

STUDENT AND PARENT TRANSPORTATION HANDBOOK



CPCSC Transportation Department
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Student and Parent Transportation Handbook

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Welcome:

Welcome to the Clark-Pleasant Community Schools Transportation Department. You have chosen the safest, most efficient and most environmentally friendly way to transport your student to and from school. At CPCSC we strive to provide safe and efficient school bus service that will enhance your student's educational day.

Keeping everyone safe and efficient requires rules and procedures to be in place. Three rules sum up this entire manual: BE KIND, BE ON TIME, AND BE SAFE!

For details regarding school transportation, please familiarize yourself with this handbook and feel free to contact the transportation office if you have any questions.

It is important to remember that Clark-Pleasant Community Schools is responsible for transporting approximately 6,000 students. Bus stops are designed for safety and efficiency. Clark-Pleasant Community School District cannot provide door to door service.

Students are expected to be at designated pick-up points ten (10) minutes prior to the published stop time. Bus times may vary depending on ridership, weather, traffic, etc. Allow ten (10) minutes after the published bus stop time before leaving the designated pick-up point and/or calling the transportation office to report the issue.

Please visit the transportation web site, contact your bus driver, or contact the transportation office if you have specific questions regarding school bus transportation.

Have a safe school year.

Robert Downin, Director of Transportation
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317-535-7255

Transportation Guidelines:

- School bus riding to and from school, extracurricular trips, and field trips is a privilege.
- School bus transportation is not required by the State of Indiana and therefore the services provided are an option chosen by Clark-Pleasant Community School Corporation and are subject to change.
- All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus.
- All bus safety rules and policies must be demonstrated to maintain bus riding privileges for field trips, extracurricular trips and bus routes.
- Drivers have the authority to direct the student in any reasonable manner to maintain order and safety.

Eligibility:

- Bus transportation may be provided for students who live within the Clark-Pleasant Community School District boundaries.
- Students living out of district are not eligible for bus transportation unless they are being transported to an approved location within our district boundaries.

Scheduling and Changes:

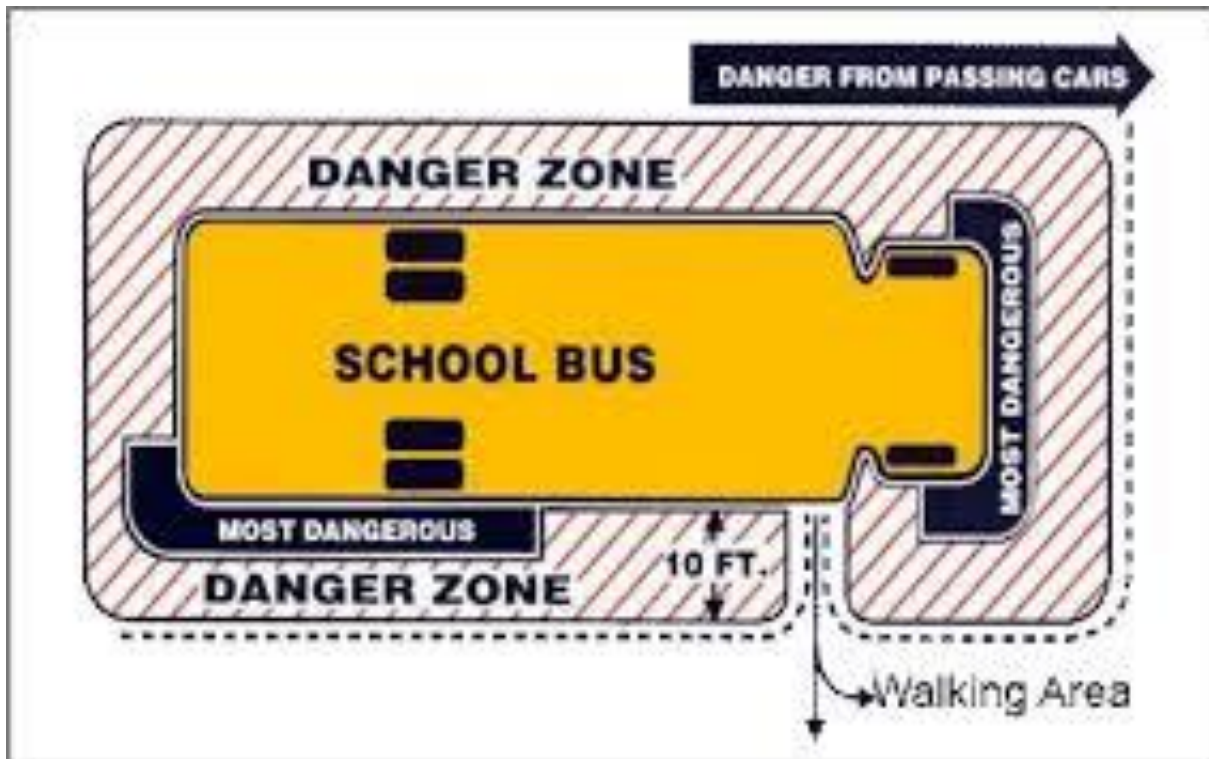
- Schedule all transportation changes using an Alternate Bus Stop Request Form. The form can be located on the CPCSC website. MENU->TRANSPORTATION->ALTERNATE BUS STOP REQUESTS
- All transportation plans must be scheduled and documented with the transportation department.
- Students must ride their assigned buses unless there is an emergency.
- Students will board and depart from the bus at their assigned bus stop.
- All student's transportation plans will be based on their home address unless an Alternate Bus Stop Request Form is submitted to the transportation office.
- If a student has submitted an Alternate Bus Stop Request Form, this will be their assigned bus stop until a new form has been submitted either cancelling or changing it.
- Changes to transportation plans will consider bus capacity which may not be available for additional riders.
- Please allow 3-5 school days for an Alternate Bus Stop Request to be processed. You will receive a call from the transportation office when the request has been fully processed.
- Same day/last minute transportation changes must go through the school office. They will write your student a bus pass. Bus passes are only available for emergency situations.
- Even in emergency situations, some changes may not be able to be accepted due to capacity.
- If you would like a **NEW** Alternate Bus Stop Request to be effective the first day of school, it must be submitted to the Transportation Office no later than July 15th. Any forms submitted past that date will not be processed until one week following the beginning of the school year. Parents will need to provide their own transportation to/from school until the form can be approved and processed. **Please remember all Alternate Bus Stop Requests remain in effect until they are either cancelled or changed by submitting a new form. This must be done in writing.**

