

***NIORARA COUNTY SCHOOL
DISTRICT #1
TRANSPORTATION DEPARTMENT***



**We appreciate your cooperation!
NIORARA COUNTY SCHOOL DISTRICT
STUDENT CONDUCT ON SCHOOL BUSES**

The right of students to ride a bus is contingent upon their good behavior and their observance of bus rider rules as established by the Board and the State Department of Education. Conduct of students on buses should be such that the driver's attention is not diverted from his/her primary duty of transporting students safely.

1. Any student who does not regularly ride a school bus, or is not riding his/her regular bus, must submit written parental permission to the building principal and bus driver in order to ride a bus.
2. Please be on time. The bus must maintain its schedule.
3. Do not stand in the roadway while waiting for the bus.
4. All students should take their seats as soon as they get on the bus. The students should not move or change seats unless instructed to do so by the driver.
5. While the students are being transported, the bus driver has full authority.
6. The bus driver may wish to assign seats in the bus. The students are expected to take the seats assigned and remain seated until the destination is reached and the bus is stopped.
7. The students are not to extend hands, arms, or heads out the window.
8. Please refrain from unnecessary conversation with the driver.
9. Damage to the seats or other equipment will be paid for by the offender.
10. The use of tobacco, controlled substances, and alcohol is prohibited on the bus.
11. Help keep the bus clean, sanitary, and orderly. There is to be no throwing or shooting of any article at any time. Food and drink carried on the bus shall be in the proper containers and not consumed on the bus.
12. Drivers are not to load or unload students at other than assigned stops. The exception to this is the authorization from the student's parents or the proper school officials whereby a student is to use another established bus stop.
13. Students are not to leave the bus without the driver's consent. The emergency exit shall not be used unless the driver gives instructions to do so.
14. If it is necessary to cross the road, students must wait for the driver's signal to cross.
15. Please extend the proper courtesy to your drivers, for they have a big job to do.
16. Students temporarily suspended from riding privileges and subsequently found riding any bus shall be permanently suspended.
17. Students shall give their correct names and addresses when requested to do so.
18. Students are to face forward at all times while the bus is in motion.
19. Talking is permitted in a low conversational voice to those in the same seat but do not talk loudly or call to people in the other sections of the bus.

Regulations of the State Board of Education provide that:

- Passengers of a school bus shall be limited to regular and approved pupils and activity sponsors.
- No person may enter the bus who is under the influence of liquor or drugs or who is known to be drinking.
- Smoking, or any use of tobacco, is prohibited on a school bus.
- Animals are prohibited on the bus.
- No explosives or firearms of any kind may be carried on the bus.
- School buses shall stop to load and unload passengers only at authorized bus stops. Students who are disobedient and refuse to cooperate may be denied the privilege of riding a school bus. The student must have written permission from the school authority in charge of transportation before being allowed the privilege of riding the bus again. Written notice of the action of the driver should be furnished to the parent but need not precede action by the driver.

NIORARA COUNTY SCHOOL DISTRICT #1

BUS DISCIPLINE POLICY

Proper pupil control on buses is essential to the safety and well-being of all bus riders. Unruly riders cannot be tolerated and shall be dealt with in a manner that places some responsibility on the student and parents, as well as the school. The following procedure shall be adhered to in regard to student misconduct on the bus.

GENERAL INSTRUCTIONS

1. Students shall be given a written copy of the rules and regulations regarding their conduct on the bus.
2. These rules shall be discussed by parents and students. Both shall sign and return to the school a form indicating their intent to follow said rules.
3. Drivers shall be in complete control of the bus at all times and shall issue misconduct reports to students who misbehave. Parents should also be called.
4. The school principal shall be responsible for disciplinary action when students receive misconduct reports from the bus driver.

First disciplinary action can vary from a warning report to the parents, up to and including, a permanent suspension from the bus riding privileges. Suspension shall result from repeated misconduct reports or an exceptionally serious incident.

MISCONDUCT NOTICE #1

1. Pupil will be transported home after receiving the first misconduct report and will be transported again as soon as the driver receives the conduct report that has been signed by the parent.

MISCONDUCT NOTICE #2

1. Pupil will be transported home after receiving the second misconduct report, but will not be transported again until such time that the parents have a conference with the school principal. This conference shall be initiated by the parent.
2. Upon completion of a satisfactory conference, the child may return to bus riding privileges by having the principal send a bus riding pass with the child to be given to the bus driver.

MISCONDUCT NOTICE #3

1. Pupil will be transported home after receiving the third misconduct report, but will not be transported again for ten (10) consecutive school days.
2. The parents must contact the principal within this ten day period before the student can be issued a pass to begin riding on the 11th day.

