

Parent and Student Handbook

**Clark-Pleasant Community
School Corporation**



Transportation
Student Centered. Safety Driven.

School Year: 2022 - 2023

Student and Parent Transportation Handbook Contents

Alternate Bus Stop Requests	3
Communication	8
Eligibility	3
Emergency Procedures	8
Food and Beverages	6
General Rules	3
Medication	5
Personal Belongings/Lost Items	6
Procedures for Boarding	3
Property Damage	5
Safety Requests from Parents and Guardians	6
Special Needs Transportation	3
Student Expectations	7
Student Safety	4
Video Surveillance	5

Dear CPCSC Families,

I hope you find information outlined in this document to be helpful. In advance, please know that we view transportation as a partnership between home and school and welcome communication and feedback from families.

According to the NHTSA, school buses are the safest vehicles on the road. Students are about 70 times more likely to get to school safely when taking a bus instead of traveling by car. That's because school buses are heavily regulated and constructed to be safer than passenger vehicles in preventing crashes and injuries. School buses are also highly visible and include safety features such as flashing red lights, cross-view mirrors, and stop-sign arms. Protective seating, high crush standards and rollover protection are also standard features. Moreover, laws protect students by making it illegal for drivers to pass a school bus while dropping off or picking up passengers, regardless of direction and approach. But vehicle equipment and safety features are only part of what it takes to get students to and from school safely. Maintaining open communication, developing relationships with students, and building trust with families are also essential. We ask that you join us in conveying these three basic expectations to our students: BE KIND, BE ON TIME, AND BE SAFE!

School bus transportation is a service made available to all CPCSC students. We will make every effort to assign bus stops in areas that are efficient, accessible, and safe. Stops may be adjusted throughout the year to accommodate the construction of new roads, new subdivisions, and changing bus capacities. Additionally, it is essential that students be at designated pick-up points no less ten (10) minutes prior to the published pick up time. **Unfortunately, bus times may vary depending on ridership, weather, and traffic.**

In short, our unyielding commitment to our community is to put the safest vehicles and drivers on the road each and every day, and we invite you to contact our office if you have questions or suggestions as to how we can make improvements.

We are looking forward to a great year!

Respectfully,

Michael E. Akers

CPCSC Director of Transportation

General Rules

All bus safety policies, protocols, and guidelines will be enforced to help the driver maintain a safe and orderly environment for the benefit of all riders. A distracted driver is an unsafe driver.

Eligibility

Bus transportation is provided to students who live within the Clark-Pleasant Community School Corporation boundaries. Students living out of district are not eligible for bus transportation unless they are being transported to an approved location within our district.

Students who fail to follow safety guidelines and expectations may be denied access to CPCSC transportation services.

Special Needs Transportation

To qualify for Special Needs transportation, a student's Teacher of Record must determine that special transportation is necessary as a related service. Once approved, the school will convey this information to the Transportation Department. Note, it may take up to 3 school days before services are set to begin.

Alternate Bus Stop Requests

Alternate Bus Stop Requests must be submitted to the Transportation Department no later than July 15 to be active on the first day of school. Requests submitted after July 15 will be processed no sooner than one week following the first day of school. Parents will need to provide transportation for their student until the request has been processed and approved. Please remember Alternate Bus Stop Requests remain in effect for an entire school year unless cancelled or changed. **Additionally, Alternate Bus Stop requests must be submitted and approved EACH school year – there is no carryover from year to year.** Please allow 3-5 school days for an Alternate Bus Stop Request to be processed. Requests may be denied if the bus exceeds capacity.

Students are expected to ride his/her assigned bus. Changes are not be permitted without prior approval.

Transportation services are based on a student's home address unless an alternate bus stop has been approved.

Same day/last minute transportation changes must be processed through the school office. A bus pass will be issued if approved.

Procedures for Boarding

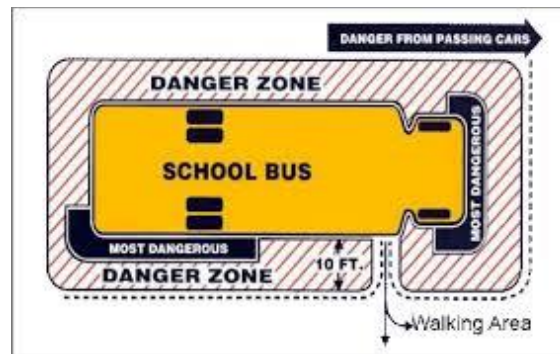
As a school bus is approaching, students should begin forming a single line at least 10 feet away from the roadway while waiting on the bus to come to a complete stop.

Students should never approach the bus until the driver has motioned them to board.

If students must cross the street, the driver will motion for students to cross when s/he verifies that it is safe to do so. Students **MUST** wait for the driver's signal.

Once on the bus, students should report to their assigned seat and remain seated while the bus is in motion.

Any area within 10' of a school bus (front to back and side to side) is considered the "The Danger Zone". Students within this area are potentially in a driver's blind sight.



For the safety of all students and route schedule, it is an expectation that all riders report to their bus stop no less than 10 minutes prior to scheduled pick up time.

It is critical that students follow the driver's instructions at all times.

