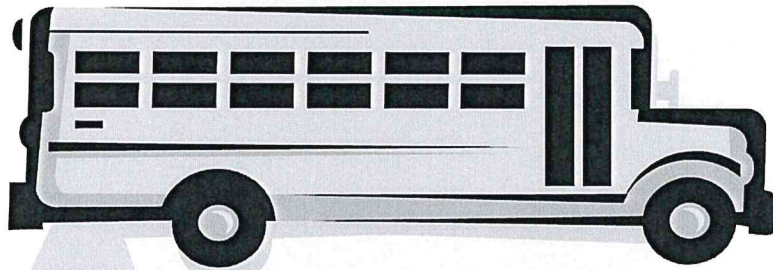


**STUDENT TRANSPORTATION
HANDBOOK
2023-2024**

AUGUST 2023



**Unified School District # 410
Hillsboro-Durham-Lehigh**

**416 S. Date Street
HILLSBORO, KANSAS**

Karen Goossen, Transportation Director

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 622 students. About 40% of these students are transported in school owned vehicles.

U.S.D. #410 owns 31 buses and vans, has approximately 6 daily routes traveling approximately 1384 miles per day, or 166,476 miles per year. This total includes buses and vans that travel on activity trips. (Miles based on 2022-2023 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:

BUS CONDUCT REPORT HILLSBORO USD #410	STUDENT'S NAME		GRADE	DATE OF INCIDENT
	BUS NO.	A.M. P.M.	DRIVER'S NAME	
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				
<input type="checkbox"/>	VIOLATION OF SAFETY PROCEDURES	EXCESSIVE MISCHIEF	EATING - DRINKING - LITTERLING	
<input type="checkbox"/>	DESTRUCTION OF PROPERTY		RUDE - DISCOURTEOUS - ANNOYING	
<input type="checkbox"/>	FIGHTING - PUCHING - TRIPPING	SMOKING	UNACCEPTABLE LANGUAGE	
PRELIMINARY ACTION:		PRESENT ACTION AND RECOMMENDATIONS:		
<input type="checkbox"/>	CHECKED STUDENT'S FOLDER	STUDENT REGRETS INCIDENT, COOPERATIVE		
<input type="checkbox"/>	HELD CONFERENCE WITH STUDENT	RECRURRING INCIDENTS WILL BE REPORTED		
<input type="checkbox"/>	SENT PREVIOUS REPORT HOME	STUDENT DENIED BUS PRIVILEGE UNTIL		
<input type="checkbox"/>	TELEPHONED PARENT	STUDENT PLACED ON PROBATION		
<input type="checkbox"/>		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 unavailable at this time.

F. Bad Weather Conditions & Crossing the Road

We have stops along Highway K-15 where occasionally children may 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 drivers 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. We will do our best to avoid crossing K-15 if at all possible.

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 plan for someone to be at your home when your children arrive there or you can plan 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 unless pre-arranged with the transportation office due to seating capacity.

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 Director, 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 3:00 pm and 5:00 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 be responsible for 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.

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:**

6:59 a.m. City Building

7:01 a.m. Maria Street

(2) **Durham Students:**

7:18 a.m. Durham Baptist Church

O. Know Your Driver

Following is a list of drivers for the 2023-2024 school year and their phone numbers. Be sure to become acquainted with your driver. Problems are best addressed 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 3:00 pm – 5:00 pm***

Contact the transportation office at 877-0502.

Regular Route:

Steve Glahn 620-381-1094

Daryl Kliewer 620-382-4323

Tammy Ware 785-466-6858

Open Position 000-000-0000

Open Position 000-000-0000

Substitute Drivers

Doug Sisk

David Lockwood

Harold Loewen

Charlene Pschigoda

Oasis Route

Terry Stubblefield 316-990-1025

Transportation Director

Karen Goossen, office 947-3184 opt. 4

Call or text 877-0502 (Cell)