

EL DORADO SCHOOL DISTRICT

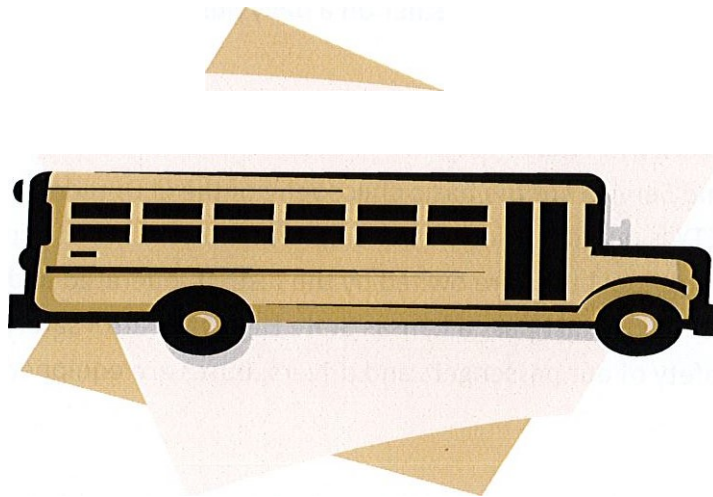
USD 490

TRANSPORTATION

HANDBOOK

FOR

PARENTS & STUDENTS



USD 490 Transportation Department

1518 W. 6<sup>th</sup>

El Dorado, KS 67042

(316) 322-4804

**USD 490 will not be transporting students under 1 mile from their residence school per Board approval starting August 10, 2022, for the 2022-2023 school year.**

THE CAREFREE DAYS OF SUMMER...

Have given way to school days, and it's time to teach important safety guidelines to our children. That's the purpose of this booklet — to provide you with information about El Dorado School District — USD 490 student transportation.

Nationwide almost 23,500,000 students ride the school bus daily. In our school district, more than 400 students ride a daily bus route. Many other students ride school buses for activities and field trips. The El Dorado School District is committed to providing safe transportation for all of these students. But, we need your help! Reading this booklet carefully and discussing it with your children is an important step in that direction.

Keep this guideline handy for future reference. The help of parents in promoting compliance with school bus rules greatly helps our drivers in maintaining a safe and orderly environment while your children are traveling in a school vehicle. Our transportation rules apply to all students who ride in a school vehicle, whether on a daily bus route or when traveling with a class on a field trip.

OUR COMMITMENT: SAFETY FIRST

SAFETY, Efficiency, and Service are the basic philosophy of the El Dorado School District Transportation. SAFETY is our first priority. Our commitment to safety begins with our equipment. El Dorado school buses are owned by the district, operated and maintained by district personnel. Each bus must pass a Kansas State Highway Patrol safety inspection annually. To further ensure the safety of our passengers and drivers, buses are equipped with two-way radios.

SAFETY is a priority for our drivers, too. All El Dorado School District drivers meet all state and district certification requirements, which include:

- Current CDL B driver license ● Biennial physical examination
- First Aid/CPR Course
- Defensive Driving Course
- Driver training program (which includes behind the wheel training before transporting students)

- Annual checks through Federal and State driver's license clearinghouse
- Federally mandated drug and alcohol testing

#### ROUTES AND DESIGNATED STOPS

Our commitment to SAFETY also extends to our passengers. Our bus schedule is an important part of safety. It is VERY important that your children be at the school bus stop on time every day to keep our buses on schedule. We don't want your children to wait any longer than necessary for the bus. That is one of the reasons we cannot stop at every house, wait for students, or adjust our pickup schedule to meet the schedule of individual families. Your help in complying with the pick-up times is appreciated.

Designated bus stops are established by the El Dorado School District Transportation Department. Taking into consideration various factors including safety, distance, and efficiency.

For Elementary, EHS and EMS; SPED, Pre-K, Early Childhood and Country routes, please call the Bus Barn, 316-322-4804, to make arrangements for transportation. Designated bus stops will be offered for EHS and EMS. Both EHS and EMS bus stops are different. See correct list.

