

## **Administrative Guidelines for Transportation**

### **Bus Stops**

Bus stops will be established and posted on the Perry Township website. Students of Perry Township Schools are to utilize the bus stop they are assigned. Transportation will make any necessary corrections as needed.

Bus stops will be established by the Transportation Office. Bus Stops will be located on public serviced roadways. Buses will NOT load/unload students at any business parking lots, or areas deemed unsafe by the office of transportation.

Bus stops will be established such that the driver has adequate time to activate loading lights, approach stop, load students safely, and proceed on to next destination.

It is the parents responsibility to ensure the safety of all individuals to and from the bus stop and while waiting for the bus.

Students that do not reside in a neighborhood and reside off of a main roadway will be picked up at their driveway.

High School/Middle School/Academy student bus stops will be designated every 8-10 houses in neighborhoods with sidewalks or 5-8 houses in neighborhoods with no sidewalks.

Elementary student stops will be designated every 5-8 houses in neighborhoods with sidewalks or every 3-5 houses in neighborhoods with no sidewalks.

Bus drivers are **NOT** authorized to change, edit or add bus stops to their routes. Requests or concerns are handled by the transportation office.

Students need to be at their scheduled bus stop at least 10-minutes prior to the time scheduled. Buses will not be sent back to retrieve students that missed the bus.

In the **PM** it is necessary that **ALL PARENTS OR DESIGNATED ADULT OF STUDENTS GRADE K-2 BE PRESENT AND/OR VISIBLE TO RECEIVE THE CHILD** from the bus stop. If no one is there we will keep your child on the bus. We will make every effort to make a second attempt. After this your child will be returned to the appropriate school and you will need to pick up from there. This will only be accepted **three** times before other actions will need to be taken.

### **Cul-De-Sacs/Courts/Dead End Roadways**

Perry Township Schools will not allow its buses to travel down dead end roadways. We will also only travel down Cul-De-Sacs and Courts as we deem safe for travel. If at any time it becomes unsafe for our students and/or drivers we will at the discretion of Transportation pull a bus from that area.

Bus driver cannot see under and/or around the bus if put in a position to go in reverse. Perry Township Schools will not place any individual in a potentially fatal situation.

Although we understand there are areas which may allow us room to turnaround we often run into parked cars, delivery vehicles, or any situation out of the ordinary that places our students and/or driver's in unsafe situations. We do not want to put anyone in a position that could have a fatal outcome.

Buses will not use driveways or parking lots to turn around.

### **Bus Routes**

Bus routes will be designated to utilize the maximum capacity rating for each bus. Routes will be designed and built for students to ride to and from their assigned stop based on their home address. We will only transport a child to one location. If you need your child to ride to a stop other than home that will be the only designated stop we will use.

### **Bus Route Changes**

In the event a bus route is changed and the stops and/or times are altered more than +/-10 minute's students and parents will be notified via letter. This letter will be sent home via the student since we do not always have much notice when changes are made.

There may be times routes may need to be consolidated to account for shortage of drivers or situations unforeseen by the transportation office. The transportation office will make every effort to communicate to the parents and students of these last minute changes. **PLEASE** accept our apologies since it is not always possible to do this due to such short notice.

### **Alternate Bus Stops**

Students that require a bus stop other than their home residency must complete an **Alternate Bus Waiver**. This form is available at every school and on the Perry Township Schools web site. This form must be completed and returned to your child's school for approval before transportation can **be approved**. Services to the new location can take up to 3-5 business days to complete. Parents/Guardians should have a backup plan in place until services are altered to accommodate the request. Once the request is approved and scheduled, the school will notify the parents of the start date. Any waivers received for High/Middle/Academy students at the beginning of the year will not be approved **for at least the first** two weeks of school.

Parents of both Edison Learning Schools must fill out a **Request for Transportation Change** form before any changes can be made regarding the transportation of your child. This form must also be turned into your child's school for approval before transportation can be changed. The same procedures will be followed as above in the Alternate Bus Waivers section.

### **One-Day Bus Passes**

This pass must be approved by the transportation department and will only be approved for emergency purposes only. The school will notify transportation when a pass is needed.

### **Bus Stop Etiquette**

Students and parents are to respect the property where the bus stops are located. Individuals are not to damage or vandalize the property where the bus stops are located. Failure to comply may result in a loss of riding privileges.

### **Loading/Unloading**

Students are to wait at least 10- feet away from the curb while waiting for the bus. Students are **NOT** to board the bus until the red warning lights and stop arm have been activated.

Students that are required to cross in front of the bus must do so **ONLY** after the driver has activated the red warning lights, stop arm and indicated to you it is safe to cross. Students are **NOT** to cross behind the bus. Students that cross behind the bus may loss riding privileges.

Students are to be at their designated stop and ready to board 10 minutes prior to scheduled pick up time. Students that are not at the bus stop and visible to the driver may not be picked up. Buses will not be sent back for tardy students.

**If a student misses the bus they may NOT chase or follow the bus to board at another stop. This is extremely dangerous and can result in serious injury.**

### **Carry-on Items**

The transportation office will allow students to bring items on the bus provided the item:

- Fit on top of students lap
- Do not sit higher than the lower window level
- Do not interfere with students sitting in their seat
- Do not block aisle way or emergency exits per state law

### **Contact**

In order to maintain bus routes running on time and efficiently we request that all communications be handled through the transportation office and not the bus driver. This ensures the bus is not delayed en route. In the event you need to get a hold of your child's bus

driver to discuss disciplinary concern, bus times, or items related to the bus ride please contact the transportation office at 789-6220. We will leave a message for the driver.

### **Bus Rules**

Students are expected to follow the same rules as in the classroom while riding the bus. In addition, students are expected to follow the rules listed below. Failure to follow may result in a loss of riding privilege. **ALL discipline is handled through your child's school of attendance.**

### **Bus Rules**

1. Always obey the driver and/or monitors with respect
2. Be seated promptly and stay in designated seat, facing forward with feet on floor
3. All Students in grade K-8 must carry all items in a book bag or carry all container
4. Be courteous and do not use profanity
5. Speak in a normal voice, no yelling or screaming
6. Never push, shove, scuffle or horseplay. No bullying or harassing other students
7. Keep your head, hair, hands, feet and all belongings inside the bus and to yourself
8. Never Smoke
9. Never Fight
10. Never Throw objects inside or outside the bus
11. Do not eat or drink on the bus. Gum is not allowed
12. Treat bus seats and equipment with care and respect
13. Keep the bus clean and orderly
14. Electronic devices used for music are only allowed for Secondary grades (6-12)
15. Cell Phones are not to be out and/or used will on the bus
16. Laser pen lights are not allowed.

Failure to follow the bus rules may result in a loss of riding privileges.