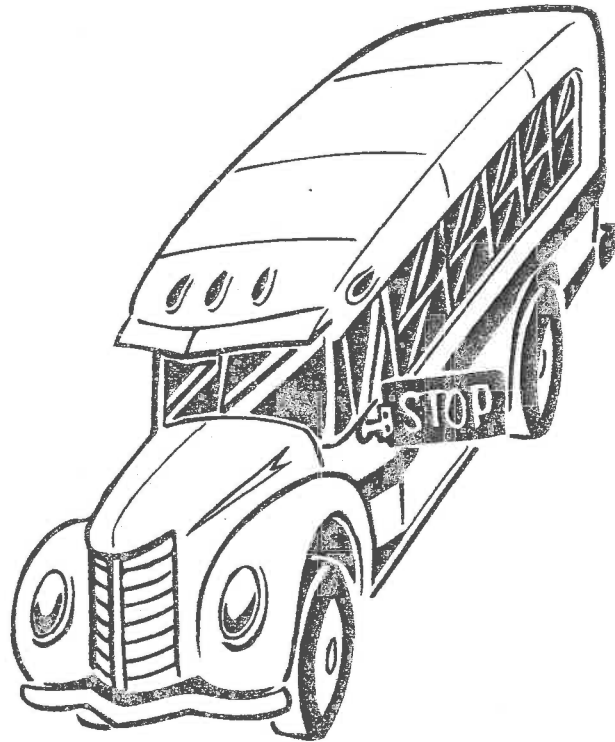


Rapid River School District



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 RRPS buses. School bus transportation is provided only for eligible students and is 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 the school district 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. Parents/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 Rapid River's students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and routes are established on the basis of **safety, efficiency** and in accordance with state laws and recommendations.
2. It is each parent's responsibility to get his/her student to and from the 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 intersections.
4. Bus stops will be placed at legal locations consistent with 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 bus driver **WILL NOT** wait for a student at a stop in order to maintain the scheduled stop times for 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 is absent for two (2) consecutive days, the bus will not stop at that stop again until parent/guardian calls the bus driver or Transportation Director to resume transportation. If student(s) are irregular bus riders, parents/guardians need to contact the bus driver or Transportation Director by 2:30 the day before transportation is needed to guarantee student(s) get picked up. If you call later than 2:30 the day prior or the morning of, we cannot guarantee the driver will get the message to pick up student(s). Bus drivers have cell phones but do not have reception on over half of the route areas (all phones have different reception), so if you call the bus driver or Transportation Director in the morning for a pickup, you may not get ahold of them, even if you can see the bus.
7. By state law, students **shall cross in front** of the school bus. They will receive instruction on proper crossing procedures from the 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 enforcements are understood.
5. Ensuring that parents receive a copy of the 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. *Ensuring that administrators provide support for discipline and stand behind bus drivers' reasonable enforcement.*
8. Notifying the school if the bus will be late in arriving.
9. 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 and without notice.
- Walking distances and bus routes may be adjusted temporarily if necessary by *reason of unsafe and impassable roads.*
- If driveways/roads/turnarounds are not plowed or if bus driver feels unsafe going down a road/driveway, it is then the driver's discretion whether or not to go down the road/driveway and becomes the parents/guardians responsibility to get student(s) to school. Every effort will be made to contact affected student(s) *parents/guardians as soon as possible, but may be on very short notice (ex. at route time, last second decision).*
- Snow plowing of roads/driveways/turnarounds are not the responsibility of the school district and will not be plowed by the school district. Also, the school district is not responsible to find/contact private residents/businesses to see if *we can turn around in their driveways. Parents/guardians can contact other private residents/business for turn around use but must submit signed written consent with phone number of resident/business to the Transportation Director before pickup will occur. Student(s) may have to be picked up at the nearest road intersections due to inclement weather or snow accumulation.*
- *Only current and enrolled students are eligible to ride the bus.*

Parent/Guardian Responsibilities

Parent/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(ren's) behavior until the bus arrives. Parents/guardians are responsible for their child(ren's) 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 contact the parent/guardian, public safety will be called and the child will be transferred to them.
5. Provide alternate transportation for their student(s) if oversized objects or live animals must be transported to or from the 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 the principles of school bus safety.
12. Be willing to show a photo ID when picking up student(s) at other than regularly scheduled locations when requested by a school staff member or bus driver. If you don't have an ID when asked, you will be denied from taking student(s) from alternate drop off locations. No exceptions.
13. **If a student(s) misses the bus for any reason, it is the parent/guardians responsibility to get the student(s) to the next bus stop or to bring the student(s) to school. It is not the responsibility of the school district to turn around a bus or send a staff member to get your student(s).**