#### CALLING THE TRANSPORTATION DEPARTMENT

It is only necessary to call the transportation department for students who are not riding if it is at a home where we would normally make an individual stop.

The Transportation Department phone number is 316-322-4804. If you need to reach us, please call after 6:00 am and before 4:00 pm. Be prepared to give your child's name, address, and the school your child attends. Please do not have the student call. Please learn your child's route number and the name of the driver who transports your child.

#### BUS CONDUCT NOTICES

Time on the bus is part of the school day, and the rules of conduct which apply to the classroom also apply to the school bus. For this reason, the Transportation Department has the responsibility of working with the parent(s), student, bus driver and principal in matters pertaining to student's behavior on the bus.

In the event a student does not adhere to the El Dorado School District transportation regulations, a "Bus Conduct Report" may be given to the student's Principal. Behavior that endangers the safety of other riders, or excessive misconduct citations shall be grounds for long term or permanent suspension of bus riding privileges.

Safety is our number one priority and if a child is not acting safe or acting safely, a bus conduct form will be filled out so the matter can be looked into.

We appreciate your cooperation and support toward the safe operation of the student transportation program.

Only students assigned to a bus route are permitted to ride a school bus to school or from school.

1. In order for a student to ride a bus route they must be assigned to that specific route/bus by the transportation office.
2. No notes from parents or teachers will be accepted as a formal request. The request needs to be made from the parent/guardian or school Principal to the Transportation department before 1:00pm for the day of requested change.

#### PRESCHOOL, KINDERGARTEN & OTHER FIRST TIME RIDERS

Young riders are special in several ways. The younger the child, the more responsibility and care adults in charge must provide. Please be sure these first-time riders understand bus rules and the importance of following them. They should understand that they can be hurt by the bus or by other traffic unless they are careful. The ideal situation is for the youngster to have a healthy respect for the big yellow bus without being fearful of the bus.

Remember that young riders need to be reminded of the rules and praised for practicing safe ridership. Even at a young age, students should be taught to assume responsibility for their safety. No matter how careful and conscientious a bus driver is, there are times, when the child is outside the bus, the driver simply cannot protect the child from harm. Help your children develop the habit of checking traffic for themselves after getting the signal to cross from the driver.

If your child is new to the district or for some reason has not ridden our buses before, be sure you take time to go over the rules of safety with the child before that first ride on the bus.

#### PRESCHOOL & SPECIAL EDUCATION RIDERS

For the safety of your child, a responsible adult is required to be present to receive preschool children and special education students delivered from school. If no one is present, the driver will finish the route then return the child to school. The parent/guardian or childcare provider will then be responsible to pick up the child from school.

#### DESIGNATED PERMANENT PICK-UP AND DROP-OFF ADDRESSES

Each student must have a designated pick-up address and a designated drop off address that is consistent daily. The pick-up and drop-off address may be different from each other, but each must remain constant. These addresses shall be declared during enrollment.

#### CHANGING PERMANENT PICK-UP OR DROP-OFF LOCATION

A permanent change may be made in a student's designated pick-up or drop-off address by contacting the Transportation Office at least three (3) days in advance of the change. A Bus Transportation Request form must be signed by a parent or guardian and will be kept on file in the Transportation Office.

#### MORE SAFETY PRECAUTIONS

For your child's safety, the following rules must be observed.

- Once a student gets on the bus, release can only be authorized by the school administrator (or designee).
- Never attempt to flag down the bus. when-it-is-in-route.
- Students cannot be released along the route. This is a hazardous practice for the students, the bus, and other traffic.
- It is extremely unsafe for a student to approach the bus from the back or side of the bus.

#### EMERGENCY BUS EVACUATION DRILLS

Two evacuation drills are held each year at the direction of the bus driver and under the supervision of the Transportation Supervisor. The purpose is to prepare the student to recognize conditions that warrant evacuation, to know correct procedures for each type of evacuation, and to teach students to initiate and complete an evacuation without driver supervision if required. Drivers appoint leaders and helpers to instruct all students in overall procedures. A leader takes the evacuated students away from the bus while helpers remain at the doors assisting other students from the bus until all are evacuated.

