

Durand Area Schools TRANSPORTATION PROCEDURES



Designated Bus Stops:

All bus stops must be within our district's boundary.

Since school bus transportation is provided only for certain eligible students; it shall not be considered a personal door-to-door service; i.e., legally stops must be at least 200 ft. apart therefore it may be necessary for students to walk some distance a designated bus stop or group stop. (Transportation policy #3545-1, D, 2)



Walking Boundaries / Transfer Buses:

If you live within walking distance of your home school, there will be no transportation offered with the exception of the transfer bus to Bertha Neal and Robert Kerr. Students will walk to the school in their area and will be transferred to the school they attend.

Example:

If you live within walking distance of Robert Kerr, but your child will be attending Bertha Neal, it is the responsibility of the parent to take, or have their child walk to Robert Kerr. A transfer bus will be provided to take the child from Robert Kerr to Bertha Neal every morning as well as a return trip back to Robert Kerr at the end of the day. Once they are back to their home area school, the parent can meet their child for pick up or have them walk home.



Designated Group Stops:

There are designated group stops established within neighborhoods that are within walking perimeter of the schools, where students within that neighborhood can catch the bus. For grades K-12 Buses will pick up students within these neighborhoods **only at designated group stops.**

Example:

S. Saginaw St @ Optimist Park (Durand)
Perry St @ Lovejoy St (Durand)
Shiawassee St @ Sprague St (Bancroft)



Bus Run Schedules:

Buses run on a strict time schedule. Trains, lack of students riding, weather, etc. can affect these schedules. Please allow 5-10 minutes either way, for variations in their pick-up and drop-off times. To ensure prompt pick-up times for all children, **please be sure your child is ready and waiting at the bus stop 5-10 minutes before their scheduled pick-up time** so the bus does not have to wait for your child **(this can lengthen the bus ride to school by**

several minutes making everyone late). Students must be out at the bus stop not in the house when the bus arrives. The bus will stop, beep and wait 1 minute beep again and then proceed on their route. Buses will not turn around to pick up students who are not out at the bus stop at their scheduled time.



Backpacks/Bags:

While book bags and backpacks are great, please keep them to a size that your young child can handle safely. Also, no pull-along bags are allowed on the bus. Please make sure they do not have a long string of items attached to the zipper pulls on bags or clothing, for safety concerns.



Transportation Changes:

For safety purposes we must know what students are on the bus therefore if a student needs to ride home on another bus or get off at another stop a parent **must** call the transportation director 989-288-8995 first for approval and the transportation director will give the driver notification of the change. Notes will not be accepted. If a student gets on the bus with a note from the parent or from the school they will not be allowed to ride or get off at any other stop without prior approval by the transportation director.

If a student is riding home with another student **a parent of that student and the parent of the student they are going home with must call the transportation office to confirm they have given approval.** Thank you for your cooperation in making our students safe.



Dropping off Elementary Children:

A parent or designated person **must** be at the bus stop or **at least visible** to the driver showing that they are home **before** we will drop off your elementary child. For your child's safety if someone different will be getting your child from the bus, please notify the **transportation office in advance.**

If there is no one home to get your elementary child off the bus they will remain on the bus with the driver until the end of their route and be brought back to **Boxcar Daycare** located at Robert Kerr Elementary. **There will be a \$15 charge that must be paid in cash when you pick your child up at Boxcar. Boxcar Closes at 6:00pm**

Bus Safety Rules:

For a safe and enjoyable ride to and from school, follow these rules:

- ❖ Leave home early enough to arrive at your bus stop 5-10 minutes before your scheduled pick-up time.
- ❖ **While waiting for the bus all students must stay back at least 10ft from the bus when it stops.** Enter your bus in an orderly manner, and take your assigned seat.
- ❖ **Students are to cross at least 10ft in front of the bus only when directed by the driver.** Although traffic is supposed to stop for the flashing red lights many don't!

