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USD #330

MISSION VALLEY

TRANSPORTATION

HANDBOOK

2019-2020

Dear Parent(s) / Guardian(s) and Riders:

This handbook is intended to provide you with the Transportation policies, procedures and expectations of USD #330 Mission Valley.

USD #330 Mission Valley offers the privilege of bus transportation for all eligible riders. Our goal is to enhance the learning and educational experience of each rider. Every effort will be made to provide a safe, comfortable and pleasant transportation service, while maintaining efficiency at all times. Riding a school bus is a privilege. The bus shall be an extension of the school and classroom. Bus drivers are the acting authority on the bus just as teachers are the acting authority in their classrooms.

We ask that both parent(s)/guardian(s) and students read and discuss the contents of this handbook to promote a clear understanding of the responsibilities and expectations while riding the bus to school and/or events.

Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parents/guardians. USD #330 Mission Valley is committed in providing safe transportation to and from school and school sponsored activities.

The last page **Mission Valley Bus Riders Contract** and the **Mission Valley Bus Transportation/Information Form** will need to be completed at time of enrollment prior to riding the bus.

Thank you for your cooperation and support regarding the safety and welfare of all our children.

Mary Hewes
Transportation

William J. Clark
Superintendent

USD #330 MISSION VALLEY SCHOOL BUS DRIVERS

USD #330 Mission Valley drivers are trained professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents/guardians and students. As a result of their dedication and professionalism, they expect courtesy and consideration from all students and adults.

- School Bus Drivers are selected, hired and trained following a rigorous selection criteria including a criminal history background check.
- Each driver has earned: a Class B Commercial Driver License including a School Bus and Passenger Endorsement.
- Drivers are required to pass a pre-employment drug test along with a physical and are subject to random drug and alcohol testing.
- Each driver has successfully completed the mandatory school bus driver training class as well as periodic in-service safety training.
- Additionally, drivers are certified in Defensive Driving Skills and First Aid and CPR Course requirements.

SUBSTITUTE DRIVERS

Substitute drivers are utilized when the regular driver is absent. They will follow the approved route and will make every effort to stay on schedule.

RESPONSIBILITY OF THE TRANSPORTATION TEAM

- Maintain current bus schedules and rider information of all USD #330 Mission Valley buses/vehicles.
- Meet with drivers at the beginning of each school year and monthly to discuss procedures and safety concerns.
- Investigate all compliant and safety concerns.

- Communication with administration when unsafe behavior is reported. Consequences for unsafe behavior on the school bus may be established by the principal, transportation director and bus driver.
- Communicate with students, parent/guardian, school administrator, and bus driver when appropriate. Drivers may pull the bus over at a safe location to speak with students about behavior and safety guidelines.

ELIGIBLE RIDERS

USD #330 does not have a distance requirement in order to be eligible for busing. Students are picked up at the end of their driveway if in a rural setting, or in front of their house, unless prior arrangements have been made. A turn-around needs to be approved in advance by the Transportation Department.

Pick up and drop off times are estimated and may be changed or adjusted throughout the school year as necessary. All students are expected to be at the designated pick up point 5 minutes prior to pick up. All riders are expected to follow the guidelines of the USD #330 Mission Valley Student Handbook, the procedures contained in this handbook and the instructions of the bus driver.

PRIOR TO BUS ARRIVAL

All riders are expected to wait at the designated pick up point until the school bus arrives. Students should practice good citizenship and respect the property of their neighbors. Parental supervision is encouraged at all times. Parents/Guardians are not allowed to board the bus to maintain student safety and confidentiality. Boarding the bus will be considered trespassing.

Bus drivers are not permitted to add stops or move stops without prior approval by the Transportation Department. If you need your bus stop location to be considered for a change for safety reasons, please contact the Transportation Department about your concerns.

BOARDING/RIDING THE BUS

The school bus will approach the bus stop and utilize the amber traffic warning lights signal to alert other drivers of the bus stop. Students should stand a minimum of 10 feet away from the roadway while waiting for the bus. No student should ever approach the bus until the bus has completely stopped. The driver will open the door and motion for the students to load. If a student must cross the road, wait for the bus driver to give the signal that it is safe to proceed.

