

# Gladstone Area School District



## Transportation Handbook

# Transportation Handbook

**Transportation of regular education students to and from school is not required by law. Please take time to read the following pages and review them with your children in order to protect your transportation privileges.**

## **BUS CONDUCT REPORTING PROCESS**

Please help us provide safe transportation for all students by discussing appropriate bus behavior with your child and stress the importance of good conduct while on the school bus. Parents/guardians will be notified of inappropriate behavior on the school bus. To assist the bus driver, a video camera may be used to monitor student behavior while riding on GAS buses. School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE** to be enjoyed only as long as the student accepts responsibility for his/her own personal conduct and carefully follows all the rules and regulations.

It is the mutual responsibility of the parent/guardian and school district personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly pupil transportation.

All students need to attend school regularly to receive the best possible education. Riding the school bus is a privilege. Suspension of riding privileges does not mean a suspension from school. Parent/guardians are responsible for transportation to and from school when their student(s) has been suspended from the bus.

## **BUS ROUTES AND BUS STOPS**

Safety is the most important factor in transporting Gladstone's students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and bus routes are established on the basis of safety, efficiency, and in accordance with state laws and recommendations and School Board policy.
2. It is each parent's responsibility to get her/his student to and from the school bus safely.
3. The Michigan Department of Education recommends that backing of a school bus shall be avoided whenever possible. Therefore, whenever possible, bus stops shall be located at the nearest intersection.
4. Bus stops will be placed at legal locations consistent with Board policy or if required by an I.E.P.
5. Students should arrive at the bus stop five minutes prior to the scheduled arrival of the bus. Students must be **at the designated bus stop** upon the arrival of the bus. The driver **WILL NOT** wait for a student at a stop in order to maintain the scheduled stop times for the other students on the route. Bus departure times are subject to change.

**PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR STUDENT(S) UNTIL THE BUS ARRIVES.**

6. If a student is the only one assigned to a particular bus stop and if the student will be absent for three (3) consecutive days, the bus will not stop at that stop again until parent/guardian calls to resume transportation.
7. By state law, students **shall cross in front** of the school bus. They will receive instruction on proper crossing procedures from bus drivers and their classroom teachers. **PARENTS/GUARDIANS WHO MEET STUDENTS AT THE STOP SHOULD SET THE EXAMPLE AND ALSO FOLLOW THIS IMPORTANT SAFETY RULE.**

***The School District is responsible for:***

1. Establishing the policies and procedures by which the pupil transportation program functions.
2. Establishing pupil regulations governing the behavior and safety of students while on the bus and at bus stops.
3. Instituting and administering an instructional program that teaches students proper conduct and safety procedures.
4. Conducting a training program for school bus drivers to ensure that all policies, procedures, regulations and their enforcement are understood.
5. Ensuring that parents receive copies of transportation safety rules and regulations and clearly establishing their roles and obligations with respect to student promptness, attitude, and behavior.
6. Initiating procedures to open lines of communication and cooperation between school administrators, transportation staff and state agencies.
7. Providing training in pupil management skills that extend beyond the scope of enforcing rules and regulations.
8. Ensuring that administrators provide support for discipline and stand behind bus drivers' reasonable enforcement.
9. Notifying schools if the bus will be late in arriving.
10. Formulating and implementing early dismissal and "snow day" policies.

\*Please note: Due to circumstances that may or may not be under the control of the school district:

- The district reserves the right to change stops and routes when necessary.
- Walking distances and bus routes may be adjusted temporarily if necessary by reason of unsafe or impassable roads.
- Only current enrolled students are eligible to ride the bus.

**Parent/Guardian Responsibilities**

***Parents/Guardians will:***

1. Support safe riding practices and reasonable discipline practices.
2. Model, teach, and hold their children accountable for appropriate behavior.
3. Make certain that their child(ren) arrive at the bus stop on time and be responsible for their child's(ren's) behavior until the bus arrives. Parents/guardians are responsible for their child(ren) going to, from, and at the bus stop.

4. Be present at the bus stop for their **kindergarten child**, or designate another person to accompany the child to and from the bus stop. If the parent is not present every attempt will be made to contact the parent/guardian or other emergency contact. If we are unable to contact the parent/guardian, the child shall remain on the bus until the route has been completed. At that time, if we are still unable to find the parent/guardian, public safety will be called.
5. Provide alternative transportation for their student(s) if oversized objects or live animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.
6. Ensure that payment is made for damages resulting from vandalism to the bus.
7. Work with school personnel to reinforce appropriate bus rider behavior.
8. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
9. Support emergency evacuation drills and other emergency procedures as set by the school district.
10. Respect the rights and privileges of others.
11. Become familiar with district policies, regulations, and principles of school bus safety.
12. Be willing to show a photo ID when picking up students at other than regularly scheduled locations, when requested by a school staff member.

