



Shelbyville Central Schools

Transportation

Guidelines For Families

Transportation Guidelines for Families Contents

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Dear SCS Families,

I hope you find the information outlined in this guideline to be helpful. In advance, please know that we view transportation as a partnership between home and school and welcome communication and feedback from families.

According to the NHTSA, school buses are the safest vehicles on the road. Students are about 70 times more likely to get to school safely when taking a bus instead of traveling by car. That's because school buses are heavily regulated and constructed to be safer than passenger vehicles in preventing crashes and injuries. School buses are also highly visible and include safety features such as flashing red lights, cross-view mirrors, and stop-sign arms. Protective seating, high crush standards and rollover protection are also standard features. Moreover, laws protect students by making it illegal for drivers to pass a school bus while dropping off or picking up passengers, regardless of direction and approach. But vehicle equipment and safety features are only part of what it takes to get students to and from school safely. Maintaining open communication, developing relationships with students, and building trust with families are also essential. We ask that you join us in conveying these three basic expectations to our students: BE KIND, BE ON TIME, AND BE SAFE!

School bus transportation is a service made available to all SCS students. We will make every effort to assign bus stops in areas that are efficient, accessible, and safe. Stops may be adjusted throughout the year to accommodate the construction of new roads, new subdivisions, and changing bus capacities. Additionally, it is essential that students be at designated pick-up points at least ten (10) minutes prior to the published pick up time. Please remember that bus times may vary depending on studentship, weather, and traffic.

In short, our unyielding commitment to our community is to put the safest vehicles and drivers on the road each and every day, and we invite you to contact our office if you have questions or suggestions as to how we can make improvements.

We are looking forward to a great year!

Respectfully,

Carrie Glisson

Director of Transportation

General Rules

All school bus rules, policies and guidelines will be enforced to assure the driver maintains a safe and orderly environment for the benefit of all students. A distracted driver is an unsafe driver.

Eligibility

School bus transportation is provided to all students who live within the Shelbyville Central Schools boundaries. Students living out of the district are not eligible for bus transportation.

Transportation Change Requests

SCS policy allows for one consistent pick-up and one consistent drop-off location for all students. We provide transportation service from a student's residence; or an approved alternate location including a child care location, the Boys and Girls Club, Girls Inc., and AYS (at Hendricks Elementary School). After initial registration, all transportation changes must be requested in writing on the Transportation Change Form located at your student's school. Please allow 3 business days for the change to be processed.

Students must ride their assigned bus only. Due to safety and school bus capacity issues, we do not allow students to ride home with friends or to other locations. This includes short term requests while parents go on vacation. Parents can request an exception from the Director of Transportation by submitting their request in writing through the email transportation@shelbycs.org. Accommodations are made for students affected by split custody divorce decrees.

Safe Boarding Procedures

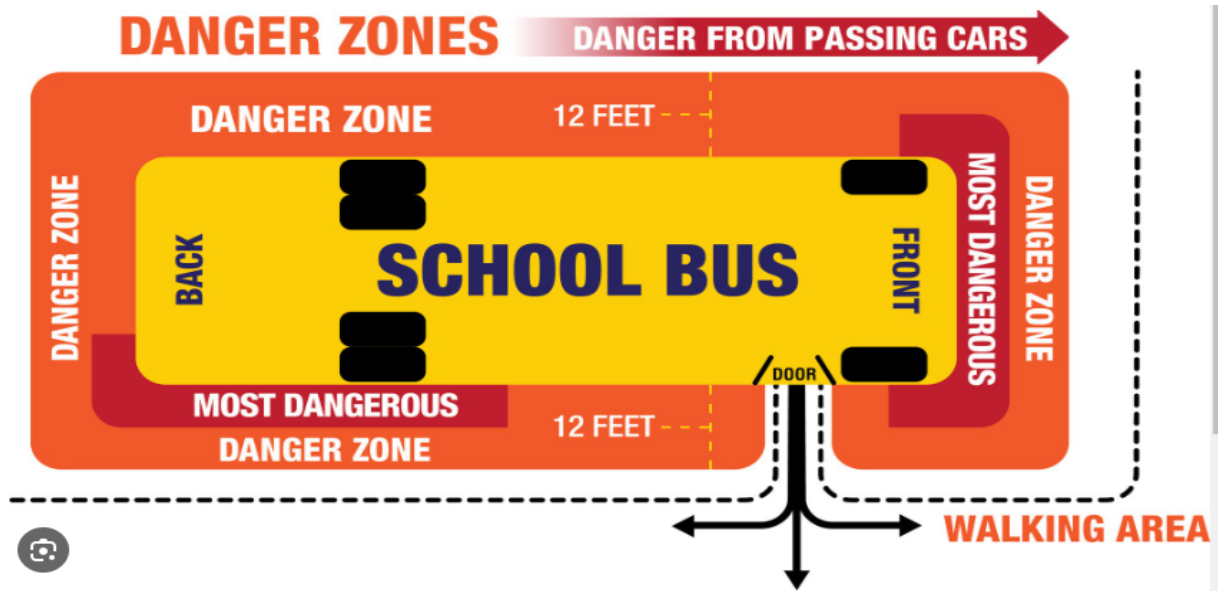
As the school bus is approaching, students should remain at least 12 feet away from the roadway while waiting for the bus to come to a complete stop.

