



***PARENT/STUDENT
TRANSPORTATION HANDBOOK
2019-2020***

***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.

- 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	515-989-0833
Hartford	Principal	515-989-0316
Carlisle Elem	Assistant Principal	515-989-0339

Transportation Department

Transportation Director	Jason Bradshaw	515-989-3137	Jason.bradshaw@carlislecsd.org
Transportation Secretary	Zenda Adams	515-989-3589	Zenda.adams@carlislecsd.org

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.
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.
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;

1. The bus driver will wait for the student if instructed to do so by staff.
2. The bus driver will come back to the school if s/he is still in town if instructed to do so by staff.
3. The parent will be called.

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

X. Guest Student Riders

1. Due to the district loading buses to utilize all available seat space on the bus for cost efficiencies, **No guest students will be allowed to ride along with students.** Only students who are assigned to ride the bus may be transported and must ride their assigned bus established by address on record at campus. The district cannot surpass the maximum seat capacity. ***Do not ask to ride home on another bus with a friend.***

XI. 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

XII. 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.

XIII. 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.**

SCHOOL BUS SAFETY

School buses across the country transport millions of kids every year and are without question the safest way to get kids to and from school. We transport over 1300 students per day at Carlisle and our number one priority is "SAFETY". Transporting students to and from school requires a team effort to be successful. Parents, students, and the school staff all need to work together to provide the safest transportation possible.

Parents Responsibilities:

- Ensure your student arrives at their bus stop safely and on time.
- During days of extreme weather, ensure your student boards the bus safely.
- Make suggestions for improvement of school transportation to the transportation director.
- Review the Bus Rules and Disciplinary Policy with your child.

Bus Driver and School Responsibilities:

- Ensure the school bus is safe to transport students.
- Ensure buses run on time.
- Ensure there is room on each bus to transport students safely.
- Ensure all students are safely transported to and from school.

Student's Responsibilities:

- Arrive at the bus STOP on time.
- Follow ALL of the bus safety rules.
- Report violations of the Bus Rules to the bus driver immediately.

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.

PAY-TO-RIDE PROGRAM OVERVIEW

1. Students must be picked up and dropped off at their assigned school bus stop. Pick-up and drop-off must be at the same location. Bus stop will be determined by Carlisle Community School District.
2. No guest students will be allowed to ride along with Pay-to-Ride students.
3. All students riding the bus are subject to the rules of conduct and safety and may be removed temporarily or permanently due to misbehavior.
4. No refunds will be granted after the PTR School Bus Pass is issued after August 9th.
5. PTR Bus passes will be available for pickup at the student's school starting August 17th.
6. All students are required to have a PTR School Bus Pass. There will be \$5 replacement fee for a lost bus pass.

PAY-TO-RIDE BILLING PROCESS

1. The fee schedule for PTR School Bus Pass. Students eligible for the CSD free/reduced school lunch program will be charged the reduced rate.

Type	1st Family Member	2nd Family Member	Each Additional Family Member
Standard Rate (Year)	\$250	\$150	\$100
Reduced Rate* (Year)	\$100	\$60	\$40

2. Payment for PTR School Bus Pass are due by August 9th and December 19th. Failure to pay by the deadline will make your pass available to the next student on the waitlist.
3. 2018-19 Bus Service payment accounts must be paid in full before students can receive a 2019-20 PTR Bus Pass.
4. Payment can be made online on the district's RevTrack system and at the District Office. If you have any questions about the billing process, please contact Zenda Adams at 515-989-3589.

FREQUENTLY ASKED QUESTIONS

GENERAL TRANSPORTATION QUESTIONS:

I am not happy with my bus stop. How can I get a bus stop moved?

Bus stops are placed at centralized locations based foremost on safety and then on the distribution of student households on a given route. Stops are designated to serve the greatest number of students on the route and therefore, by definition, will not be optimal for a single student. If you have concerns, please contact the Carlisle CSD Transportation Department at 515-989-3137

The bus drives right past my house. Why can't it stop at my house to pick up my student?

"Door to Door" service is not possible to provide for a number of reasons including safety issues (frustrations of the car drivers behind the bus) and timing (but route time is limited to a max of 45 minutes). In order to be consistent and fair in placement of bus stops, we are not able to establish stops based on personal circumstances.

