

USD 405
TRANSPORTATION
HANDBOOK

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General Interest Publication Notice

BOE approved: April 10, 2023

An Equal Employment/Educational Opportunity Agency

Unified School District 405 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board’s compliance with Title VI, Section 504, or the Americans with Disabilities Act may be directed to the district Compliance Officer, who can be reached at 257-5196, or the Office for Civil Rights of the Department of Education, telephone (816) 891-8026. The Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

SCHEDULES

MORNINGS

1. Bus drivers will pick up rural students and transport them to their attendance centers.
2. Bus drivers will shuttle in-town students between buildings.
3. Bus driver of Handicap Bus (Bus 2) will pick up students and transport them to their attendance centers. *in the afternoons, the Bus driver will drive the student to their homes.

BUS SHUTTLE SCHEDULE

Route North (Bus 14)	Park-Central-LMS/LHS
Route South (Bus 3)	LHS/LMS-Cornerstone-Park-Central-Park
Shuttle (Bus 5) (PM only)	LHS-Park-Cornerstone-LHS
Extra Shuttle (Bus 12) (PM only) (Exception, time for COVID-19)	LHS-Central-Park-LHS

These routes may be changed after enrollment.

Cornerstone Day Care at the Baptist Church is the bus stop.

REMEMBER:

- Students involved in bus delays will not be counted tardy.
- Park, Central, LMS and LHS students are eligible for in-town shuttle when available.

PUPIL TRANSPORTATION POLICY

JGG STUDENT TRANSPORTATION

Bus transportation shall be provided to and from school for those students who qualify. Transportation may 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 rule or regulation.

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

All rules shall be published in the student handbook.

Amended: 03/21

JGG STUDENT TRANSPORTATION

The following interpretation of the policy will be in force:

1. All students living outside the city boundaries are eligible for bus transportation. The Transportation Director **MUST** be notified if bus transportation is desired.
2. Students **ARE NOT** eligible for mileage reimbursement when the residence is on a regular bus route or bus transportation is offered.

U.S.D. 405 BUS RIDING POLICY

All students of U.S.D. 405 who ride a bus are subject to regulations from the time they board the bus until they are discharged. Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the vehicle, and therefore jeopardizes the safety of all passengers. Video cameras have been placed on the two route buses to monitor student behavior.

Students can be cited for the following:

1. Failure to remain seated
2. Refusing to obey driver
7. Loud & boisterous yelling
8. Eating/drinking/littering

- | | |
|-------------------------------|---------------------------------|
| 3. Fighting/pushing/tripping | 9. Using tobacco/alcohol/drugs |
| 4. Unacceptable language | 10. Throwing objects |
| 5. Being rude or discourteous | 11. Hanging out windows |
| 6. Destruction of property | 12. Violating safety procedures |

If a student is cited for any of the above violations, the following disciplinary action will be taken: (Building Principal can override steps depending on nature of offense)

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|------------------------|---|
| <u>First Offense:</u> | A warning to the student with a report to parents. Parents should confer with the student to help prevent a recurrence. |
| <u>Second Offense:</u> | One or more detention sessions - length of time to depend on the seriousness of the infraction, a report to the parents. |
| <u>Third Offense:</u> | Automatic suspension of riding privileges – length of time to be five or more days depending on seriousness of infraction and cooperation of student. |
| <u>Fourth Offense:</u> | Permanent suspension for the term; reinstatement must be preceded by conference with parents. |

USD 405 TRANSPORTATION DEPARTMENT ACTIVITY / ATHLETIC TRIP REGULATIONS

The following policies will be in effect for activities/athletics & non-school use:

- 1. ACTIVITY BUS TRIP REGULATIONS:** These are posted in each bus. Please be aware of these regulations and relate to students if situations should arise.
- 2. BUS SPONSORS:** Sponsors or coaches are responsible for behavior and conduct of students although the bus driver has the final authority. Head coaches should not drive large buses unless necessary. The coach or sponsor should remind at the building students are dropped at until all the students have been picked up.
- 3. SEASON REQUEST FORM:** If you are a coach or sponsor of an activity, please fill out a "Season Request Form" prior to your season. AD will be presenting these forms to you before your season begins. If you will need a bus or buses for other reasons on a regular basis, pick up a Season Request Form from the AD.
- 4. TRANSPORTATION REQUEST FORM:** If you need a bus for anything other than regular scheduled activities, fill out a "Transportation Request Form" (NCR Form) and give it to your principal. These forms are available at your school office or in AD office. PLEASE FILL OUT IN ADVANCE SO THAT YOU CAN BE ASSURED OF TRANSPORTATION.
- 5. KEYS:** Keys may be picked up from the Transportation Director's office and HS. When you

are finished with the bus, deposit keys in the Deposit Hole on the custodian's double door behind the high school or return to the office. IT IS VERY IMPORTANT THAT KEYS ARE RETURNED . . . OTHERS ARE USUALLY WAITING TO USE THE VEHICLE.

