Transportation Face-book page

**Fog delays will be for 2 hours unless otherwise noted. Your student's regular pick-up time will be 2 hours later than normal. However, the schools are open should you choose to transport your student(s) yourself.**

## **PROCEDURES FOR BUS STOP REQUESTS**

At Yale Public Schools we are responsible for the safe and efficient transportation of your child(ren). We have a one-stop pickup and one-stop take home policy. Parents/guardians are requested to identify one (1) pick up location and one (1) take home location for the school year. These locations may have two different addresses due to childcare, etc., however both addresses must be consistent everyday, Monday through Friday. The bus stop may or may not be located at the address requested. Students will be assigned a bus stop within the prescribed walking distance of the address location.

**Childcare:** The childcare address must be located within the school of attendance boundaries. It is not possible to provide transportation to childcare facilities located outside of the school of attendance boundaries.

**Note:**

- A. Children who are not enrolled in school (2) weeks prior to the start date of school, of any given year, will not be provided transportation the first week of school.
- B. All bus stop changes must be requested in writing and approved through the Transportation Office. Changes may take up to 3 days to implement. Bus Stop Change Request Forms are available online and at the Transportation Office.
- C. If a student's bus stop is on a dead end road, or requires a turn around due to the route path. Please notify the transportation office when the student is not riding. If this student does not ride for 3 consecutive days, without notification, the bus will not stop at this residence bus stop until the parent/guardian calls the transportation office to resume transportation.

The district reserves the right to change bus stops and bus routes when necessary. Parent cooperation is required to make sure the students ride the buses to which they are assigned. This will ensure that the school will know who is actually on the bus so that the student can be located in an emergency, that overcrowding is controlled, and that other possible problems can be prevented. Walking distances and bus routes may be adjusted temporarily, if necessary, by reason of unsafe or impassable roads. Students may find it necessary to walk some distance to their designated bus stop or to school.

**NOTE:** With the exception of regularly scheduled shuttle buses, once a student boards a bus, they must remain on that bus until they reach their final destination.

### **BUS PASSES**

- Bus Passes **will not** be issued for recreational and/or work related purposes.
- Bus Passes may be issued in an emergency situation only through the Transportation office, with the Director of Transportation or designee's approval. Bus Passes **cannot** be issued by any Bus Driver.
- Jr. High and High School students are not allowed to ride elementary buses home for any reason.

## **SCHOOL BUS DISCIPLINE**

Students who ride school buses to and/or from school or other school related activities have certain responsibilities to assure the orderly and safe transport of all passengers on the school bus. While on board the bus, passengers are under the authority of and directly responsible to the driver of the bus. Certain bus discipline procedures have been established to provide measures for corrective action in cases where a student's behavior is such that the safety of other students and the driver are placed in jeopardy.

To assure the safety of others, students shall be required to observe the following **"RULES FOR SAFE TRANSPORTATION AND CONSIDERATION OF OTHERS"**:

- Be at the bus stop on time, at least 5 minutes before the bus is scheduled to arrive.
- Stay off the roadway at all times while waiting for the bus. Students should stand and wait at their bus stop assigned area only.
- Wait until the bus comes to a complete stop before attempting to enter or leave the bus.
- Always cross in front of the bus when crossing the road, cross only when the red overhead lights are operating and the bus driver has directed you with the proper hand signal to cross.
- Be seated immediately upon entering the bus and occupy only the seat to which you are assigned. Students are responsible for damage to their assigned seats; students will not mutilate or deface a bus in any manner.
- Classroom conduct is expected. All rules of the student's handbooks will also be enforced on the bus.
- Do not do anything, which distracts the bus driver's attention.
- Conform promptly with suggestions of the bus driver. Never leave the bus without the bus driver's consent.
- Keep hands and heads inside the bus at all times. Keep hands, feet, articles and objects out of the aisle way.
- Help keep the bus clean, sanitary and orderly at all times.
- Honor the school dress code; it will also be strictly enforced while on the school bus.
- Avoid loud, boisterous and profane language, indecent conduct, throwing of articles or other inappropriate conduct that could distract the bus driver.
- Enter and leave the bus by way of the front entrance door. Only in an emergency situation may the emergency exits be used.
- Leave the windows and doors closed unless the bus driver has given permission to open them.
- Students are forbidden to hold onto or touch in any way the outside of the bus while the bus is in motion.
- Students are not permitted to use tobacco, alcohol, and drugs or drug paraphernalia of any form while on the bus. (this includes all look alike drugs and alcohol products and clothing)
- Students will refrain from all forms of physical contact, fighting, touching, hugging, kissing, etc.
- Students are forbidden to carry weapons of any nature aboard the bus, even if disassembled.
- Students may leave their seats only after the bus has come to a complete stop.
- Students will not be allowed to bring anything on the bus, which cannot be held comfortably and safely on their lap. Items of which can be considered a hazard to the individual or other passengers are not allowed.
- Pets, other living creatures and glass objects of any kind are not allowed on the bus.

