

# Dansville Schools Transportation Department Student Handbook

A guide for your student's safe transportation to  
and from their daily education opportunities



Thank you for taking a few moments to review this handbook. Please help us in providing your student a safe and pleasant ride to and from school by reviewing this handbook with them. These rules and policies are based on statewide standards of conduct, which the Dansville Board of Education has approved. It was the goal of the committee to develop rules and policies that are both thorough and fair. Just as the transportation staff has an expectation of being treated with respect by students, students should have an expectation of being treated with respect by the staff. If your student experiences a problem on the bus, encourage them to talk with the driver for help. If you have any questions or concerns about anything written herein or a problem on a bus, please call us at 623-6120 ext. 221

## **Statement from the Board of Education of Dansville Schools**

It is the goal of Dansville Schools to provide for the safe and efficient transportation of students to and from school.

The policies and procedures stated in this handbook have been evaluated and approved by the Dansville Board of Education.

Through the enforcement of our policies, we fully support our bus drivers in their daily efforts to maintain a safe trip to and from school.

This handbook will be evaluated annually and updated as needed. Please do not hesitate to contact the Transportation Department, 517-623-6120 ext. 221 if you have any suggestions, comments or concerns.

# Student Conduct-Bus Rules-Dansville Schools

## **ALL FEDERAL AND STATE LAWS AS WELL AS SCHOOL POLICIES WILL BE FOLLOWED BY BOTH THE STUDENTS AND DRIVERS**

1. It is necessary to follow the bus rules and the directions of the driver at all times to maintain order and discipline on the bus as well as to help assure the safety of each passenger. Students need to follow the driver's directions, the first time they are given.
2. Students need to **be at the stop 5 minutes before** pick up time. If the student is not at their bus stop at the scheduled pick up time or is not making an attempt to get to the bus stop, the driver will proceed to their next stop. Siblings can not ask driver to wait. Bus drivers can not return to the bus stop to pick up at student.

Parents have the responsibility to transport students to school who miss the bus. Drivers can not wait for students at bus stops as it puts them behind schedule, which causes all the other passengers to be late for school. Drivers take great care to arrive at bus stops at approximately the same time each day, so students should be ready at the stop to board the bus.

3. Drivers may assign a seating chart for their buses. Occupy the seat assigned by the driver and do not move from seat to seat. Students are to sit in the seat in a normal position. If the driver does not have assigned seats, students may pick their seats and follow the same rules listed. Students are to remain in their seats prior to transfer. No part of the body and no objects will be extended or thrown outside the window.
4. Emergency exits on the bus are to be used only in the case of an emergency.
5. Students are not permitted to activate any of the controls on a bus or sit in the driver's seat.
6. Smoking, chewing tobacco, gambling, possession of intoxicants, illegal substances or possessing flammable liquids on the regular bus run is prohibited.
8. Eating or drinking is prohibited on the bus, unless medically necessary. Any food shall be kept in student's backpacks. The only exception to food or drink on the bus is on an athletic trip or extra field trip in which there is another responsible individual present.
9. Animals, weapons, knives, glass containers, fireworks or radios larger than pocket size are not permitted on school buses. Cell phone rules that apply in the school buildings apply on the bus.
10. Valuables must remain in the students backpack or bag. The school will not be responsible for lost, stolen or broken items. It is at each driver's discretion as to any items that may be viewed, read or used on their bus (i.e. i-pods, books, small toys).
11. Large class projects need to be transported to the school by a parent or guardian. There is

not sufficient room on a school bus to accommodate projects that will not fit on a student's lap.