## **Student Responsibilities**

### ***Students will:***

1. **Realize that ANY driver distraction is potentially hazardous to the safety of all passengers.**
2. Be five minutes early to your bus stop. **Buses cannot wait for tardy students.**
3. Practice appropriate behavior, as in the classroom, in order to protect their riding privileges.
4. Cross in front of the bus at all times.
5. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Use no profanity or be verbally abusive.
6. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
7. Eating and drinking are prohibited on all busses. Any food and/or beverages brought on the bus must be in spill proof containers. If someone is caught eating on the bus the food can be confiscated.
8. Smoking and possessing illegal substances, weapons, or obscene materials are serious offenses and are not allowed on the bus.
9. Remain seated while the bus is in motion.
10. Extend nothing, including head, hands, and feet out of the bus windows. Open windows only with permission.
11. Be responsible for intentional damage to the interior and exterior of the bus. Students will be charged for such damages.
12. Display proper respect of the rights and comfort of others on the bus.
13. Limit objects that are brought on the bus to those items that can be safely held by the student. Do not bring or use any items on the bus that could affect the health, safety,

and security of any passengers. Examples: hand sanitizer, perfume, scooters, skateboards, and large band instruments. **Live animals will not be permitted on the bus.**

14. Be able to use personal communication devices (laptops, tablets, iPads, iPods, e-readers, cell phones, etc.) while riding to and from school or school-sponsored activities on a school bus, at the discretion of the bus driver. **Distracting behavior that creates an unsafe environment will not be tolerated.**

## **Bus Driver Responsibilities**

### ***The Bus Driver will:***

1. Provide safe and orderly transportation for students.
2. Establish proper rapport with students, parents/guardians, and building administrators and work to ensure proper conduct and communications.
3. 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 an equitable manner.
4. Keep to the scheduled route and time each day providing conditions allow.
5. Pick up and drop off students at their designated stops. The driver is not authorized to make changes, add, or delete designated bus stops. Bus Drivers must bring the information to the Transportation Coordinator to get authorization.
6. Request a photo ID of parents/guardians picking up students at other than regularly scheduled locations as necessary.
7. Assign seats if necessary.
8. Notify the school office if the bus will be late in arriving.
9. Notify the Transportation Coordinator and the Building Principal of student behavior concerns.
10. Perform school bus emergency evacuation drills on a regular basis as required.
11. Follow appropriate procedures in dealing with dangerous situations.
12. Make every effort not to leave the bus unattended with students on board.
13. Build positive relationships in a professional, ethical manner by honoring diversity, modeling life skills, and meeting the physical and emotional needs of all passengers.

## **STUDENT CROSSING PROCEDURES**

Please review these important safety procedures with all of 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 on school buses.**

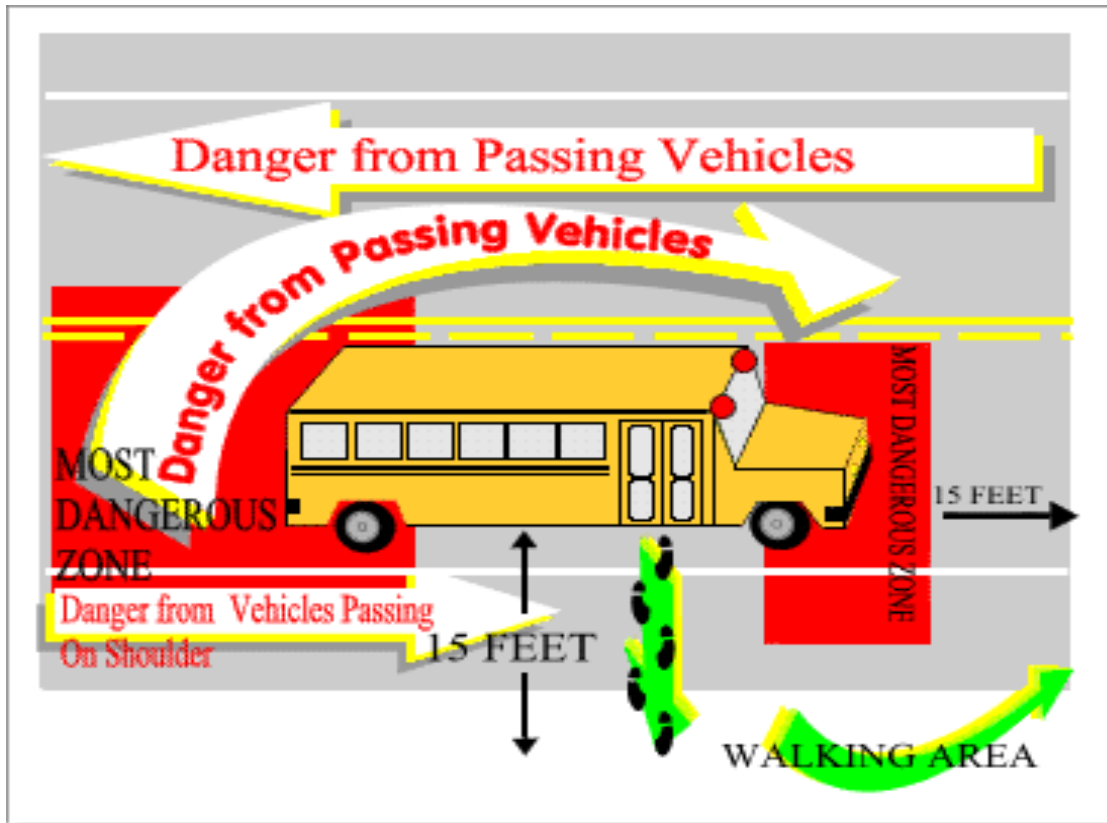
### **When crossing the street to board the bus:**