Electronic devices such as, but not limited to, palm pilots, radio/headsets, tape/CD/MP3 players, cell phones, whistles or other paraphernalia are not to be used/played or operated while on the school bus.

## **SCHOOL BUS DISCIPLINE CONTINUED**

**Safety Note:** Students should not bring objects that they cannot hold onto comfortably in their lap, they are not allowed to place objects or personal belongings in the aisle or beside them on the seat. Large band instruments must be transported by the parent/guardian due to creating visibility issues for the bus driver and seating assignments. If students must transport personal items such as backpacks, small band instruments etc. they shall be transported comfortably in their laps.

If at any time, in the judgment of the bus driver, a student fails to follow instructions and violates any of these “***RULES FOR SAFE TRANSPORTATION AND CONSIDERATION OF OTHERS***”, or any major/serious offense, the bus driver will issue a warning and if necessary, follow up with a writing violation report, i.e.: (bus write-up).

Students receiving a violation report/bus write-up must have it signed by a parent/guardian and present it to the bus driver the following morning. If there is suspension issued it shall be returned the day after the suspension is served. If the violation report/bus write-up is not presented to the bus driver the student will not be allowed transportation.

**While most discipline measures are progressive, in the interest of control and safety on the bus, the following infractions, because of their severity, will forego progression and be treated as a serious offense and suspension will be issued accordingly. Major/Serious Discipline Violations-Zero Tolerance**

- Behavior of any kind, which serves to distract the bus driver and thereby threatens the safety of the bus occupants. Such action as throwing objects, screaming or other listed below may result in immediate suspension.
- Threatening the bus driver or other passengers, gross disrespect or insubordination.
- Severe group rowdiness and/or fighting, gang related activities.
- Arson of any kind, possession of explosives, bomb and or bomb threats, fireworks, lighters, bullets, weapons, or look-alikes of any type. (assembled or disassembled items)
- Fighting and/or physical violence to any persons. Assault or physical violence may result in immediate loss of riding privileges for the remainder of the year.
- Harassment of any kind, hate speeches, profanity, extortion and/or bullying, any life threatening remarks.
- Sale, use, or possession of alcoholic beverages, drugs, or tobacco products (this includes look alike products)
- Theft burglary, larceny, robbery, vandalism, false alarms.
- Opening emergency doors/windows during a non-emergency.

**Please note:**

***Major/ serious discipline violations may also include suspension from school.***

## SCHOOL BUS PASSENGERS

The policies of the State Department of Education are very clear to unauthorized passengers (Sec. 682b). Pre-school children and unauthorized passengers, according to the law, may not ride a school bus.

The law states: "A driver of a school bus shall not transport or permit to be transported on any school bus, while transporting students to and from school, any person other than pupils, teachers or chaperones of the pupils or other persons authorized by the local Board of Education for the protection of property and/or health, safety, welfare of the pupils or persons attending other school related functions."

Pupil passengers, other than those who are designated to get on at a stop, are not authorized to ride the bus with out special permission from a Transportation Director or designee.

## BUS ROUTES AND BUS STOPS

Safety is the most important factor in transporting Yale Public School students. The following information is offered to help make pupil transportation safe and successful.

