STUDENT TRANSPORTATION HANDBOOK
2018-2019

AUGUST 2018

Unified School District # 410
Hillsboro-Durham-Lehigh

416 S. Date Street
HILLSBORO, KANSAS

Karen Goossen, Transportation Coordinator

Office Phone – (620) 947-3184
Cell Phone – (620) 877-0502
Riding / Not Riding Calls – (620) 877-0502
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TRANSPORTATION INFORMATION

Transportation is provided by Unified School District #410 to all students living outside the city limits of Hillsboro.

U.S.D. #410 covers 232 square miles with an approximate enrollment of 570 students. About 40% of these students are transported in school owned vehicles.

U.S.D. #410 owns 32 buses and vans, has approximately 7 daily routes traveling approximately 1235 miles per day, or 197,681 miles per year. This total includes buses and vans that travel on activity trips. (Miles based on 2017-2018 school year.)

BUS PROCEDURES

A. Bus Safety Rules.
   1. Be courteous, do not use profane language.
   2. Do not eat or drink on regular routes.
   3. Keep the bus clean.
   4. Co-operate with the driver.
   5. Do not tamper with or damage the bus, or the equipment.
   6. Stay in your seat. Keep head, hands and feet inside the bus and to yourself.
   7. Do not fight, push or shove.
   8. Do not bring pets on the bus.
   9. Tobacco, firearms/weapons will not be allowed on the bus.
  10. The bus driver is authorized to assign seats.

B. Bus Conduct Report

No driver can be expected to be a safe driver when riders who misbehave take attention from the road. So that parents may know when drivers are having problems a Bus Conduct report will be sent to the parents. For certain types of behavior, a student may lose bus-riding privileges for the first offense.

A copy of the report is below:

<table>
<thead>
<tr>
<th>BUS CONDUCT REPORT</th>
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<tbody>
<tr>
<td>HILLSBORO USD #410</td>
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<table>
<thead>
<tr>
<th>STUDENT'S NAME</th>
<th>GRADE</th>
<th>DATE OF INCIDENT</th>
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<tbody>
<tr>
<td>BUS NO.</td>
<td>A.M.</td>
<td>P.M.</td>
</tr>
<tr>
<td>DRIVER'S NAME</td>
<td></td>
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</tbody>
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NOTICE TO PARENTS
1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

DRIVER'S REPORT
- VIOLATION OF SAFETY PROCEDURES
- DESTRUCTION OF PROPERTY
- FIGHTING - PUNCHING - TRIPPING
- SMOKING
- EXCESSIVE MISCHIEF
- EATING - DRINKING - LITTERING
- RUDE - DISCOURTEOUS - ANNOYING
- UNACCEPTABLE LANGUAGE

PRELIMINARY ACTION:
- CHECKED STUDENT'S FOLDER
- HELD CONFERENCE WITH STUDENT
- SENT PREVIOUS REPORT HOME
- TELEPHONED PARENT

PRESENT ACTION AND RECOMMENDATIONS:
- STUDENT REGRETS INCIDENT, COOPERATIVE
- RECURRING INCIDENTS WILL BE REPORTED
- STUDENT DENIED BUS PRIVILEGE UNTIL
- STUDENT PLACED ON PROBATION
- STUDENT SUSPENDED
Safety Precaution: Hand rails, doors, etc. can be dangerous in relation to drawstrings on clothing. Please take into consideration the type of clothing, bags, etc. you purchase for your children. Drawstrings with large knots or accessories at the end do get caught quite easily.

C. Video Cameras
Some of our buses are equipped with video cameras. From time to time your child’s behavior will be monitored while riding the bus by these cameras.

D. Loading Docks
(1) Regular Route Guidelines
1. Morning routes are not designed for students to be late. Be on time. When the weather permits be outside at the road waiting for the bus.
2. Stay off the road while waiting for the bus. Stand at least 20 feet away from the bus stop.
3. Pupils are to remain seated facing forward while the bus is in motion.
4. When loading or when leaving a bus, pupils must observe the directions of the driver. Students crossing the road are to walk at least 10 feet in front of the bus after making sure the roadway is clear.
5. In cold weather, riders must bring adequate clothing to cope with emergencies.

(2) Elementary Loading & Unloading
Elementary bus students will be unloading in the morning, and loaded in the evening in the circle drive. Parents who are picking up and dropping off students at the elementary school should do so in the drive along the east side of the building. Students should be picked up from the curb next to the building. They should not cross in front of cars to get to the vehicle they are to ride in. Parents please be patient and wait until you can drive up next to the curb.

(3) H.H.S. & H.M.S.
The buses will load and unload on "A" Street near the Robert C. Brown Gymnasium.

(4) Hillsboro Elementary Pre-School
Students will load and unload in the circle drive.

E. Pre-K Routes
Pre-K routes are provided for rural students who need to be bused home.

F. Bad Weather Conditions & Crossing the Road
We have some stops along Highways 56 & 15 where at one time or another children need to cross the highway. These heavy traffic conditions can create hazardous situations, especially when the weather is bad. To try to help these situations parents should instruct their children to listen very carefully to the driver’s instructions. If you have small children perhaps you will want to accompany them to the bus stop to make sure they board the bus safely. This would be wise at least until the child is well acquainted with the correct procedure.

When weather conditions are unfavorable (especially poor visibility) no one plan will work for each stop. Our drivers are aware of these difficult situations and are concerned. They are willing and want to provide the safest ride possible. Be sure to become acquainted with your driver and work out these situations with him/her.
G. Destination Changes
Pupils will load and unload from their assigned bus at regular established stops, unless written permission is granted to be let off at other stops along an existing route. Buses will not take children to destinations off the regular route. A written request from the sending parent must be presented to the driver. If none is received, the student will remain at school or be returned to school and the parent contacted. This contact can be made by either the school office or the driver.

