

## WALKERS AND RIDERS

Transportation, at district expense, will be furnished to all pupils who live one mile or more from the school they are required to attend.

To be eligible to be counted for state funded transportation, resident pupils between the ages of 5 and 20 years must live one mile or more from their school by the nearest traveled route.

## TRANSPORTATION HIGHLIGHTS

The State of Missouri and Rolla Public Schools District 31 share the cost of operating the transportation system.

Special service is provided for special needs students.

The bus fleet maintenance is performed on regular intervals throughout the year. This has greatly decreased breakdowns while increasing their efficiency. All buses are inspected completely twice each year, once by State Licensed inspectors and once by the Missouri Highway Patrol.

All drivers must be at least 21 years of age. They must have a good driving record, no criminal record and pass a physical examination.

All drivers must undergo the district's driver training program and pass the Missouri School bus Operators test, as well as the Commercial Drivers Examination.

Our drivers are also certified in the American Red Cross general first aid and CPR.

During the winter months, when inclement weather is predicted or has fallen, please listen to area radio stations for school closing or for calling of snow routes (KTTR/KZNN, KDAA) or you may also check the district website at <http://www.rolla.k12.mo.us/> or watch Rolla Channel 16 or you may call 573.458.0101.

Snow routes will be printed in the Rolla Daily News before December 1. If you have any questions regarding your snow route, please feel free to call your driver.

**Access to all district transportation is limited to authorized riders and staff or parent volunteers who have been requested to accompany students. All district staff and drivers shall report any instance of trespass to appropriate administrators and law enforcement agencies.**

You are always welcome to contact the Transportation Department at  
573.458.0125

Your Bus Number Is:

Your Bus Driver Is:

Bus Driver's Phone Number:

AM Pick-Up Time: \_\_\_\_\_

All students must be at the bus stop **5 minutes prior** to the bus stop time listed above.

PM Drop-Off Time: \_\_\_\_\_

If the student must have a parent get them off the bus, the parent must be at the bus stop **5 minutes prior** to the bus stop time listed above. If the parent is not at the bus stop, the student will be taken back to their school.

Stop Address: \_\_\_\_\_

**From your School Bus Driver:** The summer has come to an end once again, and it is time to go back to school. I will be your child's school bus driver and I'd like to be the first to say, "**Welcome Back**". My job is to provide students with safe transportation to and from school.

School policy requires that every child have an assigned seat while riding the school bus. Older students will be seated toward the back of the bus and the younger students toward the front. I will try my best to allow the students to have choice in sitting around their peers.

The Transportation Office requires that student bus riders complete a Bus Rider Registration Form. If your student has not completed one of these forms, please contact your student's school office immediately. A completed form is required before a student can ride the bus.



# Pupil Transportation System

*Safe Transportation • Quality Education*

This publication is a handy summary of procedures, rules and regulations relating to school bus transportation services provided by the Board of Education for the Rolla Public Schools District 31. Whether you are a student, a parent, a school employee or an interested patron, you should find the answers to most of your questions here. If you have more specific questions, please feel free to contact the school district's Transportation Director at 458.0125.

**Students are to be at their bus stop 5 minutes prior to the regular pick-up time.**

## STUDENT TRANSPORTATION SERVICES

The major purpose of school transportation is to get pupils to school and back in an efficient, safe and economical manner. Other purposes include the provision of transportation for academic field trips in direct support of the curriculum and transportation for support of the co-curricular program (athletic, music, drama, etc.)

These shall be the criteria for management of school transportation:

1. Adequacy: Does the program provide both the necessary and sufficient transportation to and from school and for all other school programs?
2. Safety: Does the scheduling and operation of the program take into consideration hazards, potential dangers to pupils, and all appropriate safeguards?
3. Economy: Is the program operated in the most efficient manner possible after considering the constraints imposed by the criteria of adequacy and safety?

The Deputy Superintendent, working in conjunction with the Director of Transportation shall be responsible for scheduling all bus transportation, including the determination of routes, bus stops, rules and regulations, and all other matters relative to the transportation program.

## SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Emergency evacuation drills shall be conducted with all pupils in grades K-6 once each semester, with the first drill being completed prior to October 31. Drivers shall discuss an emergency evacuation procedure at the beginning of each school year with all students who ride the regular routes.

All vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of such service due to mechanical or equipment failure. Buses shall be replaced at such intervals as to provide good equipment at all times.

Safety on the buses goes hand in hand with good discipline. It is the basic responsibility of the driver to maintain order on the bus. Good organization and understanding of the rules and regulations by all riders will help establish a good safety program.