- A. Bus stops and bus routes are established on the basis of safety, efficiency, and the age of the students as well as the State of Michigan guidelines.
- B. Students should arrive at the bus stop 5 minutes prior to the scheduled arrival time. It is the parent's responsibility to get their child(ren) to the bus stop safely. Parents are also responsible for their students until the bus arrives.

By state law, students shall cross in front of the school bus. They will receive instruction on the proper crossing procedure from their bus drivers. Parents/guardians who meet students at the bus stop should also set the example and follow this important safety rule.

## KINDERGARTEN/ELEMENTARY STUDENT SAFETY

### Kindergarten students

A parent/guardian must be visible when the bus arrives at the assigned bus stop of the kindergarten student. If no responsible adult/person is present and visible, the driver will then follow the school districts "**Abandon Child Policy**".

### Elementary students

A parent/guardian must be visible when the bus arrives at the assigned bus stop of the elementary student in the 1<sup>st</sup> through 5<sup>th</sup> grade, if the student(s) qualifies in conjunction with the "**visual aide**" requirements, the visual aide may then be used. Call the transportation office to request information as to the requirements and how to obtain one.

## **STUDENTS CROSSING PROCEDURES**

State law requires all students who need to cross the road to board or exit the bus to cross in front of the school bus. They will receive proper instruction on procedures for safely crossing a roadway/street from the bus driver. We ask parents/guardians to set a good example and also follow this state law.

Please review these important safety procedures with all of your children. Parents who escort their child(ren) to and from the bus when crossing the road must set the example for their child(ren) and also adhere to these important safety procedures. Everyone needs to know that not all cars stop as required by state law, even when the red lights are flashing on a school bus.

### **When crossing the roadway/street to board the bus:**

1. Students should wait in a group at the designated bus stop at least 10 feet away from the edge of the road/street. Stay and wait for the bus drivers' instruction.
2. When it is safe to cross, the bus driver will point directly at the student or group of students with the index finger. The bus driver will then point the index finger across the windshield from left to right, signaling the student(s) when it is safe to cross.
3. Students should proceed directly across the road always staying well in front of the bus and board the bus. Stay out of the danger zone. Do not stop in the middle of the roadway/street or cross behind the school bus.

### **When crossing the roadway/street when exiting the bus:**

1. Students who need to cross a roadway/street when exiting the bus should take 10 giant steps along the right side of roadway/street in front of the bus.
2. Stay in a group and look up and wait for the bus drivers' instructions.
3. When it is safe to cross, the bus driver will point directly at the student or group of students with the index finger. The bus driver will then point the index finger across the windshield from right to left, signaling the student(s) when it is safe to cross.
4. Students should then cross also looking both ways for any traffic.

Student(s) are not get the mail from a roadside mailbox, should never try to get papers or articles that you may have dropped and gone under the bus.

Parents should never encourage your child(ren) to cross the roadway/street; the bus driver is the only one that should give directions to do so. Working together we can keep your child(ren) safe.

Please note student can be issued discipline for not properly crossing the road.

## **SCHOOL BUS CONDUCT REPORTING PROCESS**

All students need to attend school regularly to receive the best possible education. **Riding a school bus is a privilege.** Suspension of riding privileges does not mean the student is suspended from school, unless the offense is of a serious nature. Parents/Guardians are responsible for transporting students to and from school when suspended from transportation.

Parents/Guardians will be notified in writing of inappropriate behavior on the school bus. Please help us provide safe transportation for all students by discussing appropriate bus behavior with your child and stress the importance of classroom conduct while on the school bus. To assist the bus driver, a video camera may be used to monitor student behavior while riding Yale Public Schools busses.

### **Transportation Discipline Violation Statement (Bus Write-up)**

Bus discipline is progressive and cumulative for all grade levels. Please note that the following procedure does not apply when the offense is of a serious nature, such as fighting/physical contact, drug/alcohol use, opening of any emergency exit, smoking, use of fire in any form, and any malicious destruction of school or personnel property etc. The school district reserves the right to implement alternative discipline options based on individual circumstances. Every attempt will be made to verbally notify parents/guardians prior to suspension of riding privileges. If there are any concerns in regards to the bus write-up and/or suspension parents/guardians may request a meeting with the Transportation Director and Bus Driver within (5) days from the date the write-up was issued.

