

Transportation Department Policies

The only home address will be taken into consideration for pick up and drop off unless the parent/guardian has requested AND approved by the Transportation Director.

Please allow up to 3 days to make any address changes or busing requests; this will provide time to make sure the stop location is a safe and legal bus stop. For safety purposes, **students who miss their bus may not board the bus at another location or time.** Many tragic bus accidents occur when students try to catch a missed bus.

In case of an emergency and you need to make other arrangements for your student's busing, you will need to call the Transportation Director at 989 587-5100 extension 5678 or your students' school office if they can not be reached. Arrangements will not be accepted by the student's request. Students will not be allowed to ride any other bus other than their assigned bus without prior arrangements being made through the Transportation Director. Students are not allowed to utilize any other bus stop other than their assigned bus stop bus without prior arrangements being made through the Transportation Director.

Students will not be allowed to ride any other bus other than their assigned bus without prior arrangements being made through the Transportation office.

Due to safety regulations and policies - After the bus has closed and the bus has started to move after either loading or unloading students, the bus drivers are not permitted to stop and re-open the bus door. If you have any questions about this policy, please call our office.

NO BEGINNERSGARTEN/KINDERGARTEN STUDENT WILL BE LEFT WITHOUT A VISIBLE ADULT/DESIGNATED PERSON

It is the responsibility of the parent or guardian to have a designated/responsible person visible at the bus stop when beginnersgarten for kindergarten students arrive at the bus stop. If there is no responsible person at the bus stop or at drop off the driver will notify the bus garage and attempts to call home will begin, in the meantime the student will remain on the bus until the end of the route. Parents will need to pick their student(s) up at the bus garage if this occurs, the address is 5101 South Clintonia Rd. *After 3 times of having no designated/responsible person visible at the bus stop your student(s) may lose their busing privileges and the school district may/will contact Clinton County Sheriff's Office and/or CPS.*

PARENT(S) or guardians ARE RESPONSIBLE FOR THE SAFETY of their students getting to and from the bus stops in the morning and the afternoon. Parent(s) or guardians are responsible for their student(s) safety while they are waiting at their bus stop.

ANIMALS – No animal (examples: birds, insects, worms, reptiles, or rodents) **dead or alive**, will be transported on the bus.

GLASS – Anything that is made of glass, (jars, bottles, cups, etc.) is not allowed on the school buses.

LONG-BOARDS/SKATEBOARDS – Unless prohibited at their school, long-boards/skateboards that can be fully contained in a backpack may be transported on the bus.

NO EATING/DRINKING ON ANY BUS IS ALLOWED – With the increasing rise of food allergies, no student will be allowed to eat on the bus. Please do not send any kind of food that contains Peanuts or Tree nuts with your student to school. PLEASE NOTE: NO PERFUMES, AEROSOLS OF ANY KIND, SCENTED HAND SANITIZERS, OR COLOGNE ARE ALLOWED ON ANY SCHOOL BUS.

STUDENTS CARRYING MONEY & CHECKS – Please be sure to place all important items in a sealed envelope with your child's name and school written on the outside. This will help us return lost items quickly to the student if they are left on the bus.

ELECTRONICS/CAMERAS/CELL PHONES – Students will not be allowed to make any phone calls unless there is an emergency and the call is being placed to a parent or guardian. There will be **NO** pictures, videos, or audio recordings allowed while riding the school bus. Any personal music playing devices, earphones must be used and kept at a low volume level and must not be a distraction to the bus driver in any way. Students are required to remove earbuds while boarding/departing the bus and when crossing the road is necessary for their bus stop.

PLEASE NOTE: THIS WILL ALSO PERTAIN TO FIELD TRIPS, EXTRA TRIPS, AND ATHLETIC/ACADEMIC TRIPS.

SPECIAL HEALTH CONCERNS – If your student has a special health concern, such as allergies or asthma, please make us aware of this condition. If you have given this information to your student's school that **does not** mean the Transportation Department has also received the information. Important information can make a big difference in case of emergency and will allow us to better support your student and assure a safe bus ride. Only the driver and the supervisor will have access to this private information.

LOST & FOUND - All items found on the bus are kept for 1-2 days before they are placed in the lost and found at the bus garage. Please remember to check with the transportation department if your student is missing an item.

DISCIPLINARY NOTIFICATION - Before any suspension takes effect, the Transportation or designee will contact the parent/guardian. If possible, the parent will be contacted by phone. If the parent cannot be contacted by phone, the discipline will be sent home with the student with the dates of suspension and a copy will be mailed to the parent/guardian. When the form is sent with the student, documentation is noted on the student's transportation record and they will not be allowed to ride the bus on the dates stated on the form. When a student is suspended from one bus, they are suspended from **ALL** buses. PLEASE NOTE...In the afternoon, students will be taken back to the school and turned over to a school employee/staff if any behavior compromises the safety of themselves, any other student on the bus, or the bus driver.

SCHOOL CLOSINGS AND DELAYS - All families should receive electronic notification of a school closing or delay. It is very important for the schools to have your **updated and current** contact information to assure you receive all notifications.