6. LOGBOOK: All activity buses have Logbooks in them. PLEASE FILL OUT THE INFORMATION REQUESTED BEFORE AND AFTER YOUR TRIP. Do not record personal trips to town, etc.

7. BUS BOOK: The ‘Bus Book’ (master book of scheduled bus requests) will be on the desk in the Transportation Director's office. Copies of weekly requests will be sent to all administrators and to designated drivers. PLEASE DO NOT MAKE CHANGES IN THIS BOOK WITHOUT APPROVAL OF THE TRANSPORTATION DIRECTOR! Call or ask the TD if you have questions.

8. BUS CLEANING: The state law requires that the bus be free of debris at all times. The driver is responsible for cleaning the bus after each trip. This includes emptying the trash receptacle. A broom is available in each bus. If mud or excessive dirt exists, please notify the TD so that the bus can be washed out.

9. REFUELING OF BUSES: Always fill the bus upon your return from an out-of-town trip regardless of the distance. If you are using the vehicle in town or the Lyons area, fill only if the gauge shows 3/4 of a tank or less. Fuel is to be purchased at the location listed in the bus (either on the inside cover of the Logbook or taped to the interior of the bus). If the designated station is not open (late hours), fuel must be purchased at the COOP SELF-SERVICE PUMPS OR AT LOVE'S. If you know you will be back late, you must obtain a COOP CARD from the TD before you leave. Both card and ticket must be returned to the TD. PURCHASES CANNOT BE MADE WITHOUT THE CARD. Credit cards are available for long out of town trips. PLEASE WASH WINDSHIELDS AT FILLUP.

10. RADIO USE: Proper usage is to use USD FCC Number (WPPW 849) and the bus number. Examples: “WPPW 849”, Bus 5 calling Bus 12, “Bus 5 clear”. NO PERSONAL USE.

11. MECHANICAL PROBLEMS: If you experience or notice some problem with a bus, please notify the AD as soon as possible.

12. BUS PARKING: All buses (other than route buses) will be parked in the rocked area in the north parking lot at Lyons High School. Bus numbers at the high school are #1, 2, 3, 5, 11, 12, 14, 15, 17 20, 25. The Bus #16 is parked in that address 400 Miles Ave, Lyons, KS 67554 The kitchen staff uses trucks #7,10. The custodian staff uses vehicles #13, 18. The district staff uses vehicles #4, 6, 8, 9, 19, 21,22,24, that will be parked in the parking lot north of LHS and have marked stalls. There are 2 vehicles more that will be parked in Central School, the vehicle #23 and at Park School will be parked number #26

13. STUDENT RIDING RULE: Student must go and return by bus unless permission is granted prior to the trip. Principal or AD permission is needed. Usually for emergency cases.

14. EVACUATION DRILL: Emergency evacuation drills for route buses and shuttle shall be conducted twice during the school term to acquaint all students with procedures in an emergency situation. Also, an evacuation drill must be performed at the beginning of each athletic season or activity.

POINTS OF EMPHASIS:

1. Due to Covid19, there will be 2 Shuttles in the afternoon that they will transport maximum 24 students (1student per sit) although if there are sisters and brothers they can sit together.
2. Teachers, coaches and sponsors are responsible for students, their conduct and their behavior. However, the driver is the final authority in matters relating to behavior and bus operation.
3. The driver may assign seats to students if he/she deems it necessary.
4. Pupils must be on time. Drivers are not to wait more than five minutes unless requested to do so by administration or staff.
5. While waiting for a bus:
 - Pupils must never stand in the roadway
 - No pushing or horseplay will be tolerated
6. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
7. Pupils must not try to get on or off the bus, nor move about while the bus is in motion. All students should face forward and be seated at all times.
8. The emergency exit shall not be used by students, except in emergencies.
9. When leaving the bus, students must observe the directions of the driver or teacher in charge.
10. Students should not throw wastepaper or other items on the floor; they should use appropriate waste/trash cans or take trash with them from the bus.
11. Profane language will not be tolerated. Students should be courteous and cooperative with the driver, sponsor, bus monitor, coach, teacher or other adult in charge.
12. Aisles are to be kept clear. Do not place any articles in the walkway or in front of the exit doors.
13. Students should never sit in the driver's seat.
14. Heads, hands, and feet shall not be placed out the windows.
15. Students will not be let off the bus except at designated locations.
16. Any damage to a bus is to be reported at once to the driver.