Co-Parenting Request Changes

- We realize every family situation is different. We do allow transportation for co-parenting situations based on the following guidelines.
 - The school, driver, and the transportation office will not keep track of students' individual family schedules. For that reason a Co-Parenting Form will only be approved for students in the 6th-12th grade.
 - The student will be assigned to one parent's address in the AM and one parent's address in the PM. The driver will then be notified that this student is allowed to ride either route as needed to go to/from their respective parent's home.
- Co-Parenting request forms must be filled out and approved before a student will be allowed to ride to/from any address other than the legal address provided to the school. The form can be located on the CPCSC website. MENU->TRANSPORTATION->ALTERNATE BUS STOP REQUESTS

Procedure for Boarding at a Bus Stop:

- Students should be waiting at the bus stop when the school bus arrives. The school bus driver will stop and look for students, then continue on route.
- As the school bus is approaching, students should begin forming a single line and be ready to board the bus. Stand on the side walk or 10 feet away from the roadway while waiting on the bus.
- Wait to approach the bus until the bus has completely stopped and the driver has set the air brake. The air brake system will make a loud air noise when the bus is secured.
- The driver will open the door and motion for the students to load. Once on the bus, go directly to your assigned seat
- If you need to cross the street, the driver will motion you to cross when he/she verifies that it is safe to do so.
- Any area within 10 feet of a school bus is considered the “**The Danger Zone**”. Students within this area are in a place where they may not be seen.



- For the safety of your student, please be on time and **NEVER** let your student run after a missed school bus.

Riding Rules:

- Students shall be seated immediately upon entering the bus. All safety devices are required to be used, this includes lap-shoulder safety belts if installed on your student's bus. If assigned seating is used by the driver, the student must sit in his or her assigned seat.
- Students shall not stand or move from place to place while the bus is in motion.
- Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.
- Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
- Students should stay in their seat until the bus has come to a full stop and the door is opened by the driver.
- Students need permission to open windows and doors. Windows will only be opened halfway.
- Kindergarten and Preschool students will only be released from the bus in the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.
- Upon recommendation of the bus driver, school authorities may deny privileges of riding the school bus to students who refuse to conduct themselves in a courteous manner.
- The school bus driver has the same authority and responsibility as a teacher.
- Safety is the primary concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety problem.
- Students are not allowed to bring food, drinks, or chewing gum on school buses. The approval of drinks and food on long trips can be negotiated with the driver.
- Students must keep head, hands and feet inside the bus at all times.
- Smoking, vaping or the use of any tobacco product is not allowed at any time.
- Bus drivers will prepare and practice emergency unloading with the students at least two times per school year.

Video Surveillance:

- The use of video recording devices may be installed and used to assist the driver in providing for the safety and well-being of the students while on the bus.
- Video and audio surveillance data is the property of Clark-Pleasant Community School Corporation and is not available for viewing by parents, students, or community members.
- Video and audio surveillance data may be used during the discipline process.

Property Damage:

- School buses are considered school property and therefore government property.
- Riders who cause damage to school property will be responsible for repair costs and may experience school discipline action, school suspension or expulsion, loss of riding privileges, and/or legal action.