Student Responsibilities

Student Responsibilities

Students will:

1. **Realize that ANY driver distraction is potentially hazardous to the safety of all passengers.**
2. **Be 5 minutes early to your bus stop. Buses cannot wait for tardy students. Maximum wait is 15 seconds to see student(s) coming out of house door.**
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 verbally abusive language.
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 buses. Any food/beverage brought on the bus must be in spill proof containers. If someone is caught eating on the bus, the food can and will be confiscated. **No Exceptions.**
8. Smoking and possessing illegal substances, weapons or obscene materials are serious offenses and are not allowed on the bus. If you are suspected of possessing any of the above, you and your belonging are subject to search by the bus driver and/or by administrators.
9. *Remain seated while the bus is in motion.*
10. Extend nothing, including head, hands and feet out of the bus windows. Do not throw anything out of windows. Do not hang toys, bags, etc. out of the windows. Open windows only with bus driver permission.
11. Be responsible for intentional damage to the interior and exterior of the bus. *Students will be charged for such damages and suspended until charges are paid.*
12. Display proper respect of the rights and comfort of other on the bus.
13. Limit objects that are brought on the bus to those that can be safely held by the student. Do not bring or use items on the bus that could affect the health, safety and security of any passengers. Examples: perfume, cologne, scooters, skateboards, etc. **Objects/projects with glitter must be in, and remain in backpack/sealed bags at all times. Student(s) will be responsible for cleanup of glitter if it gets on the bus floor or seats. Live animals will not be permitted on the bus.**
14. Be able to use personal communications devices (laptops, chrome books, iPads, ipods, cell phones, etc.) while riding to and from school or school sponsored activities on a school bus are at the discretion of the bus driver. **Distracting behavior or bright screens (bright lights on screens when dark out) that creates an unsafe environment will not be tolerated. Devices may be confiscated by bus driver at any time and returned when student(s) get off the bus.**

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 communication.

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.
4. Keep to the scheduled route and time each day providing conditions allow.
5. Pick up and drop off students at their designated stops.
6. **Bus drivers will not drop off students at a different stop than the student(s) regular stop without a written note from the parents/guardian. Notes must have student(s) name, date, parent/guardian contact phone number, be signed and state where student(s) are going. Each day requires a new note, unless prior arrangements are set up with the bus driver or Transportation Coordinator. NO EXCEPTIONS. Bus drivers may call parents/guardian about the validity of the written note. Falsified notes by student(s) will be dealt with by administrators.**
7. *If bus driver believes there is a possible danger or feels something isn't right when dropping off student(s), they should use their best judgement in determining to proceed with dropping off student(s). Driver's may contact parents/guardians and if no contact is made, they have discretion to either drop off student(s), bring them back to the school or call Public Safety and transfer student(s) to them. Safety is main priority.*
8. Assign seats as necessary.
9. Notify the school office if the bus is arriving late.
10. Notify the Transportation Coordinator and Building Principle of student behavior concerns.
11. *Assign disciplinary action when needed. Bus drivers can and will assign students who break the school bus rules to write the school bus rules, which must be returned to the bus driver before they ride the bus again (if get assigned rules on morning route, students can still ride the bus home that afternoon unless stated by bus driver) and must be signed by a parent/guardian and have a contact phone number for that parent/guardian. Parent/guardian will be contacted to verify they signed the assignment and discuss any further action needed. Any photo copying of rules or forged signatures will result in suspension from bus privileges.*
12. Perform school bus emergency evacuation drills on a regular basis as required,
13. Follow appropriate procedures in dealing with dangerous situations.
14. *Make every effort not to leave the bus unattended with students on board.*
15. Build positive relationships in a professional, ethical manner by honoring diversity, modeling life skills and meeting the physical and emotional needs of all passengers.
16. Bus driver may require a flashlight to be used by all students that have stops on busy roads to signal their presence and location. If flashlights are required by bus drivers, they may bypass all student(s) that don't have a flashlight to signal their presence or location for the safety of all students on the bus from oncoming traffic in front of and behind the bus. Flashlights will be provided if student asks the bus driver