17. Pupils are to give advance notice in person to the bus driver if they will not be riding the bus to school or home on a particular day. These messages are not to be handled by other pupils.
18. Coaches or activity sponsors need to remain at the building where students are dropped off until all students have left the building.
19. There should be adult supervision during unloading and loading at each school building before and after school.

SEVERE WEATHER PROCEDURE OUTLINED BY DISTRICT OFFICE

BAD WEATHER PROCEDURE

In the event of severe conditions, school officials normally consult with several people in order to make decisions regarding the closing of schools, running of buses, and alterations of school schedules. The decision is often complicated by the variation of conditions within a 116 square mile school district. School officials desire to operate schools as usual, if at all possible, and thus avoid another complication in the form of “make-up time or days.”

An administrative decision to close school will be made as soon as all pertinent facts have been evaluated. The school closing will be issued prior to 7:00 a.m. each morning. If it is apparent a judgment decision can be reached the preceding night, it will be made accordingly.

Early dismissal decisions will be used in extreme cases and may involve only sending rural students and school buses on the home routes. Since this decision is usually made upon short notice (sudden increase of wind velocity causing abnormal amount of drifting and road closures), it is vital to keep tuned to a local radio station during a pending severe winter storm condition.

Efforts are made to make a timely, district-wide decision. If schools are to be closed or major alterations to be directed, the following steps are taken:

1. By 6:45 a.m., the superintendent will attempt to contact and inform the transportation director, principals, bus drivers, and the following radio stations for announcements:

KWCH – Channel 12, Wichita/Hutchinson

KAKE – Channel 10, Wichita

KSNC – Channel 03, Wichita

KSKU – 94.7 FM Hutchinson/Lyons

KFDI – 1070 AM/101.3 FM – Wichita

KSKU – 94.7 Hutchinson

OR log onto www.cancellations.com

If you have a current phone number you will receive a text or call.
USD 405 Facebook Account

2. Faculty and staff will be notified by the district's mass notification system, IC Messenger.
3. The superintendent/transportation director contacts and informs bus drivers.

If communications work well, pupils and parents/guardians should be informed of the status of school operations by their bus driver or by listening to one of the above stations or will be notified by district's mass communication system, IC Messenger.

PARENTS AND GUARDIANS

Parents, guardians, and students are asked to listen for any closing notice via one of the stations and refrain from calling one of the school officials in the morning hours, thereby freeing phones for communication purposes during this decision-making time. A decision to close school carries with it an automatic cancellation of extra-curricular activities on that date.

The most important and effective actions and safeguards rest with parents and guardians of school pupils. If school officials have made a questionable decision about transportation and school attendance on snow days, in the opinion of a parent or guardian, the bussed pupil(s) may be kept at home. After the parent/guardian has kept their pupil(s) from boarding the bus, they must notify the school office to verify the voluntary absence.

As early in the school year as possible, a parent/guardian should contact both the school principal and the bus driver to arrange an agreement or understanding about how to deal with occasions when school is dismissed early, and pupils are sent home ahead of normal schedule. One of the most frustrating dilemmas is the lack of a receiving parent or guardian. If home supervision is doubtful, please assist us in avoiding such a situation.

All messages about students riding or not riding or otherwise changing bus plans must go directly to the transportation director.

Parents or students with bus changes will need to report them by 2:55 p.m. in order for us to have time to make all of the necessary notifications.

BUS DRIVERS

Bus drivers are second only to parents and guardians in importance and effectiveness for safeguarding pupils in the event of severe weather conditions. A bus driver has absolute authority to cancel a day's run or rearrange routes if weather and/or road conditions may put the safety of the students or driver at risk. A bus driver is expected to assess the nature of conditions by personal inspection or through telephone calls early enough to be able to communicate the necessary information to all riders.

A communication system, IC Messenger, is to be arranged within the first week of a new school year. The driver may sub-divide the bus roster into groups of 4 or 5 pupils and then designate one pupil in each group to receive a telephone call from the driver; the pupil (or applicable parent or guardian) should then take the responsibility to relay the message to all other pupils in the sub-group.

If a bus becomes stalled on its route, the driver and pupils should remain in the bus until the arrival of assistance. School officials will initiate action whenever a bus does not arrive approximately on time. Contact will be made by bus radio if possible.

