

## SPRING HILL UNIFIED SCHOOL DISTRICT #230

### TRANSPORTATION PROCEDURE

School transportation services will be provided within the limitations of available resources for transporting students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the schools. Transportation to and from school will be provided for students under five categories:

1. All students living 2.5 miles or more from schools and within the Spring Hill School District boundaries will be transported without charge;
2. Students living less than 2.5 miles from school may be transported to and from school under the District's "Pay to Ride" Program (see page 3);
3. Students living within the Spring Hill School District boundaries and approved for free lunch through the National School Lunch program qualify for free transportation to and from school. Forms for approval for the National School Lunch program are available at all schools;
4. Students with certain disabilities may be transported without charge;
5. Out-of-District students may also ride the bus on the pay-to-ride basis. They must board the bus within the boundaries of the district.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

The State of Kansas reimburses school districts for transportation of students to and from school who live 2.5 miles and over from their school. The Spring Hill School District will transport these students without charge. However, school districts in Kansas receive no funds for transportation of students living less than 2.5 miles from their school. Due to fiscal constraints, Spring Hill School District began a Pay-to-Ride program beginning with the 2002-2003 school year for transporting students to and from school who live less than 2.5 miles and within the school district boundaries. Students who are approved for the National School Lunch Program "free lunch" will not be charged for transportation providing they live within the boundaries of the district. Applications are available at school buildings and must be on file at the school office and be approved prior to eligible transportation.

Buses carrying school children will be considered extensions of the school situation. All students using school bus transportation will abide by the school district approved code of conduct posted in each bus. Violations of the code, as well as other conduct that is improper or jeopardizes the safety of other students, will not be tolerated. Such violations will be reported by the bus driver using the appropriate procedure and violators may be denied use of school transportation.

The bus driver will be responsible for the bus at all times from departure until return. Drivers will not participate in any activity that might impair their driving ability. Drivers shall be courteous to students and parents.

### TRANSPORTATION GUIDELINES

The following transportation guidelines are provided to ensure safe, consistent home-to-school transportation for the students of Spring Hill. School bus transportation is a privilege and parents are encouraged to review proper conduct with their students.

#### **Student Safety, a shared responsibility -**

The safety of district students remains a shared responsibility. It is the responsibility of the parent to get students safely on the bus. The responsibility of transportation begins when the

student boards the school bus. Parents must consider the prevailing climate and location of the neighborhood in which they live. If parents believe that certain aspects are “unsafe” they must take the necessary precautions to ensure the safety of their children while walking to and from bus stops and while waiting for the bus to arrive.

### **Transportation – Eligibility --**

- All students who live 2.5 miles or more from school and within the school district boundaries are eligible for transportation to and from school without charge.
- Students living less than 2.5 miles from school are eligible for transportation under the “Pay-to-Ride” Program (see page 3).
- Students with certain disabilities may be transported without charge.
- Transportation for students who are not eligible is the responsibility of the parent.

### **Transportation Guidelines –**

- Regular bus routes shall be planned so that no student will be required to ride the bus more than approximately one hour each trip, except in the case of inclement weather or other unforeseen circumstances.
- Regular bus stops shall be planned so that no student will be required to walk more than one-quarter mile to board the school bus. This distance shall not include private driveways or roads. Students may have bus stops based upon the address of a day care provider, childcare center, or relative’s home; these are known as the “Transportation Address”.
- A single address shall be used for morning transportation and a single address shall be used for afternoon transportation. These "single addresses" may be at different locations but shall be established at the beginning of transportation of the student. No student may be picked up at one bus stop location and dropped off at a different bus stop location unless bus transportation company is notified in writing by parents or school administration.
- Students who are transported to different locations on various days will have a schedule of transportation on file with the transportation company and with the school.
- Students are not permitted to use the school bus to ride home with friends without a note or phone call from parents to the school or transportation company.
- In the case of groups of students to be delivered to one address (scout troop meetings, Odyssey of the Mind group, birthday group) parents will notify the transportation company at least five days in advance of the event. If the transportation manager determines that the bus is too crowded for transportation of the group, parent(s) shall be responsible for transportation of group to destination.
- Except in cases of court mandated joint custody, no child will be provided transportation from two addresses.
- Students not eligible for transportation are the parents’ responsibility.
- Whenever practical a bus stop location should be established where visibility to other motorists is at least 500 feet.
- No food and beverage may be consumed on the bus during regular routes to and from school except water in a clear container.

### **Preschoolers and Kindergarten Transportation**

Each elementary school will take the following steps to ensure that preschool and kindergarten students are properly identified for bus transportation:

- Prior to students getting on the bus, classroom teachers will provide preschool and kindergarten students with nametags which will include the name of the student, the bus number, and the delivery address of the student for that day. This will continue for the first ten school days.
- Parents or guardians of preschoolers or kindergarten students must make arrangements for a responsible party to meet preschoolers or kindergarten students on the return trip.
- Drivers and monitors are strictly prohibited from escorting a student to the door.