Student Safety

Students shall be seated immediately upon entering the bus. Lap-shoulder safety belts must be used if installed.

Students must sit in his or her assigned seat and remain seated while the bus is in motion.

Inappropriate conduct, verbal abuse, or other behaviors that jeopardizes the safety and wellbeing of those on the bus will not be tolerated.

Windows must remain closed unless permitted by the driver. If allowed, windows should not lowered more than 50%.

Kindergarten and Preschool students will not be released from the bus without the presence of a parent, guardian, sibling, or appropriate adult caretaker present.

Bus privileges may be revoked for students who refuse to conduct themselves in a courteous and safe manner.

The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation. Objects that cannot be held on a student's lap are not permitted. For example, large musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons and other such items that could pose a safety concern.

Students must keep their head, hands and feet inside the bus at all times.

Tobacco, alcohol, illegal substances and all other items prohibited by school board policy are strictly prohibited and subject to school/corporation discipline.

Video Surveillance

Video surveillance devices are installed on CPCSC vehicles. Their primary purpose is to assist drivers in providing the safest environment possible for all riders.

Video surveillance data is the property of the Clark-Pleasant Community School Corporation and may be used when investigating situations.

Property Damage

School buses are considered to be school and government owned property. Riders who inflict damage will be responsible for paying expenses associated with repairs and subject to corporation disciplinary action: loss of riding privileges, suspension/expulsion, and/or legal action.

Personal Belongings/Lost Items

The following items are forbidden on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, or any other dangerous or objectionable objects that violate school board policy.

Use of technology is permitted as long as it does not cause a distraction to the driver or others.

The school corporation is not responsible for lost, damaged, or stolen personal belongings.

Buses are inspected at the conclusion of each route. If an item is left on the bus, drivers will keep that item and return it to the student the next day.

Bus drivers may confiscate any object that has been deemed questionable or unsafe.

Medication

Approved medication transported by a student must be in the original container and remain in the student's book bag at all times.

A note from the parent/guardian MUST accompany any medication.

Medication may not be used or taken while riding the bus without prior consent from the parent/guardian and school health office.

Food and Beverages

Students are not permitted to eat or drink, with the exception of water, while riding a school bus. Food allergies and maintaining cleanliness of the bus are the two critical reasons. Any exceptions regarding food and drink will be at the discretion of the driver.

Safety Requests from Parents and Guardians

Be certain that your student arrives at the bus stop at least 10 minutes prior to the scheduled pick up time.

Make sure your student is dressed appropriately for the weather and safety conditions.

Assist your student in developing safe habits when walking to and from the bus stop.

Supervise travel to and from the bus stop and while your student is waiting for their bus.

Encourage your student to obey all traffic rules, signs, and signals.

Help your student understand that riding a school bus is a privilege, not a right. Transportation privileges may be suspended or permanently revoked if a student's conduct poses a threat or safety concern to others.

Instruct your student to report any concerns s/he may experience when walking to or at the bus stop.

Do not board or approach the bus for safety reasons. Use the driver side window to communicate or make other arrangements to speak with the driver later in the day.

Refrain from sending items to the bus stop with your student that are too large to safely transport.

Understand that parents will be held accountable for damage or vandalism caused by their student.

Drivers will not intercede in student/parent conflicts. Their responsibility is to radio dispatch with information, ask for guidance, and contact 911 if necessary.

Cooperate and support the driver at all times to help provide the safest environment possible for transporting students.

Student Expectations

The school bus driver is responsible for the safety and security of all on his/her bus. It is essential that students adhere to bus safety rules at all times. Students are expected to follow the same rules and expectations as they would while in school.

Drivers will work with students to ensure safe and courteous behavior.

Drivers are expected to document and communicate student discipline concerns.

If a student's behavior does not improve after attempts by the driver to work with the student, a bus conduct form will be submitted.

If a student has had his/her bus privileges revoked, the student may not ride any Clark-Pleasant bus while suspended.

If suspension is warranted, the principal or designee will contact the parent to notify them of the suspension and determine a return date. If the infraction has been deemed as a major infraction, the length of suspension can be extended longer than a semester.

Disciplinary Action:

1st Referral - Verbal Reprimand/ Warning

2nd Referral - Probation

3rd Referral - One Day Suspension

4th Referral - Three Day Suspension

5th Referral - Five Day Suspension

6th Referral - Suspension for Semester (Depending on the severity of the misconduct, it may be necessary to suspend the student immediately for an indefinite amount of time).

Emergency Procedures

All drivers are trained to handle emergency situations.

Drivers are expected to assign student helpers to assist in emergency situations.

Bus evacuation drills are conducted during the school year.

In the event of an emergency, (Parents) please contact the school or transportation office for direction as to where to meet your child. For your own safety, do not go to the scene of an accident.

In the event of an emergency, students will be released to parents after proper documentation has been completed and approval by school administration.

Communication

Parents are encouraged to contact the driver, transportation department, or school with questions/concerns. Similarly, drivers are instructed to contact and work with parents to resolve conflicts or areas of concern. Should situations arise, parents and transportation will work jointly to resolve issues. Threats to any school employee is considered, by law, a Class D felony (IC: 35-44-2-1). Please allow 24 hours for the transportation department to return messages.