

TRANSPORTATION

Memo to Parents/Guardians

Frequently Asked Questions



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IDENTIFY RELIABLE EMERGENCY CONTACTS

It is your responsibility, as a parent/guardian, to identify reliable emergency contacts that are approved to pick your child up from school. This is the most important action you can take to ensure the safety of your child. Emergency contacts are as critical in transportation emergencies as they are in the case of your child's illness or injury.

TRANSPORTATION BASICS

What time should my child arrive at the bus stop?

Your child should be at the stop, and ready to board, 10 minutes prior to their [scheduled pick-up time](#). Buses are NOT required to wait for students who are not at the stop and ready to board.

What if my child misses the bus?

If your child misses the bus due to reasons beyond the control of the District, it becomes your responsibility to transport your child to school. Missing the bus is not generally considered an excused absence from school. In the event of severe weather conditions, the District has the final say in situations involving student transportation related absences.

What if the bus doesn't arrive on time?

Traffic and road conditions are unpredictable. While bus drivers make every attempt to run on schedule, any number of circumstances can cause them to run 10 or 15 minutes late. If you are reasonably sure the delay is not due to weather conditions, allow 15 minutes to pass, then [contact the Transportation Secretary](#).

Should I be at the bus stop with my ELEMENTARY age child?

Please escort your elementary age child to the bus stop and wait with him/her until the bus arrives. In the afternoon, meet your child at the bus stop and escort them home. If you are unavailable, please arrange for another responsible adult to keep a watchful eye on your child. If you would like a sibling to be responsible for your child, you must submit a signed letter of request to the Principal.

→ *Kindergarten Students*

The bus driver will not allow your kindergartener off the bus unless a responsible adult is present.

In the event that a responsible adult is not at the stop in the afternoon, the driver will call the school and the school will place a call to you. If you do not respond immediately, your child will be brought back to school for you to pick up. The bus will not wait for the school to make contact with you.

ALTERNATE BUS PASSES

(Temporary/ Daily Passes)

Under what circumstances would the District issue an Alternate Bus Pass for my child?

An Alternate Bus Pass is a temporary pass that has been approved as a result of emergency circumstances, as defined after a discussion by school administrators.

Alternate Bus Passes will NOT be issued for the following circumstances:

- Personal appointments or events of any kind.
- School-related appointments or events of any kind.
- School delay or early dismissal.
- Fluctuating employment schedules (for you, your child, or your childcare provider).
- Fluctuating availability of your childcare provider.
- Weather or traffic conditions.
- Vacation schedules (for you or your childcare provider).

The District and Rohrer Bus Company are responsible to transport hundreds of students each day. We make it a priority to ensure, to the best of our ability, the safety of every one of those students. Inconsistent transportation schedules confuse students, bus drivers, and administrators, creating a potential safety risk for your child. Therefore, we rely on you, as parents/guardians, to adhere to a consistent transportation schedule.

When it is necessary to deviate from your established schedule, it is your responsibility to make alternate transportation arrangements through your emergency contacts. A list of emergency contacts, with the right to pick your child up from school, should be on file with the school. Even in the case of an extreme emergency, your first course of action should be to arrange for alternate transportation with one of these contacts.

Therefore, we will rely on you, as parents/guardians, to adhere to a consistent transportation schedule. When it is necessary to deviate from that schedule, we count on you to make temporary arrangements to accommodate your needs.

What is the procedure for requesting an Alternate Bus Pass?

The procedure for requesting an Alternate Bus Pass is as follows:

- Requests must be made directly to the school office to be approved by the Principal; A signed pass must be provided to the student and bus driver.
- *Do NOT submit your request with the mindset that it will automatically be approved.* Please understand the District's need to scrutinize requests and keep them to a minimum. Again, it is your responsibility (not the school's) to make alternate transportation arrangements through your emergency contacts. Even in the case of an extreme emergency, your first course of action should be to arrange for alternate transportation with one of these contacts.

CHANGING YOUR CHILD'S BUS ASSIGNMENT

(Address Changes, etc.)

How may I request to change my child's bus or stop assignment?

In order to request a *permanent* reassignment in student transportation, which is to be in effect for the remainder of the school year, you must submit a [Request to Modify Student's Bus or Stop Assignment \(Address Change\)](#). Your request will be reviewed by the Principal and the District's Business Manager. If your request has been approved, you will be notified by the Transportation Secretary. Do not assume your request has been approved until you receive notification.

What should I be aware of when requesting a change of assignment?

- **There will be a waiting period.**

Reassignment requests require approval and appropriate time to process.