- In the event a responsible party is not available to accept the preschooler or kindergarten student, the child will be considered undeliverable.
- Drivers are not allowed to drive around the neighborhood or repeatedly double back to the stop looking for someone to accept the student. Drivers will notify dispatch and contact will be made with parents or school administration. (See undeliverable students section below)

### **Undeliverable Students**

- Preschool students, students with certain disabilities, and kindergarten students with door stops must be met at their bus stop by a responsible party or the responsible party must be within view of the driver. If no one meets the student, he/she is undeliverable.
- If the student has an emergency contact person on file (within the immediate vicinity of the student's home) that person will be asked to accept the student.
- If the person declines to accept the student at the bus stop during regular school hours, the student will be returned to the school. If the person declines the student after school hours, the student will be taken to transportation company headquarters. The transportation company will continue to try to reach parents until the company's normal closing time. If parents/guardians are not reached by the company's closing time, the police will be contacted and asked to take the child into their care. Drivers will notify dispatch and contact will be made with parents or school administration.

### **Monitors/Escorts, for Preschooler Students and Students with Disabilities -**

Monitors/Escorts may be necessary for the safe transport of some students. Monitors/Escorts, in cooperation with bus drivers, are responsible for the comfort and safety of students on the school bus. Monitors/Escorts are to assist students on and off the bus, however, they are prohibited from escorting students to or from the bus. Parents or other responsible parties must deliver these students to the stop and acknowledge that the child has been delivered to the stop on the return trip.

### **Pay-to-Ride Program**

The district will provide transportation for any student living 2.5 miles or less of school and within the boundaries of the school district on a **pay basis**. The Spring Hill School District will continue to provide free bus transportation for all of its students who reside more than 2.5 miles or more from school.

Transportation is offered on a space available, first come, first serve basis. Eligibility for **payrider** is based on the student's home address, not from the location the student boards the bus. Students must be registered with the bus transportation company by completing the appropriate form. Fees must be paid before transportation can begin. Registrations cannot be taken from students or baby-sitters.

### **To qualify for *payrider* transportation students must:**

1. Board a bus within the boundaries of the school district.
2. Pay a semester rate or a discounted yearly rate. Pro-rating of either rate will be available to new students only. All current students qualifying for **payrider** will be expected to pay at least the semester rate.
3. Students may cancel and owe no further fees if they:
  - a. Move from the district
  - b. Are determined to be located 2.5 miles or more from a school.
4. Students who live within the district and who have applied, qualified, and have been approved to participate in the free lunch program will also be eligible to receive free bus transportation.
5. Transportation is on a first come, first serve basis.
6. Out-of-district students may pay to ride the bus on the same basis. They must board the bus at the nearest stop *within* the boundaries of the district.

There are no discounts for students in sports or other activities that make it necessary for the student to use the bus only once a day.

Fees will be set by the school district and reviewed annually.

## **FIELD TRIPS**

**Regular Field Trips** are taken Monday through Friday as scheduled. In the event students miss their P.M. bus due to the late return of a field trip, the student should contact the parent who will be responsible for transporting the student home. Field Trip planner will provide transportation company with exact addresses of event. Bus transportation company and drivers will be responsible for maps and/or directions to field trip destination.

**Special Field Trips that include** athletic, late night, overnight, weekend etc. activities will begin and end at the school. For these special trips, parents are responsible for getting students to the school prior to the departure time for the trip, as well as being at the school to pick students up at the conclusion of the trip.

- Field Trip buses must be loaded and unloaded promptly. When scheduled pickup time exceeds 15 minutes waiting time at a school, drivers will notify their dispatcher. The dispatcher will call the school and inform them the buses will have to leave if students and teachers are not out in five minutes. When the students and teachers are not there within the allotted five minutes, buses may return to their base or proceed on with their next route. That trip will be canceled for that day and buses are not required to return. Under no circumstances is a field trip bus to move unless a teacher, chaperone, or other authorized district official is on board to monitor the students.
- It shall be the bus driver and teacher's responsibility to assure the safe return of all students. Under no circumstances will any student be left behind when returning from a field trip without the written permission of their parent, guardian or authorization from a district official.
- Significant delays in loading time will be reported in writing by the bus driver to the dispatcher by the next working day. The dispatcher will provide a report and other appropriate documentation to school administrators.
- Under no circumstances is a field trip bus to move until the aisles are cleared of luggage, instruments, coolers, body parts, etc.
- If the trip is 90-minutes or less, the driver must stay at the location of the field trip for the duration of the event.
- Bus trips within the city limits or under 5 minutes from the school will not require the driver to stay at the location unless weather or other conditions warrant concern for student safety.
- Bus transportation company and/or bus drivers will not be responsible for valuables (luggage, instruments, money, etc.) left on the bus.
- Adults not in the employ of the district or one of its contractors may ride buses as chaperones during field trips, if authorized to do so by school officials.
- Chaperones are expected to set an example for the students by following school district rules and regulations regarding student conduct on the bus.
- Under no circumstances are chaperones to involve themselves in a physical altercation with students.
- Chaperones may assist as needed in maintaining order, but ultimately, the driver is in charge of the activities on the bus during any field trip and is authorized to curb a bus when he/she determines that misconduct is creating a safety hazard on the bus.
- Students are allowed to consume food and beverage on the buses while in route to a district activity or field trip. The chaperone is responsible to walk through the bus immediately after the students have unloaded to ensure that there is no trash left behind. It is the chaperone's responsibility to have the trash cleaned up. Chaperones are also expected to sign off on the charter sheet that they have inspected the vehicle.