The most important thing for students to remember in an emergency is to stay calm. Students should never run. Other actions to remember in an emergency are to leave loose items (lunch boxes, books, etc.), to assist smaller children, and listen to and obey the driver.

#### INCLEMENT WEATHER

If there is enough snow or adverse weather that you question whether or not school will be in session, please monitor your telephone, television or radio. The Superintendent will determine if school is to be cancelled after checking roads and weather conditions and consulting with other school officials. A school message on the emergency notification system

will be sent and media will be notified when school is being cancelled for the day. Please make certain your phone number is kept up-to-date with the school so that you may receive these messages in a timely manner.

Please do not call USD 490 Transportation Department to inquire if school will be in session. Listen to a local TV or radio station or check your phone for a school message. We will have school unless you hear otherwise on School Messenger or area radio/TV stations:

Every day that school is in session, we will attempt to pick up all students. However, we cannot guarantee the bus will be able to come by every house. Some roads may be blocked by snow drifts, or water, preventing the bus from passing. If El Dorado USD 490 is closed due to weather, no transportation is provided to any out-of-district special education, or extracurricular/activity programs.

#### EL DORADO USD 490 SCHOOL BUS RULES AND BEHAVIOR EXPECTATIONS

For the safety of our passengers, El Dorado School District outlines bus rules and regulations that must be followed by all students who ride school buses. The rules apply anytime the pupil is riding a school bus (regular routes, activity, or field trips). On activity or field trips, pupils must follow directions of the teacher or chaperone appointed by the school.

#### USD 490 Bus Behavior Expectations

The following bus behavior expectations are presented here as defined by the Kansas Department of Transportation and USD 490. Parents are expected to review these rules with their child. As with any list of expectations, it is not possible to anticipate every type of misbehavior that occurs on buses or at bus stops. These expectations presented here are intended as a guide for students, parents, teachers and administrators to help ensure basic standards of conduct.

- Be Prompt and Prepared
  - Be on time for bus.
  - Have all materials needed for school.
  - Wait for bus in proper places.
- Respect Authority
  - Treat the bus driver and bus aide with respect.
  - Follow directions promptly.
  - The bus driver is in charge.
- Respect the Rights of Others
  - Be polite.
  - Keep hands and feet to oneself.
  - Keep voice at an appropriate level.
  - No negative comments, threats, harassment, or inappropriate language
- Treat Bus with Respect

- Ask driver permission to consume drinks and food.
- Tampering with or vandalizing the bus is not allowed.
- Animals and insects are not allowed.
  
- Display a Concern for Safety
  - Remain seated while the bus is moving.
  - Keep all body parts inside the bus.
  - Wait for the bus in a safe and orderly manner.
  - Allow driver to concentrate on driving.
  - Students will not open or close doors except in an emergency.
  - Glass containers are not allowed.
  - Keep aisles, doors and emergency exits clear.
  - Buses are equipped with video cameras.
- Follow USD 490 Policy Concerning Illegal Substances and Weapons.

### [BUS TRANSPORTATION REQUEST FORM](#)

Please contact the Bus Barn at 316-322-4804 for bus route information.

***PENALTY: Pupils may at any time be denied the privilege of riding the school bus because of disorderly conduct, refusal to obey bus rules, or failure to follow the driver's or bus aide's instruction.***

Bus rules and regulations for El Dorado School District passengers are:

1. The bus driver and bus aide are in charge of all passengers while they are riding, loading or unloading from the bus.
2. Any act which may endanger the safety of others may be cause for temporary or permanent suspension of bus riding privileges.
3. Prior to loading:
  - Pupils must be on time.
  - Be outside at the stop. In extreme weather pupils may wait inside, but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy.
4. At the bus stop:
  - Bus riders shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus, and boarding the bus.
  - Walk on the far left-hand side of the road facing traffic when going to the bus stop.