12. Inappropriate language, including profanity or discrimination of any sort, will not be tolerated on the buses.
13. Students are to remain seated and facing forward at all times and are not permitted to tease, taunt, push, hit, wrestle, fight grab, poke, sit on or touch another passenger in an inappropriate manner. Students need to maintain a low voice level using their "indoor" voice and act respectfully towards others.
14. Students need to keep arms, legs, feet and objects out of the aisles at all times. The driver must be able to see out of the top and bottom back windows.
15. Students or parents will be liable for any willful damage they cause to any bus.
16. Students that are a constant distraction to the driver, which could result in jeopardizing the safety of other students, may be immediately suspended by the Transportation Supervisor. Behavior that jeopardizes the safety of the bus will not be tolerated.
17. Upon arrival at school, students are to remain on their bus until the drivers are notified to release the students to each building. The current procedure with High School and Middle School students is to be maintained. During the time period before they are released from the bus, students are not to gesture or attempt to communicate with students on other buses.
18. It is the parent's responsibility to have a responsible person **visible** at home when Kindergarten - 3<sup>rd</sup> grade students arrive at home. Bus drivers are very careful not to drop off young students at a location where there is no visible responsible individual.

When there is no visible responsible individual at a home, the driver will radio the elementary school or Transportation Department to attempt to reach someone by telephone. When the elementary school or Transportation Department is unable to contact anyone, the student will remain on the bus until the end of the run be returned to the elementary school. Parents are expected to pick up their child from the elementary school. If the same student(s) are returned to the school repeatedly, parents could incur possible costs associated to this.

19. Students who must cross a road to board the bus are expected to stay on the side of the road where they live until the bus arrives. They should then cross the road only after all traffic has stopped for the bus, which has activated its alternating flashing red lights. When the driver has indicated a sweeping motion of their hand, the student may cross the roadway. When leaving the bus, students who must cross the road are expected to cross ten feet in front of the bus and must not linger with other students or to check mailboxes or paper tubes. The above rule applies to **all** students.

20. Be sure to place all important items such as money or checks in a sealed envelope with your child's name and teacher written on the outside. This will help us return items quickly to the student if they are left on the bus.
21. In general, riders are expected to conduct themselves in such a way that is unlikely to injure others or damage property.
22. **Any time a student is on a school bus, all of the above rules are to be observed and do apply.** Students may be disciplined or suspended immediately from riding a school bus for failure to follow these rules or when their actions, in any way, are considered detrimental to the rights, safety and property of others or the control of the bus.

### **SCHOOL DESIGNATED STUDENT PICK UP AND DROP OFF LOCATION**

The fenced-in parking lot should be utilized to pick up any student from Dansville Schools, unless you are using the High School parking lot. Parking between the Middle School and Elementary is prohibited during bus drop off and pick up time. Parking on the north side of Adams Street during bus drop off and pick up times is prohibited, as posted.

### **STUDENTS EXITING OTHER THAN REGULAR STOP**

All students must have a written request from a parent or guardian for any change in transportation. This request must be approved by the building secretary and/or Transportation Supervisor. Permission will be granted if there is available space on the bus. **Without a written or verbal request from the parent or guardian, the request will be denied.** Verbal requests should be phoned into the school office or Transportation Department before 2:30 p.m. or 10 a.m. on half days. It is a privilege to receive a bus pass and misbehavior will cause the student to lose this privilege.

After school, once a student has boarded a school bus, they may not exit without prior authorization from the building principal/secretary and parent/guardian. The bus driver will contact the appropriate building to ask for approval if a parent/guardian approaches the bus. Students will not be allowed to exit the bus to ride home with other students.

### **SCHOOL OF CHOICE STUDENT TRANSPORTATION**

Following are guidelines for School of Choice students attending Dansville Schools. Transportation will be provided on a Dansville School bus if:

- The student(s) are catching the bus at a currently used in-district stop or a stop on a current bus route
- The bus has sufficient seating space and the student(s) have received prior approval from the Transportation Department.

- School of Choice students may be asked to go to another in-district bus stop that is not most convenient to them. If there is not sufficient seating room on the bus route closest/most convenient to them, they will be instructed as to which bus route their student can ride.

