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## Parent Guide To School Transportation

Dear Parent or Guardian,

Welcome to another school year!

Transportation is a privilege that Eagle County Schools is proud to offer to our students. The primary objective of the Eagle County School District's (ECSD) Transportation Department is to safely transport students to and from school. It takes cooperation and responsible actions by each student, parent, teacher, school administrator and the Transportation Department to achieve this goal. Our drivers are required to meet stringent training standards that exceed State and Federal regulations. We rely on all students with support from their parents and/or guardians to follow procedures that contribute to the safety of everyone on the bus.

As most students will ride one of our buses during the school year please review the attached **Bus Rules, Infractions and Consequences with your student(s)**. Your acknowledgement lets us know that you have received this information and that your child is aware of the safety standards that are required to ride the bus.

Please furnish a working telephone number where you can be reached during the school day if we need to contact you about an emergency or your child's conduct on the bus. If you have any questions about any of these items, please call the Dispatcher of the Transportation Department at **970-328-2570**.

Most students do a great job contributing to the safety of their buses. The daily bus ride is part of our students' education in learning to be good citizens by taking responsibility for their own behavior, safety and the safety of the other students on the bus. As Eagle County Schools continues to grow, we need your continuing help to make sure that all students riding on our buses are as safe as possible.

Thank you for your help,

Melanie McMichael  
Director of Transportation  
(970) 328-1939

# Safe Student Transportation

## Bus Rules

**NOTE: *These rules apply to bus routes, field trips, and athletic trips.***

1. An approved ECSD bus pass is required to ride any school bus and for proper identification of students. *Have your bus pass out and ready to show to the driver anytime you are riding a bus.* When requested by a school official all bus riders are required to properly identify themselves.
2. Obey and Respect the bus driver, other passengers and school bus.
3. Arrive at the bus stop 5 minutes prior to scheduled pick-up time.
4. Stand a safe distance from the curb or roadway in an orderly line; refrain from running games or horseplay.
5. Wait for the driver's signal before crossing the road if necessary. Cross straight across the road no less than 10 feet or more than 15 feet in front of the bus. Never cross behind the bus! Never!
6. Wait until the bus stops and the door is opened before attempting to board or unload from the bus.
7. Sit quickly and quietly in your seat, facing forward, and remain so while bus is in motion.
8. No more than three passengers to a seat.
9. The aisle is not to be blocked at any time.
10. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. This would include any form or type of bullying.
11. No eating, drinking, chewing gum or spitting while on the bus.
12. Keep head, arms, and legs inside the bus and to yourself.
13. Do not throw objects in, on, at, or from the bus. Place trash in the trash receptacle
14. Talk in quiet voice; loud, rude, vulgar or obscene language/gestures is prohibited.
15. State law and/or District Policy prohibits the following items on school buses:
  - Alcohol/drugs/tobacco/e cigs    Weapons (includes replicas)    Lighters/matches    Glass items
  - Explosives    Animals, insects or reptiles    Perfumes or colognes    Legally prohibited substances
  - Fireworks (including smoke and stink bombs)    Aerosol products    *Other dangerous objects*
16. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be able to be carried safely on their lap, may be placed on an open seat beside them provided there is capacity to do so, and must be in their control at all times. Any item considered to be too large may be refused due to capacity issues.
17. All varieties of Sport or Recreation Balls/ Equipment need to be enclosed in a backpack or sports bag.
18. Students will not be permitted to bring such items as Baseball Bats, Hockey Sticks, Golf Clubs, Tennis Rackets, Skateboards, Scooters and Roller Blades onto the bus. Any other object deemed to be unsafe cargo on the bus will be denied. The driver will have the authority to deny transportation to a student with such articles in his/her possession.
19. Students are permitted to only board or exit the bus at their assigned stop. In accordance with District policy JICC (also EEAEC), Student's **MUST** have written request from their parent/guardian, approved by the Principal and presented to the driver in order to get on or off at another stop (applies to students assigned bus only). Notes written in Spanish **MUST** be translated by the school's office.
20. Students will not be permitted to wear clothing or footwear that can damage upholstery or floor finishes (cleats) or that is inappropriate as per district dress code policies.
21. Complete silence is required in the vicinity of railroad crossings.
22. Electronics, of any nature, may be denied for use on the bus at any time, specifically if used in a manner that distracts the driver.
23. Be alert for a danger signal (horn honking, verbal command, etc.) from the driver when leaving the bus or crossing a road. If you hear a signal immediately stop and check with the driver for instructions.
24. Behavior or conduct not listed above, which in the opinion of the driver is either unsafe or detrimental to the well being of other passengers, is not permitted.