STUDENT CROSSING PROCEDURES

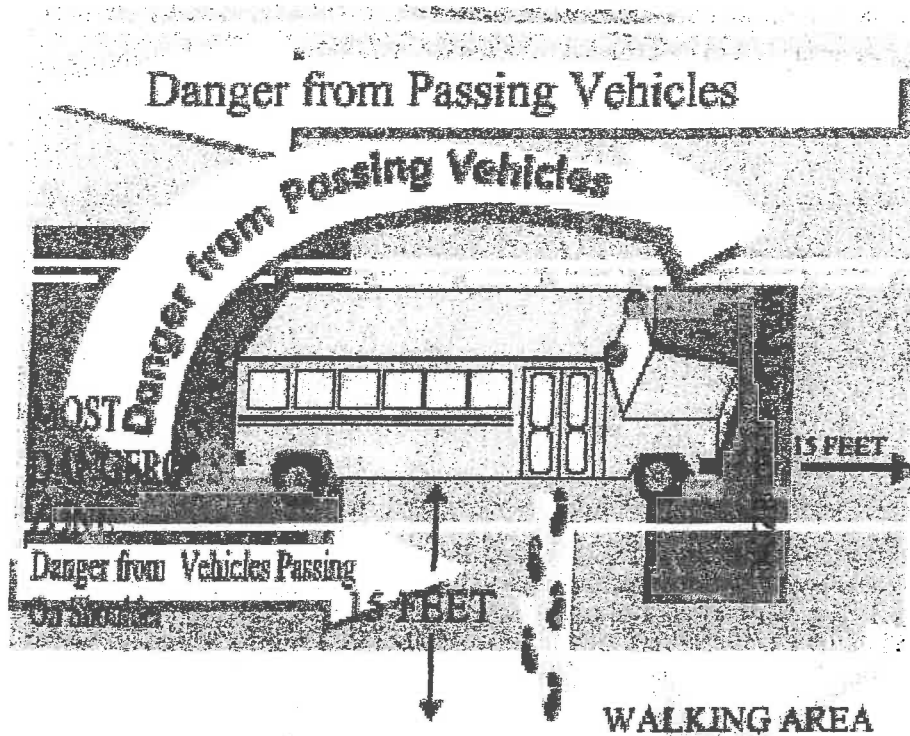
Please review these important safety procedures with all you children. Parents who escort their children to and from the bus when crossing must set the example for their children and also adhere to these important safety procedures. **Everyone needs to know that not all cars stop as required by state 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 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 at 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 other article (back pack, ball, toy, etc.) goes under the bus, always ask the 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 any of the following ways.

1. Verbal warning by the bus driver and communication with the Transportation Coordinator.
2. Issue a written assignment of the bus rules.
3. Communication with the parent/guardian and the student's building administrator.
4. Suspension of riding privileges.

SCHOOL BUS RULES

1. LISTEN AND OBEY THE BUS DRIVER AT ALL TIMES.
2. No eating or drinking on the school bus.
3. Keep hands and feet out of the walkway.
4. No fighting or name calling.
5. No using profanity or being disrespectful.
6. No standing or moving seats while bus is moving and without driver permission.
7. No horse playing.
8. No throwing objects.
9. Respect other student's personal property and personal space.
10. Keep hands, feet and head inside the bus.

11. No opening windows without permission.
12. No yelling or screaming.
13. Face the front of the bus at all times.
14. Do not write on seats or destroy school property.
15. Bus driver may assign seats.
16. Bus driver may give written assignments.

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. Parents/guardians are responsible for transportation to and from school when their student(s) has been suspended from the bus.

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

Matt Scheuren

10070 US HWY. 2

Rapid River, MI. 49878

906-474-3510

906-280-6451

mscheuren@rapidriver.k12.mi.us

Roxann Hebert	bus #19	906-280-4728
Bobbi Rian	bus #16	906-399-1748
Kevin Salmi	bus #14A	906-235-7335
Linda LaMarch	bus #14	906-398-8605

TRANSPORTATION INFORMATION FORM

RAPID RIVER PUBLIC SCHOOLS

COMPLETE ONE FORM FOR EACH CHILD

Bus Number: _____

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

Today's Date _____

Student's Last Name _____

Student's First Name _____

Grade _____

Teacher _____

Home Address _____

Bus Stop Address if different from above _____

Addition Instruction (may or may not be able to accommodate) _____

Parent/Guardian Name _____

Contact phone number(s) _____

Emergency contact _____ Phone # _____

**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)

NOTICE OF STUDENT PICK UP / DROP OFF

Students full name: _____

Address of pickup/dropoff: _____

Name of Person at pickup/dropoff: _____

Phone number of that person: _____

Parent/guardian phone number: _____

Signature: _____ Date: _____

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