



ANDERSON DISTRICT 3

Kathy D. Hipp, Superintendent

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Parent/Student Transportation Guide 2023 - 2024

The Anderson School District Three Transportation Department has provided the following district guidelines and procedures related to the bus routes and bus stops. Our primary goal is the safe transportation of students to and from school.

Transportation Guidelines

Bus routes are created to achieve maximum safety of operation with maximum economy within the limitations of rules and regulations governing transportation.

1. Bus routes will not be extended or stops scheduled unless an eligible student would otherwise be required to walk in excess of 3 tenths of a mile; exceptions are cul-de-sacs, no-through streets, and private property. This provision shall be used to reduce excess time and miles traveled whenever possible and practical.
2. Please remember we live in a rural area which requires longer bus routes. Routes are planned to keep individual riding distance and time to a practical minimum. One hour and thirty minutes should be considered as the maximum riding time for a student going to or from school. The above time limitations are goals and will be implemented to the extent possible.
3. In establishing bus schedules, the objective is to arrange for buses to arrive at school no later than ten to fifteen (10-15) minutes before the beginning of classes. However, when taking students home, our buses may pick up at several schools. Therefore, the actual departure from the last school picked up may be as much as 30 minutes beyond the scheduled end of day.
4. Buses are routed to follow state and federal laws, which state stops must be at least 2 tenths of a mile apart. This provision may be altered in extreme safety situations. Routes are audited by the State Department at random times during the year. Once a route is audited, and if problems are found (stops too close or traveling roads and streets that are not within the 3 tenths guideline), the route may be subject to change.
5. All pertinent rules and regulations of the State of South Carolina and its agencies are followed in planning routes, determining stops, and reflecting the budget, etc.

Transportation Procedures

South Carolina State law has a significant impact on our operating procedures. These regulations include distance requirements that are intended to ensure that buses operate in a safe manner and can be easily

seen by approaching motorists. The two fundamental criteria used in determining bus routes and stops are safety and efficiency of scheduling.

1. Safety of routes and stops

- a. State laws related to school bus transportation must be met.
- b. Consistent pick-up and drop-off locations are desired, however, they may be different on morning and afternoon routes.
- c. Bus stops will be permanent whenever practical, allowing the public to become familiar with stop locations.
- d. **A designated person** must be visible to the driver at the stop for **Kindergarten, 1st, 2nd, and 3rd grade** students. If no one is visible at the stop, your child will be taken back to school or the Transportation Office until we locate you or someone to supervise this age child. **You are responsible for keeping your child's information updated for emergency purposes:** phone number, correct address for pick-up/drop-off, the person(s) that is allowed to get your child off the bus at the stop, or any custodial issues. Please be sure to instruct your child on what to do if they get off the bus and no one is home. Please keep the driver and transportation department updated on any changes.
- e. **Parents are responsible for the child's safety at the bus stop until the child is on the first step on the bus and as soon as the child steps off the bus.**
- f. Parents need to have their children at the bus stop 5 to 10 minutes before the bus arrives.
- g. **Parents are not to approach the bus nor step on the bus.**

State Law Section 59-67-245 INTERFERENCE WITH OPERATION OF SCHOOL BUS PENALTIES - No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the powers and duties of daily constituted authorities.

If you have any problems or concerns, please contact the Bus Office at (864) 352-3200.

2. Efficiency of Routes

- a. Roads need to be in good operating condition.
- b. Provide a location for change of bus direction with no backing.
- c. Be kept clear of vehicles and other obstructions that would prevent safe travel of school buses. (Example: limbs/trees, basketball goals, etc...)

School Bus Incident Reports

School Bus Incident Reports are sent home to inform parents of a disciplinary incident involving your student. Inappropriate student behavior may jeopardize safety and well-being of other students on the bus. Policies for misconduct will be discussed at the various schools by administrators. **Serious misconduct could result in an immediate suspension of riding privileges.**

****Surveillance Notice****

Your child's bus is equipped with video and audio surveillance cameras. Certain situations may arise where a parent or guardian would want to review the video recorded on a bus. This procedure would begin by the parent going to <https://www.acsd3.org/page/transportation> and completing the online Bus Video Request Form. You will be contacted within 5 business days to discuss your application and next steps. If the video can be viewed by the parent or guardian, the district will work with the family to set up an appointment to view the video. Again, you will only be allowed to see footage of your child.

