

## **CHAPTER 4: TRANSPORTATION AND PARKING**

### **Bus Transportation**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

#### Bus – General

1. Parents or other responsible designee of Pre-school children must be present in order for the student to be released. If not, the student will remain on the bus and be brought back to school at the end of the route. It will be the parent's responsibility to come to the school to pick up the student.
2. Kindergarten students must have someone visible at the bus stop in order to be release. If not, the student will remain on the bus and be brought back to school at the end of the route. It will be the parent's responsibility to come to the school to pick up the student.
3. The driver is in complete charge of the bus and may assign seats.
4. Only assigned riders may ride the bus. Drivers are not permitted to stop at places other than their own stop **unless permission is given by a school official.**
5. The same rules and regulations are to be observed on all other trips under school sponsorship.
6. Band is an integral part of our school program. Each student is responsible for their own band instrument. Instruments may not be placed in aisles or in front of the bus. Most instruments may be held by their owners or may be placed under the bus seat. Students with larger band instruments should sit near the front of the bus.
7. Any student who is disobedient or violates any of the above rules will be given a school bus incident report.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus

problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Students must be at the designated school bus stop 5 minutes prior to the scheduled bus arrival. If the student(s) are not at the bus stop at the scheduled time, the bus driver is not obligated to stop and wait.
2. Students are to stay off the road at all times while waiting for the bus.
3. Students are to be careful in approaching the place where the bus stops and not move toward the bus until the bus has been brought to a complete stop.
4. Students must not leave their seat while the bus is in motion.
5. Students are to keep hands and head inside the bus at all times and never throw anything out of the bus window.
6. Students shall be absolutely quiet when approaching a railroad crossing.
7. Students are to treat the bus with respect keeping it clean and never tampering with the bus or any of its equipment.
8. Books, packages, and clothing are to be kept out of the aisles. No animal or potentially dangerous object will be allowed on the bus, including skate boards. Please do not purchase oversized backpacks or backpacks on wheels as they do not allow for aisle clearance.
9. Students should observe safety precautions at discharge points. Where it is necessary to cross the highway, they are to proceed to a point at least 20 feet in front of the bus on the right shoulder

of the highway where traffic may be observed in both directions. They should only proceed across the road when the bus driver signals approval.

10. Parents and other drivers are cautioned to observe school buses with flashing red lights and an extended stop arm. This means that the bus is stopped to either load or unload school children. When approaching a bus with an extended stop arm and flashing red lights, drivers must stop at least 20 feet from the bus and may proceed, with caution, when the signals are stopped.

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operations of the bus and/or its occupants.
7. Should a bus driver have to pull off the side of the road to overcome a discipline problem, such students causing such problems shall, be suspended from riding the bus for a period not to exceed ten (10) consecutive days.
8. Any student who has been suspended from the bus for misbehavior during the current school year will need authorization from Transportation Director to be allowed to utilize bus transportation for field trips.

Video and audio cameras may be active on busses to record student conduct and may be

used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Cyndie Erckfritz at 815-648-2442 \*523.

### **Parking—Middle/High School**

High school students who register their vehicles with the office may park their vehicles in the lot located at the northwest corner of McKinley and St. Albans. Vehicles must be parked properly and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked in such a way that blocks in other vehicles may be towed at the discretion of the school and at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots located at the corner of McKinley and Illinois and the parking spaces located directly behind the school are designated for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be towed at the discretion of administration. Students may not drive their cars to the elementary school after school hours to park for practice or for games.

Students are not allowed to enter their vehicles or leave the school grounds in their vehicles without permission from the office. Students are responsible for their vehicles. We recommend vehicles be locked at all times. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of

value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes along McKinley Ave. directly in front of the building at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

### **Parking—Elementary School**

For the safety of our children, please be aware of the students entering and exiting the building at all times. The elementary parking lot has a drop-off/pick-up lane to improve student safety. It is essential that all drivers use this lane correctly.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

An intergovernmental agreement exists between the Alden-Hebron District 19 Board of Education and the Hebron Police Department. Tickets may be issued for parking or traffic violations.