If no students are visibly present at the bus stop, the bus driver will make a complete stop within the regularly scheduled time and proceed to the next pick up point. Bus drivers are not required to wait any length of time as the students should be ready to board the bus.

Riders are expected to go directly to their seat and prepare for the ride.

AT THE SCHOOL

All students should remain seated until the bus has come to a complete stop and the bus is secured. When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in a loss of riding privileges. Students are to go directly into the school.

RETURN HOME FOLLOWING DISMISSAL

When students are released from the school they are expected to go directly to their bus. Once the students board the bus, they are expected to stay on the bus and be seated quietly. Buses will depart from the school promptly after dismissal and all students are loaded, unless otherwise instructed by school officials. Once the driver has shut the door, students are not to chase after the bus or run alongside of the bus. If a student misses their bus, they are to return immediately to the school office. Parent(s)/Guardian(s) will be contacted to pick their student(s) up.

When students are on the bus ready for returning home, the parent/guardian(s) are not to get the students off the bus, until notifying the school office.

EXITING THE BUS

As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured. Stay seated until the bus comes to a complete stop.

The amber warning lights signals will be activated before the bus stops. Once the bus is stopped and the door is opened, the red warning lights will be activated signaling all traffic to stop. The driver will allow adequate time for each student to unload.

Students need to look before stepping off of the bus as well as while crossing roadways. All students crossing in front of the bus should watch the driver for assistance. Be alert for vehicles that do not stop when the bus is unloading.

Proper Procedures to cross in front of the bus:

1. Student should walk 10 feet away from the side of the bus,
2. Rider and bus driver will make eye contact,
3. Wait for the driver to check mirror for approaching traffic,
4. Driver will motion when it is safe to proceed across the road. Students should never touch the school bus while they are walking away.

All students should immediately walk away from the bus as they unload. Students should never touch the school bus while they are walking away.

No one should ever stand, walk, or cross the street directly behind the school bus.

Students should never try to retrieve any item that may end up under the school bus. Students should not stop to retrieve the mail from the mailbox. Students should cross all streets at the intersections while walking to or from the bus stop. They should obey all traffic signals and signs along the way.

BUS SAFETY

School buses are designed with many features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on the bench seat. In order for this compartmentalization to work properly, proper seating is required. While seated, each student should face forward; the student's torso should be facing forward at all times, the student's back should be flat against the back of the seat and the student should sit flat on the seat. Both feet and legs should be kept in front of their body.

SCHOOL BUS CONDUCT

A general summation of the bus rules will be posted in each bus.

- Bus driver is in charge. Please obey, respect and cooperate with the driver
- Do not distract the driver
- No swearing or rude gestures
- No horse play or bothering others
- No bullying – See something – Say something
- No vandalism
- No tobacco or alcohol
- No throwing of objects inside or outside of the bus
- No animals (dead or alive). Only service animals
- Place trash in waste basket, not in seat or floor
- No sharp Items.(toothpicks, etc)
- No weapons (real or fake)
- Keep aisle clear
- Remain seated – facing forward
- Keep hands, feet and objects to yourself
- Respect yourself, others and property
- Put items away that are unsafe or disruptive
- No eating or drinking – unless approved by driver
- No loud talking or yelling

With permission from the bus driver, students may eat or drink on the school bus. Any liquid items must be in a plastic type container with a screw-top lid. If there is trash, the student must properly dispose of it. All candy, gum, food, pens, pencils, and any other objects should be left in a student's back pack.

USD #330 Mission Valley buses can safely transport up to three students per seat. Students may be required to sit three per seat if directed by the bus driver. Drivers will assign student seating. Moving from seat to seat is not permitted during the bus ride.