### **Elementary Students Violation Statement**

- 1<sup>st</sup> Written warning**
- 2<sup>nd</sup> 1 day suspension**
- 3<sup>rd</sup> 3 day suspension**
- 4<sup>th</sup> 5 day suspension**
- 5<sup>th</sup> 10 day suspension w/ (behavioral contract)**

A meeting must be scheduled with the Transportation Director, Bus Driver, Parent/Guardian and the student so the Behavioral Contract can be explained and signed before the student will be allowed to resume transportation services.

### **Jr. High / High School Violation Statement**

- 1<sup>st</sup> Written warning**
- 2<sup>nd</sup> 5 day suspension**
- 3<sup>rd</sup> 10 day suspension w/ (behavioral contract)**

A meeting must be scheduled with the Transportation Director, Bus Driver, Parent/Guardian and the student so the Behavioral Contract can be explained and signed before the student will be allowed to resume transportation services.

## **BEHAVIORAL CONTRACT**

Once a student receives a 10-day transportation suspension as result of progressive discipline, or for any serious infraction, a meeting is then required with the student, parent/guardian, Bus Driver, and Transportation Director at which time a Behavioral Contract will be implemented before transportation is reinstated. Failure to comply with the Behavioral Contract will then result in all bus transportation privileges provided by Yale Public Schools suspended for the remainder of the school year, or for (30) thirty school days, whichever is longer, from any Yale Public School bus. *Please note that this may carry over to the following school year.*

When a student is issued a bus write-up it must be returned to the bus garage with a parent/guardian signature in order for the student's riding privilege to be reinstated. Students suspended from the bus are entitled to a hearing within five days of the violation. This hearing will be with the Director of Transportation, and the Bus Driver who issued the write-up along with the student and his/her parent/guardian.

## **VIDEO CAMERAS**

The School Board believes that such monitoring will deter misconduct and help ensure the safety of all students and staff. School buses are equipped with video cameras and may be used to deter vandalism and disruptive behavior. Students who violate the transportation rules/regulations will be subject to disciplinary procedures accordingly.

**Viewing of a School Bus Video:** Due to the Family Educational Rights and Privacy Act (FERPA), Yale Public Schools reserves the rights as to who may view a video tape to protect the privacy of all students.

## **SCHOOL BUS DISCIPLINE AND SCHOOL MERIT ACTIVITES**

Students will lose their privilege to attend a merit activity if any bus suspension is incurred due to behavioral violations while on the school bus.

## **SCHOOL BUS DISCIPLINE / EXTRA CIRRICULAR ACTIVITES**

(sports / band / school clubs / etc.)

Students involved in extra curricular activities, shall also lose their transportation privilege to and from extra curricular activity events, if they violate the Transportation Discipline Policy and suspension is issued.

## **BULLYING POLICY**

The Michigan State Board of Education adopted "Policies on Bullying" in 2001. These policies address bullying as a "troubling aspect of student misbehavior that endangers school safety." Repeated abuse such as physical, emotional, and verbal abuse is unacceptable behavior and will not be tolerated while on the school bus. Again any student discipline problem can create an unsafe environment for all students while riding a school bus therefore we would like to encourage the students to **show good character** while on the school bus.

- Show **respect** for yourself and others.
- Take **responsibility** for your actions.
- Be **fair**; treat others, as you would like to be treated.
- Be **courageous**; resist peer pressure to participate in bad behavior.
- Be a **leader** set good examples for others to follow.

### **How to deal with a bully**

1. Say, "Leave me alone in a firm voice".
2. Don't react and show your emotions, ignore the bully.
3. Don't be afraid to speak up and tell someone if you or someone you know is being bullied. Tell your parents, teacher or bus driver.

**Good character is something to be proud of!**

