

## **PARENT RESPONSIBILITIES**

**Illness:** *Students who are ill should not be sent to school. A parent or guardian is responsible for taking the student home if the student becomes ill at school.*

**Absences:** *If a student will not be riding a bus for an extended period of time, a parent or guardian must notify the school or the Transportation Services Department.*

**Change of Address/Telephone:** *In the event a family moves or has any other change of address or telephone number, parents or guardians must give the school of attendance at least 10 school days advance notice of the change to ensure uninterrupted transportation service.*

**Temporary Change of Bus Stop/Address:** *Drivers may not change established bus stops or routes without authorization from the Transportation Services Department. Bus stops or routes are not changed to meet temporary needs.*

**Child-Care Addresses:** Parents or guardians often request that students be delivered to a child-care facility instead of the neighborhood stop in the afternoon. Students may be dropped at a child care address if the service occurs on a consistent basis and if the service can be accommodated on an existing route.

**Liability:** *Parents or guardians are liable for damages committed by their child(ren) to the bus and to private property at the bus stop.*

In the event that a parent wishes to change the transportation for a student who rides the bus, the parent must contact the school office prior to 2:00 p.m. and indicate their request. The school secretary will confirm if the request is feasible.

The school office must be notified at least two hours before the scheduled dismissal time if a parent wishes to have their child not take the bus home.

### **BUS ROUTE CHANGE REQUESTS**

Contact the Transportation Services Department: 708-668-9425 or email: [sgordon@sd163.com](mailto:sgordon@sd163.com). Every attempt will be made to honor requests. Requests may take up to five school days to come into effect.



PARK FOREST-CHICAGO HEIGHTS  
SCHOOL DISTRICT 163

## School Bus Service Information 2020-2021



Transportation Services Department

Sandi Gordon

Tel: 708-668-9425

Dear Parents and Guardians:

This brochure will acquaint you with some of the procedures regarding school bus transportation. Your comments and cooperation will help us to maintain timely, reliable, and safe bus service. Please contact the Transportation Services Department or your school principal if you have suggestions.

Sandi Gordon  
Manager, Transportation Services Department  
(708) 668-9425

**Bus Route Assignments:** will be mailed home prior to the start of school. Bus route assignments may take up to five school days for students registering late.

**Bus Stop:** Students may board and leave only on the specified route and at the stop to which they are assigned. The bus will not depart from the stop before the designated pick-up time.

**A Student:**

- Is expected to arrive at the bus stop 10 minutes prior to his/her pick up time
- Should wait 10 minutes past the pick-up time before returning home.
- Will not be dropped more than 10 minutes prior to the scheduled drop-off time.

**The Bus:** may not wait past the stop time for tardy students.

**Seating:** Students may be assigned specific seats on the bus.

**Route Identification:** Routes are identified by school name and a number. Each bus displays the assigned route number.

**Student Tags:** Elementary students are given bookbag tags to wear during the entire school year. The tag will list School, Student Name and Bus Route. Parents should notify the school immediately if a student's tag is lost or damaged.

**Delayed Buses:** Traffic, trains, or inclement weather can delay buses. If a bus is delayed:

- The bus driver notifies the dispatcher at Kickert Bus Company.
- The bus company dispatcher notifies the Transportation Services Department.
- The Transportation Services Department notifies the school if a bus will be more than 10 minutes late.
- The Transportation Services Department will attempt to telephone residences if a delay exceeds 30 minutes.

**Travel Time:** Travel time may change when modifications are made to a route. The district does attempt to limit riding time to less than forty-five minutes when possible.

**Tardy Students:** Students who are tardy to school will be excused if the delay is a result of transportation service. Students will not be excused, however, if they have caused discipline problems or were late in arriving at the bus stop. The school determines whether or not a student's tardiness is excused.

**Lost Items:** Parents or guardians may telephone their child's school office. The Kickert Bus Company returns lost items found on their buses to the schools. Kickert Bus Company and the Transportation Services Department, however, are not responsible for personal belongings left on a bus.

**School Bus Safety:** School bus transportation is rated by the National Safety Council as the safest form of passenger transportation. School Bus Safety as well as School Safety information can be found on their website:

[http://www.nsc.org/safety\\_home/SafetyObservances/Pages/BackToSchoolSafety.aspx](http://www.nsc.org/safety_home/SafetyObservances/Pages/BackToSchoolSafety.aspx)

**Safety Around the Bus:** It is critical we keep all students away from moving buses. When the bus is coming to a stop or getting ready to depart is the most dangerous time for any student to be within 12 feet of the bus.

## STUDENT RESPONSIBILITIES

**Rules:** Each student riding a bus is expected to:

- Follow any directions given by the school bus driver or monitor.
- Enter/exit the bus in an orderly manner in single file.
- Physical playing or rough conduct is unacceptable.
- Remain seated at all times.
- Keep head and extremities inside the bus.
- Avoid loud conversation.
- Refrain from playing musical instruments inside the bus.
- Refrain from eating, drinking, and gum chewing while on the bus.
- Respect the rights of others inside and outside the bus.

**Conduct:** Many bus stops are designated at corners in residential areas. The bus stop is not a playground and students should respect other's property. Students who disobey bus rules will be subject to disciplinary action based on rules governing misconduct on the school campus. Malicious damage to a bus, private property at a bus stop, or persistent infraction of rules may result in denial of transportation service.

**Unacceptable Behavior:** If a student's behavior is unacceptable, the driver will file a written report with the school site administrator. The Administrator will investigate the incident and take appropriate action. Suspension is considered when the unacceptable behavior jeopardizes other passengers or the safe operation of the bus. School buses are equipped with video cameras to ensure safety and deter misbehavior.

**Cell Phones:** During the bus ride, these devices should be turned off and kept out of sight, preferably in a backpack, bookbag or purse. Cell phones may be used only with the driver's permission. Students may not take photos of other passengers. Violation of this rule will result in disciplinary consequences including losing the privilege to bring a cell phone to school.