- CARRY-ON ITEMS – Carry on items must be kept in the student's lap while riding the bus, not under the seat. If the item cannot be held in the student's lap or seating space is limited, large items will not be permitted. Sport supplies, balls, etc. must be contained in a bag.
- EXCESSIVE NOISE - Screaming, talking loudly, singing, or making loud noises on the bus creating a disruptive situation will not be tolerated. Riders should talk only to their seatmates or the person next to them, as conversation should be kept as quiet as possible.
- ELECTRONIC DEVICES – Students who allow their electronic devices to become a distraction or disruption on the school bus will be asked to put the device away. Failure to do so may result in the bus driver taking the device and turning it into the principal and disciplinary action will occur.
- BULLYING – A student, who has been threatened, bullied, or harassed, should immediately notify their parent, bus driver, teacher, or school Administrator.

- ITEMS PROHIBITED ON A SCHOOL BUS FOR SAFETY REASONS

Weapons	Glass Containers
Facsimile of weapons	Any sharp objects
Water Balloons	Firecracker/fireworks
Any choking hazard	Balloons
Suckers or Candy	

STUDENT CONDUCT CONTRACT

All riders and parents/guardians must sign and turn in the USD #330 Mission Valley Bus Rider’s Contract Form located in the back of this handbook during the first week of riding or acknowledge this contract by signing off during the August school enrollment. Failure to return this form may result in loss of riding privileges. It is the parent’s /guardian’s responsibility to inform the Transportation Department of any changes. Parent(s)/guardian(s) are responsible for student transportation until information is processed. Please allow three days for processing.

LOST ITEMS

Students are responsible for their personal items. Any article found on the bus by the bus driver will be turned in to the school offices. Please call the bus driver or the USD #330 Mission Valley district office if your child/children have left an item on the bus and you would like to retrieve it, before the next day.

RESTRICTED AREAS

USD #330 Mission Valley bus drivers will not enter dead end streets or enter personal property except when approved by the Director of Transportation. Use of private property requires approval by the property owner.

FIELD TRIPS/ACTIVITY TRIPS

All bus safety rules apply to riding the bus to school-sponsored events. The bus driver has overall responsibility for the bus and safety of all passengers: however, the sponsor is expected to actively promote a safe environment on the bus by setting the proper example and monitoring student activity. If field trip/activity trip return time is during school hours, the bus is expected to be back to the school by 3:15 pm to insure bus routes are on schedule. Students suspended from route transportation may also be suspended from school transportation for field trips and activity trips.

SCHOOL CLOSING

When schools need to close due to weather or other unforeseen circumstances, all student families will be notified through the "School Messenger". School closing information will be broadcast over WIBW-13, KSNT-27 and KTKA-49 television station. If early dismissal is necessary, principals and teachers will be certain that no child is released until arrangements for proper supervision have been made. If special arrangements are made, school officials will communicate such with the bus driver involved.

INCLEMENT WEATHER CONDITIONS

In the event of bad weather, buses may be delayed at the school or in route, and diverted to a safer location. Delivery of students will continue when weather /or conditions become safe for transportation. Students should follow the driver's instructions, remain calm and quiet so the driver can receive proper safety information over the district radio. Parents are encouraged to meet the bus at their child(s) designated stop to allow for orderly delivery of all students. Parents are discouraged from meeting the bus at other locations other than the designated stop.

BUS ACCIDENTS

Most bus accidents are minor in nature. The bus driver will notify the Transportation office and an administrator will respond to the scene. All students are required by law to remain with the bus and cannot leave with parents until released by authorities. Parents are expected to cooperate with staff. Law enforcement and emergency personnel each have important actions to complete to insure that each student rider is safe and properly accounted for. The school will be notified in the event of an accident. In the event of a serious accident, every attempt will be made to notify the parents/guardians as soon as possible.

EMERGENCY EQUIPMENT

School buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, blood borne pathogens spill kit, first aid kit and a seat belt cutter.

Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of those handles. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation. Students who tamper with these exits may lose their riding privileges

EMERGENCY EVACUATION

Emergency evacuation drills are conducted twice during the school year. Bus drivers have been trained to take actions to protect all students.