MISCONDUCT NOTICE #4

1. Pupil will be transported home after receiving the fourth misconduct report, but bus riding privileges will be suspended for the remainder of the year.
2. Parents and pupil may appeal the suspension to the Transportation Committee. Such appeal must be in writing and addressed to: Transportation Committee, P.O. Box 629, Lusk, Wyoming 82225

NIORARA COUNTY SCHOOL DISTRICT #1
TRANSPORTATION DEPARTMENT
Appreciates Your Cooperation



NIOBARA COUNTY SCHOOL DISTRICT #1

EMERGENCY HOME/BUS PERMISSION FORM

(This form is required for ALL students)

Student(s) Name _____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

Parent(s) or Guardian _____ Telephone _____
_____ Cell Phone # _____ Cell Phone # _____

Do you live in Goshen County? Yes _____ No _____

Route: (please check all that apply)

- Activity North (Lori)
- South (Tom) East (Heather)
- West (Barb)
- Greer Feeder

Bus Pickup and Delivery Point _____

Student(s) will: (check all that apply)

be picked up by (someone besides the parents) _____
 Walk home if not picked up

- Any arrangement (other than listed above) must be authorized in writing or verbal notice acknowledged by the transportation director or bus driver.
- An approximate "good conditions" pickup and delivery time will be established for each stop. Since weather and road conditions may cause route schedules to vary, please take such factors into consideration. School policy is for a bus to wait at the pickup point for five (5) minutes before proceeding with the route. If a student who is not permitted to walk home, either due to parent/guardian instructions or to conditions judged to be unsafe by the bus driver, cannot be delivered within five (5) minutes, the student will continue on the route. A second attempt to deliver may be made on the return trip, if possible.
- Each student shall prearrange a designated "emergency town home" living within Lusk city limits. Conditions may arise which causes drivers to feel that students cannot be transported home and delivered safely.

The following person(s) have agreed to furnish an "emergency town home" for my child/children. Upon being notified of need, I will contact this person. If I cannot be reached, I authorize the school to contact them and release my child/children to them.

"Emergency Town Home" Name _____
(Must live inside the Lusk City Limits)

Physical Address _____ Home Phone# _____ WorkPhone# _____

My child/children and I have read the above rules and conditions. I support the rules and have instructed my child/children to abide by them. If I have a concern about the transportation of my child/children, I will contact the bus driver first. I further agree that the bus driver has the right to determine unsafe conditions on their route and is not obligated to do that which may jeopardize the safe, orderly transportation of any student or themselves.

Signature of Parent(s)/Guardian _____ Date _____

This form must be returned to the transportation department secretary at PO Box 629. Lusk WY 82225, the bus driver or the school office. Please note that even though your child/children may not ride the bus to and from school every day, they ride the bus for activities and field trips and must have this form on file.

**NIOBRARA COUNTY SCHOOL DISTRICT #1
P.O. Box 629 – 619 West Fifth Street
Lusk, WY 82225**

**APPLICATION FOR REIMBURSEMENT FOR PRIVATE
TRANSPORTATION OR MAINTENANCE OF ISOLATED PUPILS**

General Instructions: In no case can the amount claimed exceed the actual costs incurred by the pupil or his/her parent or legal guardian. Do not include any costs for which reimbursement has been or will be claimed under the special education provisions of the School Foundation Program. Please see reverse side for further information and applicable statutory language.

Name of Applicant (Parent or Guardian)

Family Address (Street, RR, or Road, City, State, Zip)

Reimbursement is requested for the following pupil(s):

Name of Pupil	Age	Grade	Name of School That Pupil Will Attend

Type of Reimbursement Requested

MONTHLY MAINTENANCE:

Amount requested **\$300.00** (see reverse side of this sheet)
(Applicants **must** also fill out **MILEAGE REIMBURSEMENT** below.)

OR

DAILY MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE:

Note: Reimbursement under this section must be based on actual miles traveled by one vehicle in one school day, regardless of the number of students transported. W.S. 21-4-401 (d) further requires that "... the total miles claimed shall be computed excluding the first two (2) miles traveled each way." Since there are usually two trips to the bus stop or school each day (one in the morning and one in the afternoon), please exclude a total of four (4) miles a day.

Previous Year's Calculations

Miles per one **round** trip _____
 Less 4 miles per round trip - 4 _____
 Reimbursable miles per round trip = _____
 Number of round trips **x** _____
 Reimbursable miles per day = _____

_____ _____
 - 4 _____
 = _____
x _____
 = _____

(For Board of Trustee Use Only)

Comments:

 Authorized Board Signature

 Date

I certify that the above claims are true and correct to the best of my knowledge and belief. I further certify that the family's residing in the isolated location, listed in the family address space at the top of this form, is necessary for the family's financial well being.

 Signature of Parent of Legal Guardian

 Date