# List of School Bus Infractions

Applicable to behavior on all school buses and at bus stops

1. Failure to remain properly seated in assigned seat
2. Loud disruptive talking or yelling
3. Harassing other passengers or driver
4. Eating/drinking/chewing gum on bus
5. Littering
6. Failure to keep your hands to yourself
7. Refusal to show ID card (bus pass)
8. or give student name upon driver's request.
9. Profanity, obscene language or gestures
10. Extending any part of you outside of bus window
11. Defiant behavior
12. Spitting
13. Throwing objects on bus/at bus/out
14. Tobacco, alcohol or drug possession/ use
15. Defacing school district property
16. Possession/ lighting of lighters, matches or fireworks or other explosives
16. Bullying (verbal or physical)
17. Fighting or physical assault
18. Weapon, simulated weapon, firearm, destructive device or dangerous instruments
19. Verbal, ethnic, racial and or sexual abuse, or threat of harm or violence directed towards anyone
20. Unauthorized exit from/activation or tampering with emergency or safety equipment on bus
21. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
22. Shoving student(s) in path of any on-coming vehicle
23. Physically impeding movement of school bus
24. Throwing objects at/ toward the driver
25. Any action causing harm to others

**Behavior or conduct not listed above, which in the opinion of the driver is either unsafe or detrimental to the wellbeing of other passengers, is not permitted.**

## Consequences for School Bus Infractions

All bus suspensions are school days.

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

Subsequent infractions are cumulative from the original infraction. However a warning might be given for one type of infraction, and a suspension may result from another type of infraction.

In all cases a Bus Conduct Form will be given to the student to be discussed with parent/guardian, signed and returned to the driver. This form explains the behavior problem and the resulting disciplinary action. The form **MUST** be signed by parent and returned to the driver before the student may resume riding the bus.

Contact will normally be made by telephone. However, due to differing schedules and the fact that some families have unlisted numbers or no telephone, phone contact is sometimes difficult. Drivers will leave a message if an answering machine is available.

Transportation will mail a copy of the Bus Conduct Form to the parent/guardian only if the conduct report is not deliverable to the student.

Bus suspensions given at the end of a school year will be enforced and completed in the following school year.

### Elementary (grades k-5) Infractions:

#### First offense

Phone call will be made home by the transportation department; School administrator notified of student receiving first bus incident report.

#### Second offense

3 – Day bus suspension

#### Third offense

5 – Day bus suspension

#### Fourth offense

15- Day bus suspension

#### Fifth offense

Suspension for remainder of school year

### Secondary (grades 6-12) Infractions:

#### First offense

Phone call will be made home by the transportation department; School administrator notified of student receiving first bus incident report.

#### Second offense

5 – Day bus suspension

#### Third offense

10 – Day bus suspension

#### Fourth offense

15- Day bus suspension

#### Fifth offense

Suspension for remainder of school year

## ***Zero Tolerance Behaviors***

Eagle County Schools has adopted a zero tolerance policy for certain behaviors that are of a severe nature. The following consequences have been adopted by the Transportation Department and approved by the Eagle County Schools administration.