Bus routes will not be changed to accommodate School of Choice students. School of Choice students cannot go to a bus stop within district where there is not a current route. They must go to a current stop on a current route.

### **KINDERGARTEN TRANSPORTATION**

To give parents sufficient planning time, Kindergarten routes for the following school year are established before the end of the current school year. There are morning routes and afternoon routes. Parents need to provide the elementary office the address at which their student will be picked up/dropped off. This address determines the class and route for the student.

Transportation is established from this information enabling us to design the most economical, time saving and safe bus routes for our Kindergarteners.

There are class size limitations, and it may not be possible for Kindergarten students to be moved from morning to afternoon and vice versa after school has started. If your student starts school in the morning class, and your morning pick up location changes, you will need to find another pick up location within the morning route. Bus routes will not be changed to accommodate pick up/drop off changes.

### **SCHOOL BUS MISCONDUCT/BUS DISCIPLINE FORMS CONSEQUENCES FOR MISCONDUCT ON THE SCHOOL BUS**

When a student misbehaves entering, exiting or while on a school bus, the bus driver will complete a “Bus Discipline Incident” form. This form will be given to the Transportation Supervisor, who will review it and forward it to the appropriate building Principal. The principal will discuss the issue with the student, write a response on the discipline form and return it to the bus driver. If the same or another issue arises with the same student, the bus driver, Transportation Supervisor and principal will meet to discuss appropriate actions to be taken. A student may be suspended from riding the bus from one day to an indefinite period of time.

**Please note:** Students may be suspended immediately from riding a school bus for flagrant disregard of these rules or when their actions are in any way considered detrimental to the rights, safety and property of others or control of the vehicle. Students may be ordered off the vehicle any place on school grounds or at the student’s home only. If the incident of flagrant disregard of rules occurs in the morning, the parent or guardian will be notified and it will become their responsibility to arrange for transportation home. Discipline for incidents on the bus can result in discipline within school.

**Dansville Schools  
Transportation Department  
Student Discipline**

<b>Reason</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Breaking Bus Rules	Student warned by Bus Driver	Student written up, parent/guardian notification, conference with Principal	Student written up, parent/guardian notification, conference with Principal, assigned seat on bus, possible 1-3 day suspension from bus
Inappropriate Behavior, which includes rules that apply in school, teasing, provoking	Student written up, parent/guardian notification, warning by Principal	Student written up, parent/guardian notification, conference with Principal, possible assigned seat on bus	Student written up, parent/guardian notification, conference with Principal, possible 1-3 day suspension from bus
Argumentative/Disrespectful Behavior	Student written up, parent/guardian notification, conference with Principal, assigned seat on bus, apology to all involved	Student written up, parent/guardian notification, conference with Principal, apology to all involved, permanent assigned seat on bus	Student written up, parent/guardian notification, conference with Principal, apology to all involved, permanent assigned seat on bus, suspended from bus 1-3 days
Insubordination	Student written up, parent/guardian notification, conference with Principal, assigned seat on bus	Student written up, parent/guardian notification, conference with Principal, permanent assigned seat on bus	Student written up, parent/guardian notification, conference with Principal, permanent assigned seat on bus, suspended from bus 1-3 days
Bullying/Harassment	Student written up,	School building	School building

	parent/guardian notification, conference with Principal, assigned seat, possible suspension depending on degree of offense	policy applies	policy applies
Threats/Intimidation	School building policy applies	School building policy applies	School building policy applies
Fighting	School building policy applies	School building policy applies	School building policy applies
Destructive Behavior and Property Damage	Student written up, parent/guardian notification, conference with Principal, responsible for replacement/payment of damaged property	Student written up, parent/guardian notification, 3 day suspension from bus, responsible for replacement/payment of damaged property	Student written up, parent/guardian notification, indefinite suspension from bus, responsible for replacement/payment of damaged property

The degree of discipline is at the discretion of the Principal and Transportation Department, who will investigate the situation and take into consideration student history and demeanor.