## **HANDLING TRANSPORTATION PROBLEMS**

### **Bus Stop Changes, due to hazard, distance -**

- All requests for bus stop changes should be called into the bus transportation company and will be considered on a case-by-case basis.
- If granted, stop changes shall be implemented by the following day.
- The district does not provide temporary transportation while stop changes are being processed, and transportation during any waiting period is the responsibility of parent.

### **Service Complaints, about school bus transportation -**

- Service complaints are to be called into the bus transportation company. The transportation company will respond to the complaint within 24 hours.

### **No Shows, canceling door stop service -**

- Parents of all students are required to contact the bus transportation company each day their student is not going to ride the bus.
- If a student has three consecutive unreported absences, service will be suspended until the parent contacts bus transportation company to re-activate the stop.

## **SCHOOL BUS DISCIPLINE**

All district students are required to follow the bus rules that have been established, to ensure safe transportation to and from school. Failure of a student to obey these rules puts the driver, other students, and the motoring public at risk and will not be tolerated. Statistically, the vast majority of school bus accidents occur when drivers are distracted from their driving duties by unruly students. If repeated verbal and written warnings, suspensions, and other remedies by the driver and school officials have no effect, the student may be denied transportation.

### **Student Conduct**

- Students will follow the driver's instructions.
- Students will not eat, drink (except water in a clear container) or smoke on the bus.
- Students will keep the noise level down and remain seated facing forward.
- Students will keep the aisle clear and not litter, write on, or damage the bus.
- Students shall not stand in the traveled portion of a roadway while waiting for a bus.
- Students shall not extend any part of their body out of bus windows.
- Students shall not get on or off the bus or move about while the bus is in motion.
- No tobacco, alcohol or illegal drugs shall be consumed or carried in a bus.
- Animals shall not be transported on a bus.
- No weapons of any type shall be transported on a bus.
- All students using school bus transportation will abide by the school district approved code of conduct posted in each bus

### **Bus Driver Conduct –**

- The bus driver is responsible for all passengers while they are riding, loading or unloading from the bus.
- In the case of misconduct, the bus driver will follow the misconduct notice process and may enact assigned seating or quiet bus time.
- The bus driver will be trained for crisis and maintain a copy of the crisis plan and the District Transportation Procedure.

### **Student Misconduct Notice, processing -**

- First Incident – written warning to student; copy mailed to parent(s) and school administrator.
- Second Incident – Driver/student conference, student assigned seat; parents called; bus conduct form completed.
- Third Incident – Conference with parent, building administrator, location manager, driver, and student. Bus riding privileges may be suspended.
- Severe Misbehavior – In the case of severe misbehavior, these steps may be bypassed and student may lose bus privileges from three to five days or up to one school year.
- Students with disabilities who have transportation as a related service, bus suspensions are subject to the same procedural safeguards applicable to disciplinary exclusions under the Individuals with Disabilities Education Act.

### **EMERGENCY EVACUATION PROCEDURES**

Emergency evacuation drills will be conducted at least two times per year for each student regularly transported to and from school in accord with Kansas School Transportation Regulations.

1. All students shall know proper evacuation procedures with safety being the first and primary consideration. Students will be instructed in bus safety and drill procedures; they should know where and how to get help.
2. Students may be evacuated through the front door only, the rear emergency door only or the front and rear simultaneously. Students in the seat closest to the exit will be evacuated first.
3. At the time of evacuation, the bus driver will designate two to four students to assist in counting, helping to unload and/or keeping control of students in designated areas.
4. Students should be at least 100 feet from the bus upon exiting and remain there, in a group, until given further instructions.
5. The drills should be supervised by a school administrator or bus supervisor or their designee. The drills should be organized similar to fire drills and held on school property rather than on route. The drills should vary type of exit (front door, rear door, etc.).
6. Drivers should remain on the bus during the drill. Children are not permitted to take lunch boxes, books, etc. with them when exiting the bus. Getting students off safely, quickly and orderly is the object of the drill.
7. Drivers should follow the crisis procedure as listed in the “Crisis Management for Transportation.”

### **Bus Crisis**

Transportation Managers, Assistant Managers, Drivers, and School Administrators are to follow the written crisis plan as listed in the “Crisis Management for Student Transportation” in case of a bus emergency.

### **Contact Information:**

AppleBus Transportation  
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800 A-Line Drive  
Spring Hill, Kansas 66083  
913-592-5121

**Spring Hill Unified School No. 230**  
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**Prairie Creek Elementary School**  
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**Spring Hill Elementary School**  
Mrs. Michelle Toon, Principal  
300 South Webster  
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913-592-7277

**Spring Hill Intermediate School**  
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**Spring Hill Middle School**  
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**Spring Hill High School**  
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