Proper orientation of bus drivers is very important because of the necessity to be familiar with the vehicle and route being driven. The loading policies will be followed relative to bus drivers:

1. All requirements of the State Department of Education will be checked. These include such items as driver's license, yearly physical, background check, age, etc.
2. Before driving a route, the drivers will be checked behind the wheel by the Director of Transportation. All drivers must successfully complete the district's training program.
3. All drivers will be required to attend the pre-school workshops, training meetings, and safety meetings prepared by the Director of Transportation and Rolla Public Schools Administration. Make-ups shall be arranged with the Director of Transportation.

## STUDENT BUS PERMITS

Only those students assigned to a particular bus will be allowed to ride except in emergencies. Students are expected to ride the same bus to or from school each day. Students will only be issued a bus pass if under one of the following situations:

1. Emergency Situations (location must be in same elementary attendance area)
  - Death in Family (baby-sitting situation).
  - Parents or Siblings in hospital (baby-sitting situation).
  - Parents out of town (baby-sitting situation)
  - Day-care/Baby-sitter Change (baby-sitting situation).
  - Student needs to go to parent's place of work instead of normal stop, because no one will be able to meet the child at the normal stop. (Must be in same elementary school district).
2. Transfer Situation - From One School to Another School
  - Approved School Activity (club meeting, tutoring, special event, etc.)
  - Parent works for RPS (must ride designated transfer bus from school to school).
3. If one of the following is true:
  - Student lives on the route, but has not been a regular weekly rider.
  - Student has moved to a new permanent address.
  - student is new to the district.

Examples that WOULD NOT qualify: ride home with a friend, ride to church, ride to work, ride to a birthday party or sleep over, etc. These are typically for conveniences.

## STUDENT CONDUCT ON SCHOOL BUSES

While the law requires the school district to furnish transportation, it does not relieve parents or students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus (and only at that time) does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Bus safety and student discipline are a critical part of the Rolla Public Schools transportation program. One component of the program is the use of video taping which allows the driver to concentrate their vision on the road, rather than on student activities behind them. At times administrators may view these tapes with the school employees when a discipline problem occurs.

## BUS RULE VIOLATION DISCIPLINE PROCEDURES

1. The driver should talk with any student who disobeys a bus rule if this will solve a minor problem; however, if the student continues to abuse the privilege of riding the bus, the driver must take other action. This may include assigning the student to a certain seat, talking with parents and/or reporting

the incident to the principal.

2. If the student continues to break bus rules, the driver should send the student to the principal. The driver should inform the principal as to why the student is being sent to the principal. It is very important that principals be informed in order to support the driver to the fullest extent possible. The principal has the authority to suspend students from riding the bus for the period of time they believe necessary to correct the situation or to administer other penalties deemed appropriate.
3. If the student has been to the principal and, upon returning to the bus, causes additional trouble, the driver should inform the student that he/she will not be able to ride until the parents meet with the principal. The school policy is to deliver the child to school or home depending upon which route the incident occurred.

### THE FOLLOWING ARE SOME EXAMPLES OF:

#### Minor Infractions

- Loud talking
- Arm/Head out windows
- Moving out of bus seat
- Name calling, etc.

#### Consequences for misconduct will include, but not limited to the following:

- 1st Offense ~ Action: Talk to student personally (driver)
- 2nd Offense ~ Action: Call parents about problem and assign to front seat for ten (10) school days
- 3rd Offense ~ Action: Deny bus privilege for three (3) school days or other action the principal deems appropriate
- Future Reports ~ Action: Deny bus privilege for ten (10) school days or other action the principal deems appropriate

#### Major Infractions

- Destruction of property - cutting seats, etc.
- Smoking / Use of tobacco
- Use of profanity
- Fighting, tripping, pushing
- Any violation of safety procedures that could cause bus to have an accident
- Any violation that could cause physical harm to driver or any riders
- Forging a note to ride a bus or get off at an unauthorized place
- Use of alcohol or other controlled substances

#### Bus Drivers Will:

1. Inform the student that they will not be picked up in the morning run and give a reason.
2. Inform parent(s) of student involved by phone after completion of run. If unable to contact parent, call Transportation Supervisor or principal. This is a must.
3. Fill out conduct report carefully and give it personally to the principal immediately following morning run the next day. Infractions should be taken care of then. If unable to see the principal within a reasonable amount of time, see the secretary of the principal and make an appointment. The Transportation Supervisor will assist if contacted about the problem. Under no circumstances should these reports be delayed from reaching the principal so immediate action can be taken.

#### Consequences for misconduct will include, but not limited to:

1. 1st Report ~ Denial of bus privilege for three (3) days
2. 2nd Report ~ Denial of bus privilege for two (2) weeks
3. Three or more reports ~ Permanent termination