Transporting Instruments and other objects

The school bus is not to be used for transporting freight, band instruments (larger than an alto sax), goods, or merchandise. Any items carried on a school bus must be of such size that they can be transported in a student's lap. This is necessary to ensure that all items are kept under the control of the student at all times in case of an accident or an emergency.

Glass objects, skateboards, animals, cakes/cupcakes, and party supplies are not allowed. Parents will be responsible for transporting students with science projects, food or drinks other than the students' lunch. (Example: Cupcakes for birthdays.)

Students are allowed to use electronic devices on the bus as long as it is not a distraction to the driver. However, recording/videoing other students is not allowed. **Students are not to be making phone calls to anyone while on the bus.** Earbuds/headphones are required to be worn when listening to music.

Parents' Responsibility

- Make sure you know your children's bus number and stop location.
- Review the bus rules with your children.
 - Be visible for the driver to see when your K4 - 3rd grade child arrives at the bus stop.
- If your elementary child is going home with a friend, it is very important that the driver receives a note from each student stating who the child is going home with and where the child is to be transported. **Also, the notes have to be signed by the school administration.**

This is only allowed with Elementary students if space is available on the bus. Middle and High School students are not allowed to ride the bus home with other students.

List of Some Possible Misbehavior Offenses While On the Bus or At the Bus Stop

Level 1 - Disorderly Conduct

Disorderly conduct is any activity in which a student engages that tends to impede orderly bus procedures or the orderly operation of the school bus. The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity 2 or more times. Acts of disorderly conduct include:

Level 1 Offenses:

- Eating, drinking, throwing food, or leaving food on the bus (Littering)
- Blocking the aisle or any exit of the bus
- Causing a delay in the bus route by not being prepared to board the bus at the assigned stop (Students are required to be at the bus stop 5 to 10 minutes before the bus arrives)

Consequences for Level 1 offenses may result in punishment up to bus suspension.

Any other offenses deemed level by Administration

Level 2 - Disruptive Conduct

Disruptive conduct is any activity in which a student engages directly against persons or property and the consequence of which tends to endanger the health or safety of his/herself or others on the bus.

Level 2 Offenses:

- Unnecessary noise/excessive noise. (Example: singing, clapping, stomping, yelling)
- Being disobedient or disrespectful to the driver
- Unacceptable language or gestures
- Standing or sitting improperly while the bus is moving
- Having hands, arms, head, etc. out the bus windows or doors

- Throwing objects of any type in or out of the bus

- Hitting, pushing, tripping or general horseplay
Unacceptable use of a cell phone
- Fighting with another student
- Improper boarding or departure procedures
- Destruction of property (Examples: cutting seats, defacing seats, writing on seats, or any other acts of vandalism on the bus) **The cost of repair or cleanup will be paid for by the student performing the act or his/her parents/guardians.**
- Refusing to sit in the assigned seat
- Refusing to obey the bus driver
- Spitting on other students, driver, or on the bus
- Riding the incorrect bus without proper permission or riding the bus while on suspension.
- Taking items out of their book bag that could be dangerous in an accident
(Example: pencils, scissors, etc.)
- Any activity that violates safety procedures or interferes with the safe and orderly operation of the school bus while riding or exiting the bus

Consequences for Level 2 offenses may range from a 2 day minimum bus suspension to expulsion from the bus.

Any other offenses deemed level by Administration

Level 3 - Criminal Conduct:

Criminal conduct is those activities in which students engage that result in violence to themselves or to another person's or property or which pose a direct and serious threat to the safety of themselves or others in the school or on the bus.

Level 3 Offenses:

- Assault and Battery
- Possession and/or use of weapons or other dangerous materials

- Lighting matches or lighters, smoking or possession of tobacco, use of electronic smoking devices
- Use of alcohol or drugs on the bus or at the bus stop
- Sexual offenses
- Vandalism
- Theft, possession or sale of stolen property
- Furnishing or selling unauthorized substances, as defined by board policy
- Distribution, sale, purchase, manufacture or unlawful possession of a controlled substance
- Threats toward the bus driver or other students.
- Physically interfering with the bus driver while he/she is operating the bus
- Indecent exposure or behavior to students on, around, or outside the bus
- Tampering with bus equipment or opening the emergency doors or windows

Consequences for Level 3 offenses may range from 3 day minimum bus suspension to possible expulsion and/or Law Enforcement Involvement

Any other offenses deemed level by Administration