

# Goodrich Area Schools

## TRANSPORTATION POLICY

### Eligible Riders

All students in grades Developmental Kindergarten through 12 living within the District are eligible for transportation on school buses. Students enrolled in the District, chaperones and others, as authorized by the Superintendent, shall be allowed to ride buses on curricular and extracurricular field trips. Non-school age children that are less than 40 inches tall, or 40 pounds in weight, or subject to riding in a car seat, will not be authorized for transportation

### Schools of Choice Student Transportation

The district will provide transport to a Schools of Choice student provided that an existing bus stop on an existing bus route on which a district bus, with room for the student, is already scheduled to go to a designated school(s). Students attending as Schools of Choice may be transported by the bus upon the completion of the *Goodrich Schools of Choice Transportation Request Form* annually, as tag-along transportation, under the following conditions:

- The Schools of Choice student can get to an existing bus stop by the established pick up time for a bus already going to that School.
- transporting the Schools of Choice student would not cause a student overload on the bus or otherwise result in any additional cost to the District;
- This transportation of schools of choice students is a courtesy based upon the fact that the foregoing conditions exist. If any of these conditions change, tag-along transportation shall automatically terminate. The District will attempt to provide two (2) weeks' notice to parents prior to such termination when possible;
- The *Goodrich Schools of Choice Transportation Request Form* shall state that Schools of Choice transportation is a courtesy and a privilege and is subject to termination if any of the above conditions change.

### Bus Rules and Regulations

1. Only students eligible for transportation will be permitted to ride the buses.
2. Exception to assigned buses: Passes are for emergency only and allowable only if seats are available. By state law buses are limited as to the number of allowable passengers and it is possible drivers may not be able to honor a pass.
3. Riding the bus is a privilege and pupils riding buses must obey all rules and regulations.
4. The driver is in charge of the bus and students shall render him/her the same respect and courtesy given a teacher.
5. While waiting for the bus:
  - Stay back from the edge of the road.
  - Get to your bus stop 10 minutes early
  - Stand quietly and respect other people's property.
  - Do not push.
  - Do not throw objects.
  - Stragglers will be left behind as the driver has a schedule to maintain.
  - Wait until the bus comes to a stop before attempting to get on.
6. When boarding or exiting the bus:
  - Step on and off quickly and quietly.
  - No pushing or shoving, keep hand/feet to yourself.
  - Watch your step.
  - Cross properly in front of the bus only.

- Stop before you cross the open road and look at the driver for direction.
  - Beware of passing cars.
7. While on the Bus:
- Do not do anything which distracts the driver's attention
  - Remain seated until the bus stops
  - Keep feet and articles out of the aisles
  - Never throw objects.
  - Keep head and arms inside the bus
  - Help keep the bus clean
  - Be quiet when crossing railroad tracks
  - Do not shout, whistle or gesture from the bus windows
  - Eating or drinking on the bus is not permitted
  - Students must sit three (3) in an individual seat when necessary and move over to make room for others
  - The rear door must never be opened except in cases of emergency
  - Glass containers are not allowed
  - Do not bring objects which will impair/obstruct the driver's vision/view
  - State law and District policy prohibits the following items on school buses: alcohol/drugs/tobacco, weapons, lighters/matches, glass items, explosives, animals, insects or reptiles, legally prohibited substances and fireworks (including smoke and stink bombs)
8. In case of emergency
- Remain calm
  - Listen for the driver's instructions
  - Exit promptly
9. Students who deface the bus in any way will pay for the damage and cannot ride the bus until arrangements have been made to pay for such damages.
10. Students failing to follow the above rules and regulations will be subject to transportation disciplinary procedures. Disregard for the rules and regulations may result in losing the privilege of riding the bus.

### **Consequences for School Bus Infractions**

If a student breaks a rule, the following procedures will be followed:

#### **STEP 1:**

Verbal Warning - Driver will give a verbal warning, using the student's name and the action for which he/she is being warned.

#### **STEP 2:**

Driver Action - The driver has the right to select and implement seat assignment: The student will be assigned to the front seat for one week. If behavior is appropriate during that week, the driver may choose to permit the student to select a seat or the driver may assign the student another seating location. The student will be referred to the principal if misbehavior continues.

#### **STEP 3:**

Office Referral - Should misbehavior continue, the driver will prepare/submit a bus violation report which will be sent to the appropriate school administrator for proper discipline.

- The "first" bus violation report is only a WARNING and will need to be sign by a parent/guardian and return to the driver before student is eligible to ride.
- The "second" bus violation report will bring DISCIPLINARY ACTION and possible suspension of bus riding privileges from one to five days.
- The "third" note may bring one to complete SUSPENSION from riding the bus.

**Bus suspension applies to bus routes, field trips, and athletic trips.**

School bus transportation shall be considered a privilege to be used by a student only as long as the student accepts the responsibility for his/her own conduct, carefully following all established rules and regulations, and complies with the directions of the driver.

### **Assigned Seats**

Drivers are given the latitude to assign seats by groups or individually when it is in the best interest of the entire group. Many drivers automatically assign seats to assist with accountability of students and more efficient loading, and will work closely with schools to determine the need for assigned seats. Developmental Kindergarten and Kindergarten students *must* be seated in the front of the bus.

### **Transportation**

If your student is being transported to an address other than their home, please complete the *School Bus Authorization Form*. The forms can be faxed to 810-636-3808 or emailed to [dispatcher@goodrich.k12.mi.us](mailto:dispatcher@goodrich.k12.mi.us). If we do not receive a form from you, your student will be transported to and from your home address listed in Synergy. Students will NOT be permitted to ride a bus other than their scheduled bus at any time.

### **Transportation – Pick up and Drop off**

Be aware, your student's pick up location must be the same Monday through Friday, and your student's drop off location must be the same Monday through Friday for the school year. If it is necessary for you to change locations because of change of address, job change, or a new childcare provider, please complete a new *School Bus Authorization Form* with at least five days' notice. **When dropping off DK - 2nd grade students at dismissal time, a parent or guardian must be present at the bus stop for the student.** With prior written permission from the parent/guardian, students may be left in the care of a reliable individual who is at least 13 years of age. If no parent/guardian or previously designated individual is present, the bus driver will inform the dispatcher of the situation and return the child to the bus garage.

#### **Safety tips for children at the bus stop:**

- Stay on the sidewalk and don't play in the street.
- Stay back from the curb as the bus approaches.
- Always cross the street in front of the bus.
- When you get off the bus, quickly move away from the bus.

#### **Transportation - Start of School Tips**

- Attend Open House at your student's school for additional route information.
- Take your child to the bus stop prior to the start of school.
- To avoid confusion when riding home on the bus, have your student ride the morning bus.
- Make sure your child knows his/her name, address and bus number, if not, write this information on their backpack.