- Never stand in the roadway.
  - Stand single file in an orderly manner while waiting for the bus.
  - If you must cross the street to board the bus, do so only after directed to do so by the bus driver and after you have looked both ways before you enter or cross the street.
  - Wait until the bus comes to a complete stop, the red safety lights are flashing, and the doors are fully opened before attempting to enter the bus.
  - The bus will stop at least ten (10) feet away from the closest student.
5. When boarding the bus, go quickly and quietly to assigned seat, no one is to sit in the seats behind the wheel well or in the last two (2) seats unless necessary, face forward in the seat at all times, keep your feet on the floor and back to back and bottom to bottom.
  6. While on the bus:
    - Obey the driver and aide promptly and courteously.
    - In the interest of safety, only low conversational volume levels are acceptable.
    - Unnecessary conversation with the driver is prohibited while the bus is moving.
  7. Keep arms, head and all parts of the body inside the bus at all times.
  8. Assist in keeping the bus clean and free from trash.
  9. Treat the bus equipment with respect.
    - Damage to seats, or any other part of the bus, must be paid for by the offender(s).
    - Any damage to the bus is to be reported at once to the driver or aide.
  10. Pupils shall not tamper with the controls or equipment on the bus.
  11. No throwing of any object(s) on the bus or out the windows.
  12. Keep books, packages, coats, feet and all other objects out of the aisle.
    - All musical instruments and other personal items must be taken by the student to the seat.
    - If these items are too large for the student to hold without depriving another student of their seat, then the student must ask the driver for assistance in placing the item in the cargo area.
    - Students are responsible for their belongings. Items left on the bus may be retrieved from the Transportation Office during office hours the following day.
  13. Pupils are to remain seated while the bus is in motion.
  14. Absolute silence is necessary at railroad crossings.



- Drivers may also ask for silence from passengers when they are faced with adverse driving conditions, such as snow and ice or if behavioral issues persist.
15. No glass containers, balloons, animals, pets, skate boards, or weapons are allowed on the bus.
  16. Use of any tobacco product or device, possession of alcohol, or illegal drugs, swearing, use of obscene language, unacceptable signs, harassment, and moral offenses are prohibited.
  17. Eating and/or drinking while on the bus is a privilege ~~an unsafe practice and is prohibited without express permission of the driver~~. Just as any privilege it can be revoked if excessive amounts of food/drink are spilled and or left on the floors or seats. Popcorn, candy on sticks and sunflower seeds are never allowed.
  18. All handheld electronic devices such as cell phones, laptops, iPads, or any device that plays music, games or video must be used with headphones (ear buds) or have the sound turned off. All cell phones and devices that illuminate light must be kept below the seat level. Laser pointers are prohibited. All video recording on the bus is prohibited.
  19. After leaving the bus:
    - Never cross behind the bus. If you have to cross the street after de-boarding, walk along the side of the road toward the front of the bus, until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk, checking traffic in both directions, before crossing the other lanes of traffic.
    - Remain off the roadway until the bus pulls away. If your child checks the mailbox, this should not be done until after the bus pulls away.
    - Never return to the bus for any reason after de-boarding.
  20. We recommend that students have a book bag or sport bag in which to carry all loose items such as paper, books, shoes, etc. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped items under the bus.
  21. Preschoolers who wait for brothers or sisters should stay well away from the street and never go near the bus at any time.

TRANSPORTATION DEPARTMENT TELEPHONE NUMBERS

James Scott, Transportation Director	316-322-4804
Dispatch	316-322-4804

USD 490 DISTRICT OFFICE

Kathy Robertson, Executive Director of Fiscal & Support Services	316-322-4800
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Please record the following information about the school bus(es) your children ride:

Route Number \_\_\_\_\_

Driver's Name \_\_\_\_\_

We hope the information we have provided is helpful and informative for you and your children.

Please keep this information handy for future reference.

If we can answer questions or be of assistance to you, please call us.

We're here to help!