

# Kelloggsville Public Schools

## Parent/Student Transportation Handbook

### Important Contacts

Transportation Department- 532- 1574

Administration Office- 538-7460

Kelloggsville web site- [www.kvilleps.org](http://www.kvilleps.org)

### Buildings and Phone Numbers

KECLC (Pre-school)- 532-1585

East Elementary- 532-1580

West Elementary- 532-1595

Southeast Elementary- 532-1590

Middle school- 532-1575

High School- 532-1570

Daycare- 532-1577

### Introduction

Public Act 187 of the Michigan Motor Vehicle Code outlines the pupil transportation laws that all districts must follow. A copy of Public Act 187 is available for review during regular office hours in the Transportation Department. The purpose of this handbook is to provide students and parents/guardians with general information about Kelloggsville Public Schools transportation policies.

It is important to note that law does not require transportation of regular education students to and from school. School bus transportation is provided only for eligible students and shall be considered a privilege to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow all rules and regulations. Please take time to read the following pages and share the information with your child.

Safety is the most important factor during the transportation of students. The following information is offered to make pupil transportation as safe as possible.

## Bus Routes and Stops

1. Bus stops and routes are established on the basis of safety, efficiency and the age of the student. The district reserves the right to change stops and routes whenever necessary.
2. It is each parent's responsibility to get his/her child to and from the bus stop safely.
3. Parents/Guardians are responsible for their child's behavior until the bus arrives and after the bus drops off their child at their stop.
4. Students should arrive at the bus stop and be lined up and ready to be loaded on the bus five minutes prior to the scheduled arrival of the bus.
5. By law, students must cross the street in front of the school bus. Students will receive instruction on the proper way to cross the street. Parents that meet their child at the bus stop should help their child follow rules regarding the proper crossing procedure.
6. Bus stops cannot be located on cul-de-sacs, as the Michigan Department of Education recommends that the backing up of a school bus be avoided whenever possible.
7. Walking distances and bus routes may be adjusted temporarily if roads are unsafe or impassable.

### Other Important Notes...

- For Kindergarten and 1<sup>st</sup> grade students, Kelloggsville Public Schools requires a parent, or other person designated by the parent, to pick their child up at the bus stop in the afternoon. If no parent, or person designated by parent, is at the bus stop, the student will be kept on the bus and returned to their school at the conclusion of the run. Parent, or person designated by parent, will be required to pick the child up at the school.

### Student are expected to...

- Treat others with respect while riding the bus. This includes other students, the bus driver and bus aide. Bullying behavior towards others will not be tolerated.
- Do what the bus driver or bus aide asks of them.
- Use appropriate language at all times and use an "inside" voice when talking to other students.
- Refrain from eating, drinking and chewing gum while riding the bus.
- Remain seated until it is time for you to exit the bus or the bus driver gives you permission to move.
- Keep their head, hands and feet inside bus at all times- nothing goes through an open window. Windows may be opened with permission from the bus driver or aide.

- Be responsible for any intentional damage to the interior or exterior of the bus, and are expected to pay for such damages. Restitution for damages may be required before riding privileges resume.
- Get to their bus stop at least 5 minutes before scheduled pick-up/drop-off time. The bus will not wait for late students. Students should stay out of the street while waiting at their stop.
- Cross the street, using the crossing procedure outlined in this manual.
- Limit objects that are brought on the bus to items that can be safely carried by the student. Do not bring items on the bus that could affect the health and safety of others. This includes cologne and perfume, as well as large items like scooters and skateboards.

### **Parents and Guardians should...**

- Become familiar with district bus policies, regulations and principles of school bus safety.
- Be aware that they are responsible for their child's behavior while the child is walking to and from the bus stop, as well as while waiting at the bus stop.
- Expect their child to demonstrate appropriate behaviors at the bus stop and while riding the bus.
- Work with school personnel to reinforce appropriate bus behavior.
- Make certain that their child arrives at the bus stop on time.
- Provide alternate transportation for their child if oversized objects or live animals must be transported to or from school, or when a child's bus riding privileges have been suspended.
- Ensure that payment is made for damages resulting from vandalism to the bus.
- Have a family emergency plan if the student arrives home early or if parent/guardian are not home when the child arrives.
- Be willing to show a photo ID when requested by a transportation staff member.
- Model good behavior at all times.