Students are to stay calm and quiet. Listen to instructions from the driver. Follow the driver's instructions.

The following procedure is an example of a rear door evacuation:

- The rider nearest the door will open the emergency door, pushing it back to lock it in open position. The student will then exit the bus and stand by the door to assist other students as they exit.
- The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
- Evacuation will start with the seat closest to the door
- The third rider to exit will act as the guide and will lead the other students to a safe place, usually 50 giant steps away from the bus
- Once outside the bus, follow the guide, stay together, and follow the driver's instructions as safe, quick, and as complete as possible
- The driver is usually the last person off the school bus

The driver is trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus.

AFTER SCHOOL ACTIVITY BUS STOPS

The Board of Education has designated the following locations as bus stops for after school activities for the 2017-2018 school year.

- USD #330 Mission Valley District Office - Eskridge
- Dover Community Center - Dover
- Main Street and Elm Street – Harveyville

In order to qualify for Special Needs transportation, the student's I.E.P. team must determine that special transportation is needed as a related service. Regular education students with temporary medical conditions or injuries may qualify for temporary special transportation. Please contact the Special Education Director and the Transportation Director for more information. We are required to follow State and Federal Guidelines.

EARLY CHILDHOOD PROGRAM

In order to qualify for Preschool Transportation, the student must have an Individualized Educational Program. Please contact the Special Education Director for more information

STUDENTS ATTENDING AS NON-RESIDENTIAL MISSION VALLEY USD#330

Out of district students that have been approved to attend Mission Valley USD #330 school, Transportation is the responsibility of the student's family. A student may be permitted to receive transportation services if they meet the bus on the established route at a stop to be determined by the Transportation Director when the bus begins/ends the daily route. The bus stop location will not alter the existing route either at the time of initial approval or as a part of future designs of transportation routing. If wanting picked up at an established designated stop in our district, the parent/guardian of the out of district students will need to make arrangements and get permission from the family or property owner in regards to picking up/dropping off the student(s).

STUDENTS REQUESTING TO RIDE A DIFFERENT BUS HOME OR TO SCHOOL WITH A FRIEND OR TO ANOTHER LOCATION

Buses are assigned to routes based on the number of riders on the route. USD #330 Mission Valley procedure is: **One Pick-up –One Drop-off.** Regular bus students will not be released off the bus at any places other than the regular bus stop or at school, unless there is an emergency and authorization from the principal or Transportation Director has been obtained after a written or a verbal request is provided by the parent/guardian(s). These requests should be limited and made to the Transportation Director by 2:30 pm. In the event a bus does not have the capacity to accommodate all the riders, students who are assigned to that bus route will have priority.

STEPS TO STUDENT CONSEQUENCES FOR RIDER BEHAVIOR

The following Discipline Plan was designed to give the students of Mission Valley USD #330 riding the school bus the safe transportation they deserve. It is believed that all students can behave appropriately and safely while riding on a school bus. Behavior that keeps a driver from performing their duties and keeping the students safe will not be tolerated. Safety is in the drivers hands and that is their utmost priority.

OUR BUS COURTESY AND SAFETY RULES ARE POSTED ON EACH BUS:

- Obey, respect and do not distract the bus driver
- No swearing or rude gestures
- No horse play or bothering others
- No bullying, fighting or cruel teasing
- No vandalism
- No tobacco, alcohol or weapons on bus
- No throwing of objects inside or out of bus
- No live animals (snakes, worms, bugs, etc) from home or school.
- Place trash in waste basket, not in seat or the floor.
- Feet should never be in or on the seats.

Bus rules will be posted on the bus and handed out to each student at the beginning of school.

It is the responsibility of the bus driver to handle the problem when one occurs by talking to students or moving to a different seat. If a student persists in breaking a rule, the steps below will be taken to resolve the problem.

The Principal may suspend or revoke the transportation privilege or entitlement of any student that exhibits a behavior in which immediate consequences are necessary.

Step 1: Each student will be given an opportunity to correct or change their behavior with a verbal warning from the driver.