1. Students wait in a group at the designated bus stop at least 10 feet away from the edge of the roadway and look to the bus driver for the signal to cross.
2. Bus drivers will signal students to indicate when it is safe to cross the street. If it is dark, drivers may turn on an inside light to be seen easier.

3. Students proceed directly across the road always staying well in front of the bus and board the bus. Stay out of the “DANGER ZONE!”
4. Do not stop in the middle of the street or cross behind the bus.

**When crossing the street after leaving the bus:**

1. Students exit the bus and take 10 giant steps in front of the bus staying on the side of the street. Stay out of the “DANGER ZONE!”
2. Students stand in a group and look to the bus driver for the signal to cross.
3. Bus drivers will signal the students to indicate when it is safe to cross the street. If it is dark, drivers may turn on an inside light to be seen easier.
4. Students proceed to a point even with the left side of the bus and STOP.
5. Students look left and right for passing cars.
6. Students look to the driver for instruction to complete the crossing.
7. **Do not cross behind the bus.**
8. If a paper or article goes under the school bus, always ask the bus driver for help.
9. Do not get mail from roadside mailboxes until after the bus leaves the stop.



## **Bus Conduct Infractions**

Students shall maintain behavior on the bus by abiding by the guidelines outlined in this handbook. Infractions will be punished on an individual basis. Discipline will escalate with the number of warnings by the driver *or* the severity of the infraction in the following succession:

1. Verbal warning by the bus driver and communication with the Transportation Coordinator.
2. Communication with the parent and the student's building administrator.
3. Suspension of riding privileges.

**The School district reserves the right to implement alternative discipline options based on the individual circumstances. Misconduct while riding the bus will be handled by the driver, transportation coordinator, then the building administrator. Every attempt will be made to verbally notify parents/guardians prior to suspension of riding privileges. Suspension of riding privileges does not mean a suspension from school. Parent/guardians are responsible for transportation to and from school when their student(s) has been suspended from the bus.**

If you have questions or concerns about this handbook or other transportation questions please contact the Transportation Coordinator for GASD:

Kelly Smith  
1206 Railway St  
Gladstone, MI 49837  
906-428-4323  
906-399-5005  
[ksmith@gladstone.k12.mi.us](mailto:ksmith@gladstone.k12.mi.us)

**TRANSPORTATION INFORMATION FORM  
Gladstone Area School District  
COMPLETE ONE FORM FOR EACH CHILD**

Bus No. \_\_\_\_\_

*Please fill out this form and return it to your child's bus driver. This is your child's "ticket to ride."*

Today's Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

School Attending \_\_\_\_\_ Grade \_\_\_\_\_

Home \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bus Stop Address (if different from above) \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Phone Number(s)  
(h) \_\_\_\_\_ (w) \_\_\_\_\_ (other) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

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**I HAVE RECEIVED AND READ THE DISTRICT TRANSPORTATION HANDBOOK AND AGREE TO ABIDE BY THE GUIDELINES SET FORTH IN THIS HANDBOOK.**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(PARENT OR GUARDIAN)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(STUDENT)