### **Bus Driver's should...**

1. Build positive relationships in a professional, ethical manner by honoring diversity, modeling life skills and meeting the physical and emotional needs of all passengers.
2. Establish proper rapport with students, parents/guardians and building administrators.
3. Provide safe and orderly transportation for the students.

4. Establish and enforce reasonable bus rules in accordance with appropriate district policy and procedures. This includes teaching students the rules for safe bus riding and street crossing and enforcing these rules in a consistent manner.
5. Stay on the scheduled route and times each day when conditions allow.
6. Pick up and discharge students only at their designated stops, except with the written permission to do otherwise.
7. Request a photo ID if unsure about an adult picking up the child.
8. Assign seats as necessary
9. Notify the office if the bus will be late in arriving
10. Check the bus by walking from front to back to make certain it is empty at an appropriate location after the last child exits the bus and between all runs before parking the bus.
11. Notify parents/guardians, transportation director, and building principal of student behavior concerns.
12. May never leave the bus unattended with students on board.
13. Provide for school bus emergency evacuation drills on a regular basis as required. Follow appropriate procedures in dealing with dangerous situations.

### **Student Crossing Procedure**

Please review these important safety procedures with your children. Parents who escort their children to and from the bus when crossing must set the example for their children and also adhere to these important safety procedures. Everyone needs to know that not all cars stop as required by state law, even when the red lights are flashing.

#### When Crossing the Street to Board a Bus....

1. Students wait in groups at the designated bus stop and least 10 feet away from the edge of the road and look for the bus driver to signal to cross.
2. Bus drivers will display a sign to indicate when it is safe to cross the street.
3. Once the signal has been given, students should proceed directly across the road always staying well in front of the bus and then board the bus.
4. Students should not stop in the middle of the street or cross behind the bus.

#### When Crossing the Street to Leave the Bus...

1. Students should exit the bus and take 10 steps straight out towards the
2. Students should look at the bus driver for the signal to cross.
3. Kelloggsville bus drivers use a two-sided paddle to indicate when it is safe to cross. Red means "stop" and not to cross the street. Green means "go" it is safe to cross the street.
4. Never cross behind the bus
5. If a personal belonging goes under the bus, ask the bus driver for help.

6. Do not get mail from the mailbox until the bus has left.
7. At all times stay out of the **Bus Danger Zone**.

### Bus Conduct Reports

Students who do not follow the rules while on the bus will receive a bus conduct report. Multiple bus conduct reports will eventually lead to suspension of riding privileges. Bus drivers and bus aides will work with students to improve behavior before bus conduct reports are given.

#### K-3 Process

1<sup>st</sup> offense- Warning to student, call home

2<sup>nd</sup> offense- Loss of 1 recess, call home

3<sup>rd</sup> offense- Loss of recess and/or 1-day suspension from riding the bus, depending on the behavior, call home

4<sup>th</sup> offense- loss of recess and multiple day suspension from riding the bus (to be determined by building principal)

#### 4-5 Process

1<sup>st</sup> offense- loss of 3 recesses

2<sup>nd</sup> offense- 1-day suspension from riding the bus

3<sup>rd</sup> offense- 3-day suspension from riding the bus

4<sup>th</sup> offense- 5-day suspension from riding the bus

5<sup>th</sup> offense- Length of suspension determined by the building principal

Immediate suspension will occur for any infraction involving fighting or the possession of illegal drugs, alcohol, or weapons.

The school district reserves the right to implement alternative discipline options based on individual circumstances. Parents will be notified prior to the suspension of riding privileges.

Riding the school bus to and from school is a privilege, and a suspension of riding privileges does not mean a suspension from school. If a student is suspended from riding the bus, it is the parent's responsibility to bring the child to and from school.