Only in a case of emergency should a bus driver leave his or her bus to seek assistance or send a team of two or three pupils together to seek assistance; often a stalled bus will get attention from passing motorists or be observed by residents in the area.

If severe conditions develop during a school day, a bus driver should consult with the transportation director and determine the time and conditions for a homebound run.

EVACUATION DRILL

Emergency evacuation drills for route buses and shuttle buses shall be conducted twice during the school term to acquaint all students with procedures in an emergency situation. Also, an evacuation drill must be performed at the beginning of each athletic season or activity. The following procedures will be used.

1. The bus driver will stop the bus in a selected area on school grounds, which has been approved by the transportation director.
2. The driver will set the emergency brake, turn off ignition switch, and take keys.
3. The bus driver will then proceed to the rear of the bus to observe and instruct as students exit through emergency door.
4. The driver will select a leader and two assistants. The assistants will be instructed to open the emergency door and exit first. One will stand on each side of the exit to assist others as they leave the bus. The leader will exit next and will lead the students 100 feet away from the bus, instructing them to stay together in a group.
5. The driver will instruct students when each seat is to leave. Students should remain in their seats until they are called.
6. Students who are not physically able to participate in rear door evacuations should be allowed to leave by the front door when their seat is called.
7. Students shall be instructed to exit starting with the rear seat. The students should leave books and belongings in the seat, and then be instructed to walk to the rear exit. The

driver will then instruct them to watch their heads as they jump out of the rear exit. The evacuations will proceed by dismissing the seat across the aisle until everyone has been evacuated.

8. The driver will remain on the bus until all students are evacuated. The driver must keep control over the students to prevent anyone from injury. After the bus is empty of students, the driver will exit the same way as the students.
9. Upon completion of each bus evacuation drill, the driver shall make a written report to the transportation director. The report shall include the bus number, driver, time, number of students, description of problems and suggested improvements. A copy of the report will be forwarded to the superintendent.

EMERGENCY STUDENT TRANSPORTATION PROCEDURES

In emergency situations, the first concern of all employees of USD #405 is the safety of the students. No rules, regulations, or guidelines will replace the use of common sense by a responsible driver in any or all emergency situations.

1. **BLIZZARD** – If a bus should stall in the midst of a severe blizzard, the driver must:
 - a. Stay with the bus and keep the students there.
 - b. Call for assistance on the two-way radio and wait for help.
 - c. The motor should be run intermittently to provide heat, but only if the exhaust fumes will be carried away from the bus.
 - d. Students may do some simple exercises, or calisthenics, to keep warm.
 - e. The dome light should be kept on after dark to indicate the location of the bus for any search parties in the area.
 - f. Students should remain on the bus at all times.
2. **TORNADO**
 - a. School buses should not leave on a morning run while a tornado warning is in effect. A “warning” (tornado threatening – take cover immediately) is not to be confused with a “watch” (tornado possible).
 - b. Building principals shall have authority over transportation personnel in determining whether or not transportation vehicles shall leave the attendance center during severe weather alerts.
 - c. School buses en route to or from school at the time of a tornado warning have these alternatives:
 1. If approved shelter is near, drive there immediately and evacuate pupils to the shelter.
 2. If the tornado is sighted and shelter cannot be reached, head the bus at a 90-degree angle to the tornado and drive out of the area.
 3. If escape from the tornado seems impossible, students should join hands, leave the bus, and lie face down in a ditch, ravine, or culvert. The area should be some distance away from the bus.
 4. Do not drive through an area where a tornado has recently passed.

3. **DUST STORMS** – When visibility is poor, driving is dangerous. Black blizzards are not common, but they do occur. The driver who has a stalled bus in a bad dust storm must exercise the same supervision of his/her students as he/she would in a winter storm.
 - a. Stay with the bus and keep the students there.
 - b. Call for assistance on the two-way radio and wait for help or until the storm has cleared.
 - c. Sometimes the school bus driver may find that dust from a blowing field or smoke from a prairie fire can obscure the driver's vision. If this should occur, the driver must stop before driving into the area where visibility is poor and thus be sure that other traffic will see the bus. If at all possible, he/she should get the bus completely off the highway.
 - d. The driver should wait until the smoke or dust has cleared before proceeding, if it is evident that visibility will not improve for considerable time, the driver should turn around and attempt to find another route which will enable him/her to bypass the area.
4. **WATER HAZARDS** – Occasionally, water may be running across the road after a sudden downpour. The good driver will not drive into such spots without assurance first that it is safe. He/she never takes unnecessary chances.

