



***PARENT/STUDENT  
TRANSPORTATION HANDBOOK  
2018-2019***

***CARLISLE COMMUNITY SCHOOL DISTRICT  
430 SCHOOL STREET  
CARLISLE, IOWA 50047***

***WWW.CARLISLECS.D.ORG***

Carlisle Community School District (CCSD) provides bus transportation to and from school for eligible students residing in the district. Students living within the district are eligible to ride the bus to and from school, through the “pay-to-ride system”. Students living outside the city limits may ride the bus for free. Address eligibility is audited year round, and when an address is found to be ineligible, the parent is notified.

CCSD’s primary objective is the transporting of eligible bus riders in a safe, prompt manner. Regulations, procedures and consequences for violations are clearly defined in this handbook. All county roads may not be traveled during inclement weather. Roads may not be traveled if deemed unsafe by the transportation department. If it becomes necessary to change your child’s route, parents will be notified by a letter and/or phone call. Please keep contact numbers up to date with the district.

The Carlisle Community School District developed an emergency hard surface route plan. The purpose of this plan is to provide a bus transportation system on days when it is not possible to run the buses on gravel roads. In situations such as drifted or icy country gravel roads, or soft surface gravel roads, this plan will be implemented. You will also find a copy of this plan on our website: [www.carlislecsd.org](http://www.carlislecsd.org).

- Announcement concerning implementation of the Emergency Hard Surface Route plan will be made on via the district messenger system.
- The decision for implementing this plan will normally be made no later than 6:30 a.m.
- When the plan is utilized in the morning, it will also be utilized in the afternoon. District will notify parents if afternoon routes location are changed no later than 12:00 p.m.
- Buses will stop at gravel road/hard surface intersections as listed below. Please decide which intersection is closest to where you live and wait there.
- Students who live in the country who are not able to make it to a hard surface pick up spot will not be counted absent from school if parents write a note to the school informing us of the problem.
- A student will not be left at a drop-off point unless a parent/guardian is there to pick them up. If no parent/guardian is there, the student will be brought back to the school and parents will be required to pick them up as soon as possible.

If your student misses the bus, you will need to provide transportation. In emergency situations, please call the Transportation Office (515-989-3137)

If you need information concerning student misconduct on the bus, contact the assistant principal at the campus. If you wish to set up a conference with your bus driver, please call the Transportation Office.

### **Campus Administrators**

High School	Assistant Principal	515-989-0831
Middle School	Assistant Principal	515-989-3075
Hartford	Principal	515-989-0316
Carlisle Elem	Assistant Principal	515-989-0339

### **Transportation Department**

Transportation Director	Jason Bradshaw	515-989-3137	<a href="mailto:Jason.bradshaw@carlislecsd.org">Jason.bradshaw@carlislecsd.org</a>
Transportation Secretary	Zenda Adams	515-989-3589	<a href="mailto:Zenda.adams@carlislecsd.org">Zenda.adams@carlislecsd.org</a>

## **BUS RIDER'S SAFETY HANDBOOK**

The purpose of these guidelines is to provide safe and timely transportation to and from school daily. Riding the school bus is a privilege provided by the school district. Please read and discuss the information in this handbook with your children.

### **RULES AND PROCEDURES**

#### **I. Waiting for the bus:**

1. Please be at the bus stop five minutes before scheduled pick up time. The driver cannot wait or honk.
2. Stand on the sidewalk or away from the roadway while waiting for the bus.
3. Continue to stand back until the bus comes to a complete stop.
4. When the bus approaches, line up and load quickly.
5. If you miss the bus, go home immediately.
6. Parents – please make a plan with your children on what to do if they miss the bus.

#### **II. Loading the bus:**

1. Use the handrail and steps.
2. Keep your hands and feet to yourself.
3. If you have a transfer slip from the school allowing you to get off at a stop other than your own, give the slip to the bus driver as you board the bus.
4. Go to your assigned seat. The bus will not move until all students are seated.

#### **III. On the bus:**

1. Quickly go to your assigned seat and stay seated the remainder of the ride, unless the bus driver reassigns your seat.
2. Face forward during the ride.
3. Keep your hands to yourself and your feet on the floor in front of you and out of the aisle.
4. Talk quietly.
5. Speak to others in a respectful manner.
6. Avoid throwing objects inside or outside of the bus.
7. Use the emergency door and window exit controls only during supervised drills or actual emergencies. Follow the specific directions of the bus driver.

#### **IV. Getting off of the bus:**

1. Stay seated until the bus stops completely.
2. Wait for your turn.
3. Use the handrail and take one step at a time.
4. Walk away from the bus, and stay clear of the bus as it drives away.
5. If any article drops or rolls near or under the bus, go to the door of the bus and ask the driver for help. Ask the bus driver to get it for you. Do not go after it yourself.