Students should wait to approach the bus until the driver has motioned for them to board. If students must cross the street, the driver will motion for students to cross when s/he verifies that it is safe to do so. Students must wait for the driver's signal.

Once on the bus, students should report to their assigned seat and remain seated while the bus is in motion. If the bus is equipped with seat belts, students **MUST** buckle up and wear the seat belt until arriving at their destination.

All Kindergarten and Preschool students must be accompanied to and from the bus stop by a parent, guardian, approved sibling, or designated adult. If an approved escort is not present at the bus stop in the afternoon, the student will be returned to their school.

Any area within 12' of a school bus (front to back and side to side) is considered the "The Danger Zone". Students within this area are potentially in a driver's blind spot.



In order to assure students do not miss the morning bus, please have them waiting at the assigned bus stop at least 10 minutes before the scheduled pick up time. Students should not be waiting inside their homes or on their front porch.

It is important that students follow the driver's instructions at all times.

Student Safety

Students shall be seated in their assigned seats immediately upon entering the bus. Lap-shoulder safety belts must be worn until arriving at their destination. Students must remain seated while the bus is in motion.

Inappropriate conduct, verbal abuse, or other behaviors that jeopardizes the safety and wellbeing of those on the bus will not be tolerated.

Windows must remain closed unless permitted by the driver. If allowed, windows should only be lowered to half way.

Kindergarten and Preschool students must be accompanied to and from the bus stop by a parent, guardian, approved sibling, or designated adult. If an approved escort is not present at the bus stop in the afternoon, the student will be returned to their school.

Students must behave in a courteous and respectful manner toward the school bus driver and others on the school bus. Failure to do so may result in disciplinary action and or suspension from the school bus.

The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation. Objects that cannot be held on a student's lap are not permitted. Examples include large musical instruments, science fair and other types of projects, large athletic equipment bags, etc.

Students must keep their head, hands and feet inside the bus at all times.

Video Surveillance

Video surveillance devices are installed on SCS school buses. Their primary purpose is to assist drivers in providing the safest environment possible for all students.

Surveillance video is the property of Shelbyville Central Schools and may be used when investigating accidents, student behavior and stop arm violations.

Property Damage

School buses are school property and students who damage any part of the school bus, will be responsible for paying for repairs. They may also be subject to disciplinary action.

Personal Belongings/Lost Items

The following items are prohibited on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, or any other dangerous or prohibited items that violate school board policy. School bus drivers are authorized to confiscate any item that is not allowed on the school bus. The item will be turned over to the school principal.

Use of technology is permitted as long as it does not cause a distraction to the driver or others. The school corporation is not responsible for lost, damaged, or stolen personal belongings.

School buses are inspected at the conclusion of each route. If an item is left on the bus, drivers will keep that item and return it to the student the next day.

Food and Beverages

Students are not permitted to eat or drink, with the exception of water, while riding a school bus. Food allergies and maintaining cleanliness of the bus are the two critical reasons. Any exceptions regarding food and drink will be at the discretion of the school bus driver. All empty containers must be placed into the trash container.

Safety Requests for Parents and Guardians

Be certain that your student is present at their assigned bus stop at least 10 minutes prior to the scheduled pick up time. Students should not be waiting inside the house or on the front porch. A sub driver will only be looking for students at the assigned stop location and will not see your student.

Assist your student in developing safe habits when walking to and from the bus stop. Encourage your student to obey all traffic rules, signs, and signals.

Help your student understand that riding a school bus is a privilege.

For safety reasons, adults should not board the school bus. Boarding the bus without the driver's permission may result in trespassing charges. You may speak to the driver from outside the service door, or use the driver side window. You can also make arrangements to speak with the driver later in the day.

Refrain from sending items to the bus stop with your student that are too large or heavy to safely fit on their lap.

Student Expectations

The school bus driver is responsible for the safety and security of all students on their school bus. It is essential that students adhere to the school bus safety rules at all times. Students are expected to follow the same rules and expectations as they would while in school.

School bus drivers will work with students to ensure safe and courteous behavior. If the student continues with poor behavior, a school bus conduct form will be completed by the driver and submitted to the student's principal for corrective action.

Emergency Procedures

All transportation staff members are trained to handle emergency situations.

Drivers are expected to assign student helpers to assist in emergency evacuations. School bus evacuation drills are conducted during the school year to ensure students know the safe way to evacuate their school bus.

In the event of an emergency, (Parents) please contact your student's school office for information as to where you can pick up your student. For your own safety, please do not go to the scene of an accident. Students will be released to parents after required documentation has been completed and administration has authorized the students to be released.

Communication

Parents and students are encouraged to contact the school bus driver, the Transportation Department, or their school with questions or concerns. Similarly, school bus drivers are instructed to contact and work with parents to resolve conflicts or areas of concern. Should a situation arise, parents and transportation administration will work jointly to resolve any issues.

You can reach the Transportation Department by email at transportation@shelbycs.org, or by telephone at 317-392-2505 ext. 1257.