 - ✓ Requests will NOT be granted in the two (2) weeks prior, or two (2) weeks following, the first student day of the [school year](#).
 - ✓ Requests will NOT be granted in the final two (2) weeks of the [school year](#).
 - ✓ Requests must be submitted at least five (5) school days in advance of the date the proposed transportation change is to take place.
- **You are responsible to make temporary transportation arrangements as necessary.**

If necessary for your child, you are responsible to make temporary transportation arrangements while a reassignment is in process.
- **You are responsible to communicate with your child.**

Once the change is in effect, it is your responsibility to communicate with your child.
- **The change is permanent.**

All reassignment requests will be in effect through the end of the school year.
- **Custody issues will be considered.**

Requests specific to custody issues will be considered on an individual basis. Legal documentation related to custody arrangements will be requested and reviewed by administration prior to making a final determination. In the case of joint legal custody, both parties must be in agreement of the permanent/consistent transportation change, so designated by both parties signing the request form.
- **Childcare issues may be considered.**

The School District has no obligation to provide transportation services to daycare or babysitting services. The District does however, honor parental requests for transportation to and from daycare or babysitters as long as there is no additional cost to the District and the requests are considered permanent/consistent. A student may be picked up at home in the morning and dropped off at a daycare in the afternoon. This may involve a student riding two (2) different buses, one to school and a different bus after school.

CHANGING A BUS ROUTE OR STOP

May I request to add a new stop to an established bus route, or change the location of an established stop?

Note: This is not the same as changing a student's bus or stop assignment.

The District (not the bus company) is responsible for finalizing all bus routes and stops prior to the start of the school year. As such, only the District (not the bus company), may authorize a change.

- **By July 30th of each year**, you may submit a [Request to Modify an Established Bus Route or Stop](#) for the upcoming school year. Forms must be submitted directly to the Transportation Secretary.
- **After July 30th**, the District will only consider authorizing changes in the case of extreme hardship or emergency. [Contact the Transportation Secretary](#) for more information.

BUS CONDUCT

What is expected of my child?

Students are expected to adhere to the following rules of conduct:

- **Waiting for the Bus:**
 - Arrive at the bus stop 10 minutes prior to the scheduled pick-up time.
 - Remain in line and ready to board.
 - Wait at least 5 feet from the edge of the road.
 - Approach the bus only after it has stopped completely, and the door is open.
- **Boarding/Exiting the Bus:**
 - Use the handrail.
 - Take the steps one at a time.
 - Walk at a reasonable pace so as not to push or crowd others.
 - Board or exit at your designated stop, unless an Alternate Bus Pass has been granted to accommodate an extreme emergency circumstance.
- **Riding the Bus:**
 - Obey and respect the bus driver at all times.
 - Respect other passengers.
 - Ride in the appropriate assigned seat.
 - Remain seated in a forward-facing position.
 - Keep backpacks, instruments and belongings out of the aisle.
 - Communicate with appropriate language and at an appropriate volume.

What is considered misconduct?

The following behaviors are considered misconduct:

- Disrespecting, disobeying or distracting the bus driver.
- Harassing passengers, pedestrians or other drivers.
- Inappropriate language or gestures.
- Inappropriate volume.
- Pushing, shoving, tripping, fighting, or scuffling.
- Throwing objects through the air, on the floor, or out the window.
- Extending limbs or objects into the aisle, into another passenger's seat, or out the window.
- Defacing the bus or another student's property.
- Tampering with the emergency door.
- Smoking.
- Eating or drinking.
- Bringing inappropriate items on the bus, such as tobacco products, e-cigarettes, weapons or sharp objects, food, drink, pets, flammable materials, etc.

How is misconduct addressed by the bus driver and the school? [RETURN](#)

Students must obey the bus driver at all times while under his or her supervision.

If the bus driver believes misconduct is placing students at an immediate safety risk, the driver will pull over at a safe location and cease operation of the vehicle until misconduct discontinues.

The driver shall report all misconduct to the appropriate school administrator, who will address it as follows:

1st Level

- ✓ A conference will be held between the Principal and your child.
- ✓ A warning will be issued, or disciplinary action will be taken, depending on the severity of the misconduct.

2nd Level

- ✓ A conference will be held between the Principal and your child.
- ✓ A consequence may be delivered at the discretion of the school administrator, such as a one (1) day suspension of riding privileges or in school detention.

3rd Level

- ✓ Riding privileges will be suspended for three (3) school days.

4th Level

- ✓ Riding privileges suspended for five (5) school days.

5th Level

- ✓ Riding privileges will be suspended for fifteen (15) days, only to resume when you and your child meet with the Principal and provide assurance that the student is prepared to exhibit appropriate behavior.

6th Level

- ✓ The case will be referred to the Superintendent with a recommendation, for his/her approval, that riding privileges be revoked for the remainder of the school year.

Parents/Guardians will be notified of the misconduct at every level.