Bus suspensions due to vandalism will require that appropriate arrangements for restitution be made by MONEY ORDER prior to re-establishment of riding privileges.

Should police involvement be necessary the consequences may be excelled to suspension for the remainder of the school year to commensurate with the infraction.

**Note:** Students that are variance/transfers or in an after-school program will be allowed 1 warning call to parents before losing all transportation privileges for the remainder of the school year.

### **BEHAVIOR**

### **CONSEQUENCE**

|                                   |                         |                                  |
|-----------------------------------|-------------------------|----------------------------------|
| Fighting or Physical Assault      | <b>First offense -</b>  | Elementary 5 Day bus suspension  |
| Use of Profanity or Vulgarities   |                         | Secondary 10 Day bus suspension  |
| Gang-Related Activity             | <b>Second offense -</b> | Elementary 10 Day bus suspension |
| Theft or Vandalism                |                         | Secondary 15 Day bus suspension  |
| Tobacco/Use of Lighter or Matches | <b>Third offense -</b>  | Suspension for remainder of year |
| Possession of E Cigarettes        |                         |                                  |

|                   |                        |                                  |
|-------------------|------------------------|----------------------------------|
| Menacing a Driver | <b>First offense -</b> | 15 Day bus suspension            |
|                   | <b>Second offense-</b> | Suspension for remainder of year |

|  |  |
|--|--|
| False Accusation of a Driver                   | <b>Suspension for remainder of school year</b> |
| Alcohol or Drugs on Bus                        |  |
| Dangerous Weapons as Describe in Policy (JICI) |  |
| Unauthorized use of emergency equipment        |  |

### **Bus Suspension is NOT School Suspension**

Suspension from the bus shall never be interpreted as suspension from school. If a student is suspended from the bus it shall be the responsibility of the student's parent/guardian to ensure the safety and welfare of the student in getting to and from school. Note: Student's suspended from the bus and riding the bus as a variance student will loose all bus privileges for the remainder of the school year.

### **Appeals**

If a parent wishes to appeal a decision to suspend a student from the school bus, the following procedure shall apply:

- A. The parent must request that a conference be scheduled.
- B. At least one parent must attend the conference, as well as the student, the Transportation Supervisor (or designee), and a school administrator.
- C. After the parental request, it shall be the school administrator's responsibility to schedule the conference and notify the appropriate parties.
- D. The Transportation Supervisor will have final authority following the conference.

Any suspension will remain in effect pending the outcome of the conference.

### **Security Measures**

Audiovisual recording devices are installed and used on District buses for the purpose of improving safety and discipline. Eagle County school buses may be equipped with videotaping equipment. It is generally designed to provide a video taped record of behaviors inside a school bus. Misbehavior discovered by viewing videotapes may result in disciplinary action. Under no circumstances will tapes be released to anyone outside the District, except as required by law. They will be treated as protected records under the Family Educational Rights and Privacy Act.

### **Restoring Order**

If a bus discipline problem is so disruptive that the driver feels it is unsafe to proceed, then the driver will safely park the bus until order is restored. This can result in route delays, but the potential danger of proceeding with an extremely unruly busload of students outweighs the bus being late.

**At a last resort, drivers are instructed to return unruly students to their school.**

# ECSD BUS PASS PROCEDURES

As of March 1, 2013 all students using transportation on a daily basis are required to have a bus pass to ride. This is for the safety of all students that ride plus allows for proper loading counts to avoid over loaded buses. It is our intent that, not only do students remain safe, but that they learn the importance of responsibility as well.

## Obtaining a Bus Pass

All students will receive their initial Student ID which doubles as their bus pass on picture day at the beginning of each school year. Students may also use their previous year's bus pass to ride provided that the information has not changed. ID's that do not have the appropriate/correct information must contact the transportation department at (970) 328-2744 to obtain an approved Transportation sticker with the correct bus #.

