

TRANSPORTATION**GENERAL RULES**

1. To and from school routes are the top priorities of the transportation Department.
2. Student transportation for authorized activity/field trips will be provided within the capacity of the bus fleet and availability of bus drivers.
3. Region and State scheduled activities in senior high schools will receive top priority when buses are assigned.
4. Buses for field trips are available from 9:15 a.m. to 1:45 p.m.

REQUEST FOR BUS TRANSPORTATION PROCEDURE

1. The school secretary will input requests on the AS 400. Any request for the special education account will be approved by Special Ed Department before we can assign them. **ANY CHANGE IN TIME, DATE OR DESTINATION MUST BE MADE AT LEAST ONE DAY IN ADVANCE THROUGH THE TRANSPORTATION OFFICE.** Once a request is scheduled, the secretary must call Transportation to make changes. If a wheelchair bus is needed, a wheelchair count must be specified.
2. The bus driver will return their copy of the request to the transportation office for billing with the miles traveled and passenger count recorded. Schools are billed on the AS400 each week. Requests that have multiple schools will be billed to the requesting school, then the requesting school may collect from the other schools.
3. If you are cancelling a bus, **PLEASE DO NOT LEAVE IT ON VOICE MAIL. TALK TO ONE OF THE TRANSPORTATION EMPLOYEES.**
4. When you order a Clear Creek bus, type "Clear Creek" in the destination section only.

SUPERVISION

1. All activity/field trip buses must have at least one adult supervisor per bus. **DRIVERS ARE TO DRIVE THE BUS, NOT SUPERVISE, THIS INCLUDES TIME SPENT AT THE ACTIVITY SITE. SUPERVISORS ARE EXPECTED TO RIDE TO AND FROM THE ACTIVITY. BUSES WILL NOT LEAVE THE SCHOOL OR ACTIVITY SITE WITHOUT AN ADULT SUPERVISOR ON BOARD THE BUS.**
2. Students are allowed to eat lunches on the bus during inclement weather. The bus should be returned to the driver as clean as it was at the beginning of the trip.
3. No children under 5 years of age will be allowed on the school bus.

CHARGES

Following are the current charges:

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| \$ 40.00 | Minimum charge; 1 to 11 miles |
| \$ 3.80 | Charge per mile for every mile 12 or over. |
| \$225.00 | Clear Creek charges per bus per day. NOTE: Drivers do not stay overnight. |
| \$475.00 | Charge per bus for the first two buses, region or state scheduled activity/field trips, which are over 150 miles round trip. |
| \$ 40.00 | Buses cancelled at the school |

SCHOOL BUS GUIDELINES for students

- ☺ Arrive at your bus stop five minutes before the scheduled stop time in the morning. Be respectful of private property.
- ☺ Wait for the bus in a safe place, away from the curb.
Children should never get near the wheels of the bus or under the bus.
- ☺ Make sure the bus is stopped, then enter in an orderly manner and take your seat.
- ☺ Remain in your seat while the bus is in motion.
- ☺ Keep the aisle clear at all times.
- ☺ Students shall keep head and arms inside the bus and remain seated while the bus is in motion.
- ☺ Skateboards, animals, breakable containers, flammable liquids and dangerous objects shall not be allowed on the bus.
- ☺ Follow all Bus Rules and the instructions of your bus driver.

PARENTS

- * If your child misses the bus, instruct them to go to the office. **DO NOT WALK HOME!**
- * Teach your child to exit the bus only at their designated stop.
- * **REMEMBER: Bus Zones are for buses only!! This will help ensure your child's safety as well as the other students' safety.**

SCHOOL BUS RULES for students

1. Pupils transported in a school bus shall be under the authority of and directly responsible to the driver of the bus. Disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.
2. Students may be refused transportation for use of obscene, vulgar or foul language, loud talk or laughter and disturbing noises.
3. Students damaging a bus in any way shall forfeit the right to ride the bus until all damages are paid for and reinstated by the principal, director of transportation or superintendent.
4. Throwing of any material in the bus shall be sufficient reason to refuse transportation.
5. Students shall keep head and arms inside the bus and remain seated while the bus is in motion.
6. Major offenses are any actions which endanger safety to bus and/or riders, the use or possession of tobacco, drugs, alcohol, etc., any vandalism to the bus, firearms or any other dangerous objects and any actions determined by the driver to be extreme and totally unacceptable.

Transportation service is provided for students living further from school than 1 ½ miles (Elementary K-6) or 2 miles (Secondary 7-12).

Failure to abide with the above rules will result in disciplinary action. Such action could range from a student conference, assigned seating, temporary suspension or permanent loss of bus privileges

Transportation Department

Route Elimination Procedure

DISTRICT RESPONSIBILITY

1. The Transportation Department will evaluate under mileage routes and, if necessary, recommend elimination of the route to the Assistant Superintendent of Business Services.
2. The Assistant Superintendent will evaluate the recommendation and present the information to the Cabinet and Board of Education for approval.
3. If the route is approved for elimination by the Board of Education, the Transportation Department will notify the school that the route has been eliminated.

SCHOOL RESPONSIBILITY

1. The principal will review the eliminated route with the school Community Council and PTA Executive Board and, with their assistance, determine safe walking routes for the formerly bussed students.
2. The principal will forward the safe walking routes to the immediate supervisor.
3. The affected parents will be notified via mail that the route has been eliminated, explain the reasons for the termination, and provide a copy of the safe walking route.
4. The principal will contact the city administrator and work toward crossing guards, school zone crossing and striping.
5. The principal will inform the supervisor that all of the steps have been accomplished.