If an emergency arises during the school day, you may want to make arrangements for someone to be at your home when your children arrive there or you can make arrangements for someone else to pick up your children at school.

Students who are not regularly assigned to a bus may only ride as the guest of a rider. The parent of the bus student or the parent of the guest, must make a written request with the bus driver for the guest child to be on the bus. Limit - one guest per family.

H. Student Living Outside the District
Students living out of the district will be picked up at a point in the district that is most convenient for the district. Parents must make written request with the Transportation Coordinator, Karen Goossen before the pickup is to begin.

I. Not Riding
It is very important that anyone not riding the bus on any given day inform the transportation office at (620)877-0502. Please do not text or call the driver between 6:00 am and 7:45 am. or 3:15pm and 5 pm.

J. Vandalism
Students are encouraged to help care for the bus. Willful damage or destruction to any part of the bus is prohibited. An effort is always made to discover who committed the act of vandalism. The student or parent will be held responsible to pay for any damage.

K. Activity Bus Trips
All USD #410 transportation policies are in effect when riding an activity bus. The following guidelines also apply to activity trips:

The sponsor or coach will assist the driver in the supervision of students while riding an activity bus. The sponsor or coach shall also be responsible for the student's actions during the game or activity. The sponsor and/or driver have the right to recommend denial of a student's activity bus privileges indefinitely for misconduct on the trip. The bus driver will then fill out a Bus Conduct Report to be turned in to the building principal who may deny a student's activity bus riding privileges indefinitely.

There are two ways that a student shall be given permission not to return on the school bus from an activity:
1. A parent or guardian (only) must speak directly with the student sponsor (teacher or coach) at the activity withdrawing the student from the return bus ride.
2. A written request to withdraw the student from the return bus ride is:
   - signed by the parent or guardian,
   - presented to the principal, preferably in advance of the scheduled trip,
   - has the principal's signed approval on the note, (this note will be phone-verified by the principal's office with the parent), if the parent cannot be reached, approval will not be given,
   - is presented to the bus driver by the teacher or coach prior to departing on the trip.
Routes for activity trips will be planned ahead of time with the transportation supervisor and drivers involved and will not change to accommodate students.

Any student living along the planned activity route may be picked up by or depart from the bus at his/her home, at the Lehigh City Building, or the Durham Baptist Church. Any other pick up or departure point along the planned route requires the parents of the student to be present. For either a pick up or a departure from the bus along the planned activity route to occur, a written request signed by the parent or guardian must be presented to the principal in advance of the scheduled activity trip. The principal must approve the request, sign it and the approved request must be presented to the driver prior to departing on the trip.

The building principal may assign a sponsor(s) to activity and field trips to assist the driver in the supervision of students.

On activity trips **only** the following special provisions also apply:

- Walkman radios and/or tape/CD players using ear phones will be allowed.
- Food and drinks are permitted as long as all trash is placed in the container provided.

**THE SCHOOL BUS STOP LAW:**

Most people know that they are supposed to stop when a school bus is loading or unloading passengers, but do you know the details:

Yellow flashing lights indicate the bus is going to stop. You **MUST STOP WHEN THE RED LIGHTS ARE FLASHING AND THE STOP SIGN IS OUT.**

A federal law requires that **ALL BUSES MUST STOP** at all railroad crossings.

The intent of a recent change in the law is to require fewer stops by the general public. In fact, school bus drivers often want other vehicles to proceed past so they can more safely open the door and discharge passengers. Most drivers prefer to have other traffic completely out of the way before letting children off the bus.

Required stop or not, always be especially cautious when near a stopped school bus.

Should you have any difficulty understanding any instructions in this handbook, please contact Karen Goossen for clarification. Thank you for your cooperation. Our first concern is for the safe transportation of your children.

L. **Weather - Emergency School Closing**

   Emergency school closings are broadcast over the following TV stations:

   **Television Stations**
   - KWCH
   - KAKE
   - KSNW

   **USD 410 Website**
   - [www.usd410.net](http://www.usd410.net)

   **Skylert message system**
M. Emergency Evacuation Drills  
Emergency evacuation drills are conducted with USD #410 students on a yearly basis.

N. Bus Schedules  
*Times subject change depending on enrollment changes.*  
(1) Lehigh Students:  
7:03 a.m. City Building  
7:06 a.m. Maria Street  
(2) Durham Students:  
7:05 a.m. Durham Baptist Church

O. Know Your Driver  
Following is a list of drivers for the 2018-2019 school year and their phone numbers. Be sure to become acquainted with your driver. Problems are best nipped in the bud when both parties feel free to call each other. Bus drivers will contact parents prior to the beginning of the school year with planned route pick up times. **Please do not call or text drivers from 6:00am – 7:45 am or 3:15 pm – 5:00 pm on school days.**  
Contact the transportation office at 877-0502.

**Regular Route:**  
Steve Glahn  381-1094  
Rod Just  381-4053  
Doug Dick  947-1500  
Connie Gauthier  316-304-7585  
Robert Haude  661-319-0674  

**Oasis Route**  
Eldon Funk  947-5777

**Substitute Drivers**  
Doug Sisk  877-7512  
Dan Pohlmann  620-687-3602  
Russell Bennett  316-833-6376

**Transportation Coordinator**  
Karen Goossen  947-3184 (Office)  
**Call or text**  877-0502 (Cell)  

**Preschool Route**  
Doug Dick  947-1500