Step 2: Failure to correct the behavior will result in a written warning from the driver and initiate a call to the Parents/Guardians. If the Parent/Guardian is not able to be reached, the driver will speak with the Principal.

Step 3: If similar behavior continues, the driver will report the activity on a second written warning. The Principal will determine the appropriate bus suspension/consequences at the school. The school is responsible for notifying the home, the bus driver and the Transportation Director regarding suspensions/consequences.

Step 4: If similar behavior continues, bus riding privileges could be revoked for a determined amount of time or the remainder of the school year and transporting will become the parent/guardian's responsibility.

Read and discuss with your student(s) the contents of the Mission Valley USD #330 bus rider's "Transportation Handbook". If you have any unanswered questions or concerns, contact the Transportation Director. Please inform your student(s) of the bus number and bus driver's name.

Please have student(s) ready 5-10 minutes prior to a designated pick-up time. Please discuss what a privilege it is to ride the school bus and how it helps your family. Behavior on the school bus is discussed at length in this handbook.

Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus.

If you have a student(s) that is in 3rd grade or below there is a section on the Bus Rider's Contract to sign, letting the Transportation Department and the bus drivers know that the parent/guardian is giving Mission Valley USD #330 permission to drop-off your student(s) without a Parent/Guardian present. Please make sure your student(s) know how to get into the house.

On the back of the "Mission Valley USD #330 Bus Rider's Contract" is the "Mission Valley USD #330 Bus Transportation Information Form" which needs to be filled-out and returned to the District Office-Transportation Department or the school office at the time of enrollment. Please fill in all information along with pick-up address and drop-off address and any medical issues the driver should be aware of.

Once you have covered the safety information with your child/children, complete, sign and return the "Mission Valley USD #330 Bus Rider's Contract" and the

“Mission Valley Bus Transportation Information Form” found on the last page of the “Mission Valley USD #330 Transportation Handbook” to the appropriate office at time of enrollment or send to Mission Valley USD #330 , Transportation Department, P.O. Box 158, Eskridge, KS 66423.

The parent/guardian is responsible for the transportation of their student(s) to and from school during suspension from any bus. This includes field trips, sports , etc and any activity buses.

If a student isn't riding, it is the parent/guardian's responsibility to notify the Mission Valley USD #330 Transportation Department at 785-449-2282 Ext.4 or mhewes@mv330.org to advise us that their student(s) are not riding. A designated stop may be placed on hold and changed to Will Call status if the driver or Transportation Department is not notified that a student will not be riding. This will occur after the bus driver has stopped at the students' home three consecutive days and the student does not ride. The bus driver will notify the Transportation Director of the occurrence and the change will be made. Will Call means the driver will only stop when notification is received from a Parent/Guardians.

- Any student younger than 3rd grade will not be dropped off without a parent/guardian present unless the Mission Valley USD #330 Bus Rider's Contract is signed and dated for the appropriate year giving the bus driver permission. The bus will honk, wait no longer than 2 minutes, honk again, then your child/children will be brought back to the school or district office and must be picked up there by 5:00pm.
- Students can only be picked up or dropped off at their designated pick-up/drop-off addresses reflected on the Mission Valley USD #330 Bus Transportation Information Form filled out and returned to the school. Frequent changes to pick-up or drop-off points only cause confusion for the student(s), bus driver, teacher and school. Only for extreme emergencies will regular scheduled pick-up or drop-off points be altered.
- Any damages done to the school bus must be paid for by the student responsible.
- Students are expected to help keep the school bus clean and may be required to clean up after themselves if need be. Report any damages to the bus driver.
- If your child is a regular bus rider and will not be riding in the morning or afternoon, please contact the Transportation Department at 785-449-2282 X 4 or mhewes@mv330.org. We appreciate the courtesy of a telephone call or email.
- Pets, parents and non-school staff individuals ... Please stay off the bus to ensure confidentiality and student safety. Glass, hazardous materials, animals or insects of any kind are not allowed on the bus. If they are needed at school, please make other transportation arrangements.