ACTIVITY TRIPS

So that school bus drivers and passengers will know what is expected from each, the following rules have been developed for activity trips:

1. The maximum speed limit of all transportation vehicles is the posted speed limit.
2. All school buses (empty or loaded) will stop at all railroad crossings unless traffic is being directed by a police officer.
3. The passengers, except for emergency, shall not use the emergency exit.
4. The aisles are to be kept clear at all times so that there is sufficient passage. Students will not be allowed to lie down in aisles.
5. All passengers are to be in their seats – not standing or moving around – while the bus is in motion.
6. An interior light will be on when traveling after dark. These lights may be turned off to improve visibility when driving in lighted areas.
7. The bus driver is to gas up, clean up, and report any damage or trouble after each trip.

8. Food and beverages are not to be consumed on the bus without the expressed consent of the school administrator or coach/sponsor in charge.
9. Passengers are not to throw anything out of the windows when the bus is moving or parked. The windows should be left closed except when ventilation is necessary.
10. Passengers shall keep head and limbs inside the bus.
11. Students shall not yell out of the bus windows.
12. Students are not to be destructive to the bus.
13. Students should be courteous and cooperative with the driver, sponsor, coach, teacher or other adult in charge.
14. Enthusiastic spirit for the Pep Club is encouraged and accepted when leaving with the bus or arriving at the game site. When traveling, the noise should be kept at a minimum. Yelling, screaming, shouting, and whistling are distracting to the driver and will not be tolerated.
15. A student shall not sit in the driver's seat or operate the bus in any way. The driver shall be on the bus whenever it is running, and passengers are loading.
16. In extreme cold weather, the driver should allow plenty of time for the bus to warm up.
17. No passengers shall be allowed to ride the bus without approval of the school administration.
18. All students shall go and return by school transportation unless permission is granted prior to the trip by the principal or transportation director. Special permission may be granted by the administration in emergency situations.
19. All passengers shall be returned to the same area where they boarded the bus.
20. Girls and boys will be separated by the front and rear of the bus (not side by side) on all activity trips, and coaches or sponsors will be seated with each group.
21. The sponsor or coach needs to ensure good conduct, discipline and safety of student passengers (following all the above rules) so the driver is not distracted from driving demands. However, the driver can and shall take full authority when necessary.
22. Continuous abuse of these rules will be reported to the administration and those involved will be subject to the USD405 Bus Riding Policy.

RADIO PROCEDURES

UHF radios are on all school bus units. The following operational procedures were developed in order that we may have a uniform communication system.

1. Keep radio on at all times, set daily for clear signal. Call in daily the first week. On Monday, always conduct radio checks with the Transportation Director.
2. The intent of the radios is to provide the transfer of messages which are pertinent to school bus situations.
3. Radios are to be operated on our channel during route or transporting time. FCC and school base units monitor our channel. The school district maintains a base station.
4. If the radio cannot transmit, the driver should notify the transportation director promptly for corrective maintenance.
5. When traveling out of district, such as activity trips, the driver will use two-way radio for trips up to 50 miles. Conversation is private. Please keep the messages and responses brief.
6. Radio conversation:
WPPW 849 – (Channel 1, in district) – Bus #___ to base (or bus #___ or building___)
WNRD 508 – (Channel 2, out of district) – Bus #___ to USD405 base (or bus #___)
Replies: Bus #___ to Bus #___, go ahead.
Closing phrase: Bus #_____Clear.
7. Report any malfunction of the radio to the transportation director (257-5196, Ext. 420, 680-1383 upon your return trip. The district office will be responsible for the maintenance of the equipment.
8. Student operation of this equipment is not to be permitted, unless under emergency conditions in which the driver is incapable of performing the communication.
9. During the daytime, any radio call for assistance should include instructions to notify the transportation director at LHS (257-5196, Ext. 420). Evening hours, notify the transportation director (680-1383), or Superintendent (680-1498).

CELL PHONE USE WHILE OPERATING SCHOOL VEHICLE

This policy about cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, accesses the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

An employee who carries a cell phone device in a USD 405 supplied vehicle is prohibited from using the cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or company related. The prohibition includes receiving or placing calls, text messaging, accessing the Internet, receiving or responding to email, checking phone messages, or any other purpose related to your employment; the school; school activities; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of USD 405; or any other company or personally related activities not named here while driving.

In the event of an emergency and the use of a cell phone is required; pull vehicle over at the nearest safe location, put vehicle into park and set parking brake before initiating the cell phone call.