Personal Belongings:

- The following cargo is forbidden to be transported on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, or any other dangerous or objectionable materials or objects.
- Large and/or loose items are not permitted on the bus. All items must fit in a bag or case. All items must fit on the student's lap or between their feet on the floor.
- Use of technology is permitted at the driver's discretion. If the use of technology is allowed on the bus, the driver may withdraw that privilege if it is being abused.
- All belongings must be placed in a zipped bag while boarding and unloading the bus. Loose items are a safety hazard.
- The school corporation is not responsible for lost, damaged, or stolen personal belongings.
- Drivers inspect their buses at the end of each route. If an item is left on the bus, they will keep those items and return them to the student the next day. The transportation office will not radio a bus driver while they are on a route to find out if an item was left on the bus.
- Both the use of the bus radio and the station or programs which students listen to must be approved by the bus driver.
- Bus drivers may confiscate any object that has been deemed questionable and submit the item to the principal.
- Shoes must be tied. Bag and clothing strings must be tucked away.

Medication:

- ALL medication must be brought to school by a parent/guardian.
- Students in grades 9-12 may transport medication home if the nurse has signed permission.
- ALL controlled substances must be picked up by a parent/guardian. A physician's order is necessary in order for an emergency medication (e.g. EpiPen or inhaler) to be carried by a student with a life-threatening condition.

Food and Beverages:

- No hard candy or suckers are allowed to be eaten on the school bus.
- Only water is allowed on the school bus. All bottles must be spill proof.
- Individual drivers may allow riders with long rides to have certain foods.
- All riders are responsible to remove their own trash.

Parent Responsibilities:

- It is the parent's responsibility to ensure school attendance. If school bus riding privileges have been revoked, it is the responsibility of the parent to ensure the student is transported by other means.
- Know and understand transportation scheduling requirements. (see scheduling)
- No one is allowed on school buses except those who are invited. Uninvited persons who enter a bus may be guilty of criminal trespassing laws and therefore may be punished by law. Do not board a school bus for any reason unless invited to do so by the driver.
- For safety reasons, do not approach the bus doors to talk to the driver. Either speak to the driver through the driver window or wait to communicate by phone or email at a later time. For safety reasons, drivers are directed to shut the door if an adult approaches the bus and if he/she feels safety may be in question.
- Read and understand the infractions and consequences policy as well as all transportation rules. Discuss all transportation rules with you child(ren).
- Support discipline decisions by the school principal.
- Supervise travel to and from school bus stops. Parents are responsible for their child's safety while going to or from the bus stop and while waiting on the school bus.
- Supervision at the bus stops is a parent responsibility.
- Clark-Pleasant Community School Transportation will not take responsibility for or enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus or after the student has disembarked from the bus on his/her way home.
- Bus stop conflict should be handled by the parents and, if necessary, local law enforcement.
- Ensure children are out and waiting for the bus ten (10) minutes prior to their published stop time. Understand that bus drivers cannot hold traffic or delay routes while waiting on students.
- Allow ten (10) minutes from the published stop time before leaving the stop and calling the school or the transportation office. Various factors may cause a delay in bus routes.
- Ensure children are properly dressed for dark mornings and cold and/or wet weather. Be prepared for an emergency. This includes all middle school and high school students as well as younger aged students. Provide reflective clothing.
- Ensure all student belongings are securely placed in a zipped bag.
- Do not send large items on the bus. (e.g. school projects, large band instruments, and unsecured food products for parties)..
- Do not enter school bus parking lots. Use the school's designated area for picking-up and dropping-off.
- Parents will be held responsible for damage caused by their child to school property.

Discipline Process:

- Students must follow bus and safety rules to maintain bus privileges.
- Drivers will work with students to ensure safe and courteous behavior.
- If a student's behavior warrants a bus referral form, the driver will submit the form to the Transportation Office who will electronically submit it to the principal or dean of students. They will decide the discipline outcome.
- If removed from riding the bus, the student may not ride any Clark-Pleasant bus during the time of the bus suspension. This includes all extracurricular and field trips. Students who cannot ride the bus to events may not participate in events, including sporting events.

Bus Consequences:

- 1st Referral Verbal Reprimand/ Warning
- 2nd Referral Probation
- 3rd Referral One Day Suspension
- 4th Referral Three Day Suspension
- 5th Referral Five Day Suspension
- 6th Referral Suspension for Semester
- In case of suspension, the principal or designee will contact parents to notify them of the suspension and determine the date of suspension. Unless there is a vacation, the student will serve the suspension the day after the write-up. If the infraction is serious enough, the principal can determine a suspension schedule at their discretion.

Emergency Procedures:

- All drivers are trained in emergency procedures.
- All buses are assigned 4-5 student emergency helpers.
- Bus evacuation drills are conducted once each semester on school grounds.
- All students are trained in emergency procedures each school year.
- Parents: In the event of an emergency, contact the school or transportation office for direction as to where to meet your child. For your own safety, do not go to the scene of an accident.
- In the event of an emergency students will only be released to parents after proper documentation and approval by school administration.

Communication Procedures:

- Drivers may contact parents directly to relay information regarding students or the route.
- Parents may call the school office or transportation department with questions about their student or the route.
- Should conflicts arise, parents and transportation will jointly, in a civil manner, work to resolve issues.
- Threats to any school employee is considered, by law, a Class D felony. IC: 35-44-2-1
- Please allow one school day for the transportation department to return messages.