When should my child be at the bus stop to be picked up in the morning?

Bus riders should be at their assigned bus stop at least eight to ten minutes prior to the scheduled pick-up time. This allows for some variation in the bus route due to unanticipated events.

Why does my child have an assigned seat?

Seat assignments are a positive way for the ride to be consistent and safe. The bus driver and/or school administration have the right to assign a seat.

Can a student’s conduct result in suspension from the school bus?

Yes. The school bus is an extension of the school itself, and the rules regarding conduct are the same as in school. It shall be understood that the right of the student to use transportation to and from is a qualified right dependent on good conduct. Refunds will not be made if a student is suspended from using the bus service.

My child’s bus seems crowded. Can some students be placed on another bus?

For efficiency, buses are loaded with the attempt of utilizing all of the seating space provided on the bus. Buses have a maximum seat capacity as designed by the manufacturer. As long as student numbers do not exceed the rated capacity, the bus is not considered to be overloaded.

How do you calculate the distance between my home and the school?

The district uses walking distances provided through Google maps when calculating transportation. Distance is based on the driveway to the district’s main transportation hub located at 430 School Street. Walking paths are also considered when calculating this distance.

Does my child need a bus pass to get on the bus?

Yes, all students using school bus transportation will be required to carry a bus pass on a daily basis, beginning with the first day of school. Not doing so may result in exclusion from the bus. Bus passes will be available for pickup at the school at least one week prior to the opening of school. In the event a student loses a bus pass, a duplicate pass may be requested by contacting Zenda Adams at 515-989-3589. Students will receive on free replacement bus pass and any subsequent lost passes will have a replacement fee of \$5.00.

What if my child forgets the bus pass? Will he/she be able to get on the bus?

The bus driver will not refuse transportation to the student if he/she forgets the bus pass. If the student does not have the bus pass, the driver will take the student’s name and will notify the transportation department. If the student is not entitled to ride the bus, the parent will be contacted and will be responsible for getting the child home at the end of the day.

PAY-TO-RIDE (PTR) BUS SERVICES QUESTIONS

What grade levels can register for PTR Bus Services?

PTR Bus Services are available to students in grades K-12th who live within Carlisle city limits are eligible for the bus service.

I want to use two different addresses for pick-up/drop-off locations.

Students must be picked up and dropped off at their assigned school bus stop. Pick-up and drop-off must be at the same location.

When Can I Sign up for Pay-To-Ride Bus Services?

Carlisle CSD PTR Bus Services has two types of registration.

Zone Registration (May 28 – June 4): Registration is based on distance to main campus. Registration map available on district's transportation web page.

Open Registration (June 11th): registration are processed in order they are received and space is limited. Once space is full, students will be placed on a waiting list.

What bus stop do I select for PTR Bus Services when I am registering my student(s)?

Parents need to select the bus stop that is closest to their home address or if pick-up/drop-off is at daycare center then the closest bus stop to that address.

When will I be notified if I am on the PTR Bus Service List for the 2019-20 school year?

District will send out notification following Zone Registration. Placement based on Open Registration will be processed in order they are received. District will notify parents of placement on PTR bus list within 5 business days following registration.

I only need one way transportation, can I pay half the fee?

The policy of Carlisle CSD does not allow for fees to be prorated for partial semesters or for one-way transport. Each year we commit to a certain number of PTR buses and a limited number of seats are available.

If my child only takes the bus to school in the morning, am I only required to pay half of the fee?

No, the PTR Bus Service fee will not be pro-rated. The full PTR fee must be paid regardless of how often you child takes the bus. Whether your child only takes the bus in the morning, only takes the bus in the afternoon, or only takes the bus on Tuesdays, the full PTR Bus Service fee must be paid.

I signed up and paid by the deadline, but now my circumstances have changed and I don't need transportation. Can I have a refund?

Refunds are only issued on a case by case for requests made prior to the start of each semester payment deadline. Once the semester starts, no refunds are issued.

When is Final Payment Due? Can I make installment payments?

Payment for PTR School Bus Pass are due by August 9th and December 19th. Failure to pay by the deadline will make your pass available to the next student on the waitlist. Parents can make installment payments on fees – full payment is due by the district designated deadlines.

What are the different registration zones for PTR Bus Services?