- ❖ Remain seated facing forward (Back to back-Seat to seat), feet on the floor, and hands to yourself. It is important to remain in your assigned seat that provides a **(cushion of safety)** at all times, especially **WHILE THE BUS IS IN MOTION.** No one is to be up moving around while you are driving **unless it is an emergency!** Keep head and hands inside the bus at all times.
- ❖ **Follow driver's direction:** Any student refusing to follow the driver's direction will be written up.
- ❖ Use your **inside voice** talking only to those in front of them or across from them.
- ❖ **Driver must have complete silence at the R/R tracks.** Any student refusing to remain quiet at R/R tracks will be written up. Many of the R/R tracks in the Durand area are angled and many times the driver cannot see if there is a train approaching and they need **complete silence** to be able to listen for an approaching train.
- ❖ No fighting will be permitted and will result in automatic 10 day suspension of bus privileges.
- ❖ No bullying of any kind will be tolerated and will result in suspension of bus privileges.
- ❖ No profanity will be permitted and students will be warned. If the behavior continues they will be written up.
- ❖ Students are expected to be courteous and respectful to their school bus driver and fellow passengers. The bus is an extension of the school and students are expected to behave with the same courtesy and respect as they do in their class rooms.
- ❖ **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES: Policy 5136:**
 - ✚ Students are prohibited from using cell phones or other electronic communication devices (ECD), electronic storage devices (ESD) or having them "On" during the school day. This includes lunch periods and passing periods, as well as on school-sponsored trips and "behind-the-wheel" driver education classes or in school vehicles. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD/ESD for any other purpose.
 - ✚ The use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited on the bus.
 - ✚ Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
 - ✚ Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD/ESD.
- ❖ No eating will be permitted on any of the buses unless confirmed medically necessary.

- ❖ Glass containers of any **kind (drink bottles, aquariums, bug jars, Christmas bulbs etc.)** are prohibited from the bus at any time for obvious safety reasons. **No balloons** are allowed on the bus because of possible choking hazard. If a student has a school project that is glass, breakable or contains balloons we ask that a parent drop it off & pick it up at school.
- ❖ If a student has a large school project (Wood shop) or a large instrument we ask that a parent transport these items. We do not have the capacity on the buses to provide space for these items.
- ❖ HS/MS students are not permitted to ride the elementary buses to & from school. If a HS/MS student misses the bus or stays after school it is the parent's responsibility to provide their transportation.
- ❖ Students must not use the bus transportation to the High School from the Middle School to get of a ride home in a car.
- ❖ Due process will prevail.

Busing Discipline:

- ❖ Instances of significant bus misconduct shall be reported by the driver in writing to the transportation director. The transportation director upon review of the notice will take appropriate action. A copy of this notice will be given to the student and also sent to the parent of the student by email to the email address on file or mailed to the home address on file for their review and signature and then returned to the transportation director.

Notice # 1: Possible 1-3 day suspension of bus privileges. Notification must be signed by a parent and returned to the transportation director.

Notice # 2: Possible 3-5 day suspension of bus privileges. A parent or guardian will be contacted by the transportation director.

Notice # 3: Possible 8-10 day suspension of bus privileges. A parent or guardian will be contacted by the transportation director.

Notice # 4: Possible 10 day to indefinite suspension of bus privileges.

Please note:

- ❖ Suspension of bus privileges may take place during any step of the disciplinary process depending on the severity of the incident.
- ❖ Bus suspension also includes all field trips as well as sporting events for the duration of the suspension.
- ❖ Any student damaging a school bus seat by writing on it, poking holes in it, or tearing it will be charged \$40 per seat damaged.
- ❖ Any student found to be in possession of any form of tobacco, drugs or alcohol will receive an automatic 10 day suspension.

- ❖ Fighting will result in an automatic 10 day suspension of bus privileges for HS/MS students and automatic 5 day suspension of bus privileges for elementary students.

If you have any questions or concerns about your child's transportation you can contact me by phone or email and I will respond as soon as possible.

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