

TRANSPORTATION DEPARTMENT
PARENT'S HANDBOOK



NEW PRAGUE AREA SCHOOLS
BUS GARAGE
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NEW PRAGUE, MN 56071

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PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

The third week of school is designated as school bus safety week.

B. Student Training.

1. The school district shall provide students enrolled in grades kindergarten through 10 with age-appropriate school bus safety training. The training shall be results oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing;
 - g. school bus evacuation and other emergency procedures; and
 - h. appropriate training on the use of lap belts or lap and shoulder belts, if the school district uses buses equipped with lap belts or lap and shoulder belts.
2. All students in grades K-5 who are transported by school bus and are enrolled during the first or second week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students in grades 6-10 must demonstrate achievement of these competencies by the end of the sixth week of school.

Students in grades K-10 who enroll in a school after the second week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within four weeks of the first day of attendance. The school district may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability. Further, the school district may deny transportation to a student who attends a nonpublic school that fails to provide appropriate student training.

3. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
4. The district will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.
5. The school district's curriculum for transportation is maintained and available for review in the office of the superintendent.
6. Nonpublic school students transported by the school district will receive school bus safety training in their nonpublic school. The nonpublic school must certify to the school district's school transportation director that all students have received the appropriate training.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or is at the bus stop.
- B. Consequences for school bus/bus stop misconduct will be imposed by the building principal or the principal's designee. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

- f. After getting off the bus, move away from the bus.
- g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- h. No fighting, harassment, intimidation or horseplay.
- i. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking or use of tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Bullying

Bullying will not be tolerated on the bus. Please refer to New Prague Area Schools Policy 514, Bullying Prohibition Policy.

5. Consequences

a. Suspension of Riding Privileges

Principal or designee or the Transportation Director or designee shall have the authority to suspend students from riding the bus for violation of the following rules. A suspension shall be effective immediately upon the Principal or designee, or the Transportation Director or designee informing the student and parents of minors of the suspension, the length of time of the suspension and the

reason for it. The transportation department will be informed of the suspension. The student and parent of minors shall have the right, and be informed of the right, to meet with the Principal or designee, the Transportation Director or designee, as soon as is convenient to discuss the problem or challenge the allegations of misconduct. The Principal or designee, or the Transportation Director or designee may terminate the suspension at any time. The suspension may be terminated after the Principal or designee, Transportation Director or designee, parents and student have met and the student has agreed in writing that there will be no recurrence of the behavior in question. Where the period of suspension is to exceed ten (10) day, the student and parents of minors shall have the right, and be informed of the right, to appeal the decision of the Principal or designee, Transportation Director or designee to suspend and to have an informal hearing before the Superintendent or the School Board. Such appeal hearings must be requested in writing by the student or parent to the principal or Transportation Director within five (5) days of being informed of the suspension, and such hearings shall be held as soon as is convenient; a suspension shall remain in effect pending such appeal hearing.

b. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with extra curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

1. Major and Minor Offenses

The following types of student behavior are prohibited on school buses and are considered **minor offenses**, and shall result in a written warning on a Bus Conduct Report to parents. Repeated violations shall result in suspension of riding privileges.

- a. Standing up while the bus is in motion.
- b. Switching seats while the bus is in motion.
- c. Walking about the bus.
- d. Opening windows without authorization of the driver.

- e. Throwing objects about the bus (not in the direction of the driver or the driver area of the bus).
- f. Throwing items out the windows.
- g. Any other inappropriate behavior that is not considered cause for immediate suspension.

The following types of student behavior are prohibited on school buses, are considered **major offenses**, and may or shall result in immediate suspension of riding privileges through the issuance of written notification on a Bus Conduct Report to parents.

- a. Throwing objects at the driver or in the front of the bus so as to distract the driver.
- b. Treating the driver with disrespect or defying the driver.
- c. Swearing or using obscene language while on the bus.
- d. Smoking on the bus.
- e. Intimidating, threatening or fighting with other students.
- f. Vandalizing bus property or property of other students.
- g. Possession of or drinking alcoholic beverages and/or possession or use of drugs on the school bus.
- h. Opening or tampering with the emergency exit door on the bus.
- i. Any other inappropriate behavior that seriously affects the safety of the students and the driver.
- j. Possession of inappropriate and/or harmful objects on the bus.

A principal or their designee has the discretion to revise an individual Bus Conduct Report, to give lesser punishment, to increase the school bus

suspension and/or to include suspension, after reviewing each student's Bus Conduct Report.

2. Suspension of Bus Transportation Privileges

Elementary (K-5)

1st offense warning

2nd offense 1-3 school day suspension from riding the bus

3rd offense 3-5 school day suspension from riding the bus

4th offense 5-10 school day suspension from riding the bus/meeting with parents.

Further offense - individually considered

Students may be suspended for longer period of time, including the remainder of the school year.

NOTE: When a student (K-5) goes 60 calendar days without a report, the student's consequences may start over at the first offense.

Secondary (6-12)

1st offense warning

2nd offense 3-5 school day suspension from riding the bus.

3rd offense 5-10 school day suspension from riding the bus.

4th offense 20 day suspension from riding the bus/meeting with parents.

5th offense suspended from riding the bus for the remainder of the school year.

PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety:

1. Become familiar with school district rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. Communicate safety concerns to school administrators.
6. Monitor bus stops, if possible.
7. Request for Transportation Changes

In an effort to provide all students with quality transportation, all requests for changes in transportation must be submitted in writing to the transportation department. Changes will take effect five (5) working day after the transportation department receives the request. Parents will be notified by telephone of the student's new bus or van number, pick up, drop off times and locations. Parents will be responsible to transport their student(s) until the request has been processed.

Bus service is established on a five-day-a-week basis. Students may be picked up daily at the established bus stop closest to their daycare or home address. Student may be returned to the established bus stop closest to their daycare or home address. Whichever pickup and/or return address is chosen, it must be used each day the student is transported.

Changes include, but are not exclusive to, the following:

Change of daycare provider;
Moved to a new address;
Change in student's activities requiring either no pick up or drop off to riding either to or from school or both.

B. Parent and Guardian Notification:

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

C. Toys on Bus

1. Students will not be allowed to have toys on the New Prague Area School buses.
2. Radios, walkman, CD players, IPods will be allowed as long as the student uses headphones and does not share with other students.
3. New Prague Area Schools are not responsible for lost, stolen or broken articles.

D. Intermittent Riders

In the event where a student of New Prague Area Schools does not ride their regular bus route for a period of five (5) consecutive schools days for any reason other than illness or other emergencies, or when the transportation department has not otherwise been notified, the student will be removed from the route. Students may be reinstated back into the route if written notice is received by the Transportation Director from the parents or guardian. Placing the student back into the route may take up to five (5) business days.