#### **V. Crossing the street or highway:**

1. Students living on the left side of the roadway should move 10-12 feet in front of the right bumper. Make eye contact and wait for the driver to let you know that it is safe to cross.
2. Look in both directions and walk directly across the road.
3. Always cross the road in **front** of the bus.
- \*\* CAUTION! Watch for vehicles that are **not stopping** when the bus is loading and unloading student.
4. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

## **VI. Policy for dropping off children ages 6 and under:**

An adult or older sibling must be at home to meet the child. If no one is at the home, the driver calls the Transportation Secretary and a call is made based on the numbers in the student information system. *If no one can be located, the Police Department or Children's Protective Service will be called.*

## **VII. Accidents or Emergency situations:**

1. Listen to your driver and follow directions.
2. If you must leave the bus, stay with the group.
3. The following procedures will be followed for unloading the bus in an emergency situation: A. The students nearest to the door will open the door and hold it open for other students. B. The person in the seat closest to the door will get off first. C. Get off of the bus in single file as quickly and quietly as possible. D. Once you are off of the bus, listen to driver and follow directions.
4. Release of students from an accident scene is governed by law enforcement & CCSD administrators.

## **VIII. Bus changes:**

In order to safely transfer your student from one bus to another, please follow the steps below:

1. Call your students' campus and give them the address where the student will be transferred to and a contact phone number. The transfer will be denied without this information **EACH** time that a transfer is requested. Transfer notification must be submitted to the school office no less than 24 hours prior to date of transfer.
2. Call the Transportation Dept to request a bus change/transfer. All requests for a bus change must be made through the Transportation Department. Your request may be denied due to any overcrowding situations. There will be a 72-hour implementation period for the changes.
3. The drivers will not transport any student without an approved transfer slip from the schools. The drivers will not give their permission for a student to exit the bus at any other bus stop other than their own home or campus.
4. Any student exiting the bus without an approved (campus/transportation dept) transfer slip will receive a discipline notice from their driver. Parents and school officials will be notified of the incident and the driver will proceed with their route. Your student's campus administrator will investigate the violation and handle the discipline. A second violation may result in removal from all transportation for the remainder of the year.

## **IX. Students missing the afternoon bus:**

Depending on the situation;

\*The bus driver will wait for the student if instructed to do so by staff.

\*The bus driver will come back to the school if s/he is still in town if instructed to do so by staff.

\*The parent will be called.

Note: If the parent refuses to come to pick up the student, the Police Department will be called.

## **X. Prohibited items:**

1. Tobacco Products
2. Live animals and insects
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or any chemicals
6. Any devices used for smoking

## **XI. Extracurricular Trips:**

1. Bus policies and procedures apply to all school sponsored events.
2. Discipline will be the responsibility of the building assistant principal and trip sponsor.
3. The bus must be clean when returned to the bus barn.

## **XII. Discipline:**

The school bus is an extension of the classroom and consequences will be administered by the Principal or Assistant Principal with assistance from the Transportation Dept. All school board policies that apply to student conduct and other student related activities apply to the school bus. **At administrative discretion, and depending on the severity of the incident, steps may be skipped.**

## **PROCEDURE/CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR ON THE SCHOOL BUS**

### **Level 1**

- A. *Pre-Referral Step One* – Verbal warnings. Parent contact by bus driver.
- B. *Pre-Referral Step Two* - The bus driver will provide written notification to the parent.
- C. *Office Referral Step Three*- The bus driver will complete and send to the Principal/Assistant Principal. The student may be denied bus privileges for **(1) one day**. Level 2 is explained to the student. The office referral is sent home for parent signature and returned to the Principal/Assistant Principal.

### **Level 2**

The Office Referral will be completed by the Bus Driver and turned in to the Principal/Assistant Principal. The student may be denied bus privileges for up to **(3) three days**. Level 3 is explained to the student. The referral is sent home for parent signature and returned to the Principal/Assistant Principal.

### **Level 3**

The Office Referral will be completed by the bus driver and turned in to the Principal/Assistant Principal. The student may be denied bus privileges for up to **(5) five days**. Level 4 is explained to the student. The office referral is sent home for parent signature and returned to the Principal/Assistant Principal.

### **Level 4**

Written Documentation of Office Referral will be completed by the bus driver and turned in to the Principal/Assistant Principal. The student may be denied bus privileges for up to **(10) ten days**. Level 5 is explained to the student. The office referral is sent home for parent signature and returned to the Principal/Assistant Principal.

### **Level 5**

Written Documentation of Office Referral will be completed by the bus driver and forwarded to the Principal/Assistant Principal. The student may be denied bus privileges for up to the **remainder of the year**. The parent is telephoned and the report is sent home.