An initial or replacement bus pass may also be obtained by contacting the Transportation Department at 757 East 3<sup>rd</sup> Street, Eagle phone (970) 328-2744, (970) 328-2743 Español - Monday through Thursday from 8:30 A.M. until 2:00 P.M. Cost for replacement bus passes is \$5.00 for the first and \$20.00 for all additional passes. Payment must be in the form of cash or money order. The driver will issue your student a receipt upon request.

## Lost Bus Passes

Students that have lost their pass will be issued a Notification of Lost Bus Pass form and must provide the appropriate fee to the driver the very next morning (or the next time they ride the bus), and will be allowed to ride without a pass until the new bus pass is given to the student.

If the student fails to bring the required fee for the lost pass the next morning the driver will contact the parent and issue a Behavior Concern noting the failure to provide for bus pass. The student will be taken home that evening. On the third day (without the appropriate payment) the student will be brought to school but will not be allowed to access the bus for transportation home and thereafter until the fee for bus pass is paid.

## Placement of Bus Passes

It is recommended that bus passes be placed on the right side of a backpack for easy access or be worn around the neck by a lanyard. But, as long as the student is able to quickly show the driver their bus pass for each ride, the bus pass may be placed wherever the holder pleases.

## **Continuous Loss of Bus Passes**

Students that continuously do not produce their bus pass will be treated using the Consequences of School Bus Infractions, Rule #1 and receive the appropriate level of discipline as spelled out in prior paragraphs herein.

# Hazardous Weather Conditions

In an effort to improve procedures for dealing with hazardous weather situations, the administration of Eagle County School District has developed the following guidelines. We hope they will be of assistance on these occasions.

**Television Channels:** KWGN – WB2, KMGH – 7, KUSA – 9, KCNC – 4, KVBA –TV8, FOX 31, ECO-TV–18

**Radio Stations:** KTUN -95.3, KKCH – 92.3 or 92.7, KSKE 101.7, KZYR – 97.7, KQSE- 102.5, KOA 850AM

In the event that a decision is reached to cancel school bus transportation, every effort will be made to have such information on the air by 6:30 AM. If no announcement is made on the stations, assume that school buses **WILL** run and no other adjustment is planned. Information will also be available by calling 328-6321 and on the website at **eagleschools.net**.

It is the responsibility of parents/guardians to make contingency plans for the care of their children in the event that school is canceled or students are released early for whatever reason. It is suggested that in very cold weather children be warmly dressed, and are instructed to return home if the bus is 30 minutes late or more. In severely cold weather students need only wait 15 minutes.

District Policy JICC (also EEAEC) for Student Conduct on Buses is available at eagleschools.net or by calling 970-328-6321.

## Helpful Reminders

- Student's need to arrive at the bus stop 5 minutes before the designated bus pick up time.
- Student's should have their *bus pass ready* to show the driver every time they board the bus.
- Students are required to wait 30 minutes past the designated leave time in case the bus is running late.
- For safety reasons bus drivers are instructed **NOT** to wait for latecomers who fail to arrive at designated pick-up points at the scheduled time.
- Never allow your student(s) to cross behind a school bus.
- Wait for your student(s) at the bus stop and cross 10 feet in front of the bus using the red stop sign.
- Never attempt to drop your student(s) at any location other than their assigned bus stop.
- Bus loops are for buses and emergency vehicles **ONLY**. Please stay out of these areas at all times.
- Students should carry their student ID with them at all times.
- Drivers and cyclists are required by law to stop and remain stopped when the school bus has its stop sign activated. This indicates that students are loading or unloading.
- State law states that all traffic must stop for pedestrians in designated crosswalk.
- The Transportation Department will make a reasonable effort to return items left on school buses to their rightful owners.
- The driver and/or ECSD is not responsible for lost, stolen or damaged items brought onto the bus.
- Before pulling in front of a larger vehicle allow ample time between you and the larger vehicle. Larger vehicles need more time for braking and are not able to stop quickly.