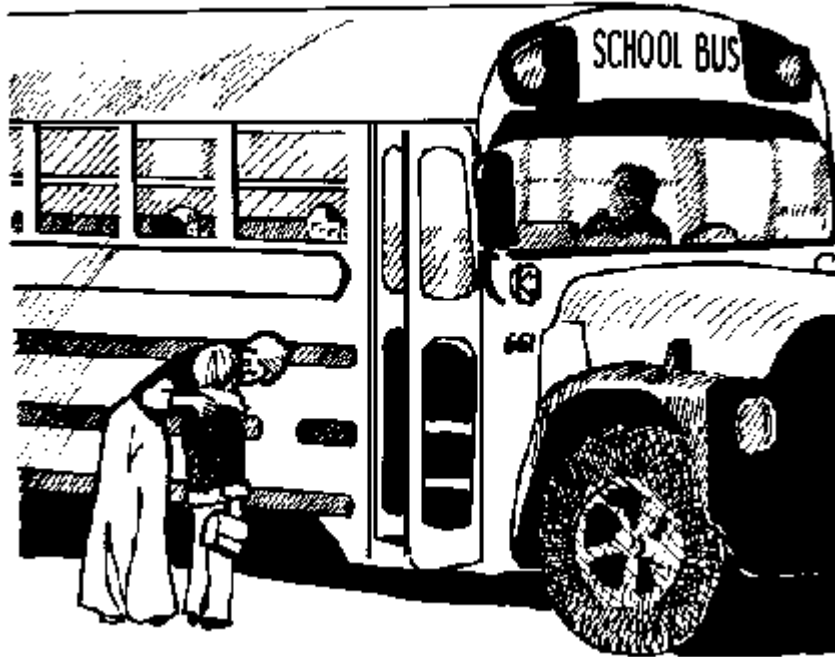


Jefferson County Schools Transportation Department Bus Procedures



“The Driving Force to a Good Education”

Section Synopsis:

This section provides guidelines for eligible bus rider students. These regulations and procedures provide measures for violations of rules in order to promote safe, prompt movement of students to and from school.

Bus Conduct Procedures

The Jefferson County Board of Education provides bus transportation to and from school as a courtesy service through the Jefferson County Board of Education Transportation System for eligible students residing in the County. The West Virginia School Transportation Policy and Procedures Manual (4336) provides rules governing school bus operations. The State of West Virginia funds the service by allotting the county a given amount for eligible students transported.

Eligible students are defined by State statute as those residing in the district more than two miles from the school they should attend, as measured by the nearest route. The nearest route is the nearest traveled public road which may or may not be the road used by the school bus. Address eligibility is continually audited. When an address is found to be ineligible (because of street openings, construction changes, etc.), notification will be made as soon as possible with a grace period allowed for parents to arrange alternate means of transportation.

In order to meet the conditions outlined by the State and provide safe, prompt movement of eligible students, the State of West Virginia has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are herein outlined for your information and for the guidance of your child.

The Jefferson County Schools Transportation Department is pleased to provide transportation for its eligible students and solicits your assistance in helping create a safe, healthy operation. We ask your cooperation with school personnel in developing proper behavior patterns for those pupils who ride buses.

If you should need information concerning bus routes or need information concerning student misconduct on buses consult the Jefferson County Schools Transportation Department at (304) 725-7664 or Website at:

<http://boe.jeff.k12.wv.us/transportation>

Procedures on Bus Routes/Bus Stops

- Bus routes cannot be customized based on who lives where.
 - Bus routes are set up based on:
 - even distribution of stops throughout a neighborhood.
 - safety of locations.
 - fairness to all residents ~ including those who have yet to move into the neighborhood.
- Routes will not be changed based solely on where students live.
- Routes will not be changed solely because a parent cannot see a bus stop from his/her house.
- Routes will not be changed because it is too far for the student to walk unless

- the student lives over two (2) miles from the stop.
- Students are assigned to bus stops by the computer routing software Versatrans.
- If a stop (to or from school) has not had students for ten consecutive school days, that stop may be eliminated after parent notification. The stop may be reestablished after being reviewed by the Transportation Department.

Any requests for changes to routes must be submitted in writing to: Jefferson County Schools Transportation Department, 754 Shenandoah Junction Rd., Shenandoah Junction, WV 25442 and include the following:

- Your name, address, and phone number.
- Location of current bus stop and bus number.
- Change requested and reason.
- Location of the new stop if you are requesting a different stop to be added or a stop to be relocated.

Procedures for riding a bus other than the student's home bus (Permanent)

1. Must be for child care purposes.
2. Bus must not be at student capacity (there must be empty seats available).
3. Written permission is required from the custodial parent /guardian of the student desiring the change and is to be faxed, e-mailed or hand delivered to the student's school and must be approved through the Transportation Department. A daytime phone number must be included with the written permission, as a return phone call will be made for verification. ***If communication and verification cannot be made with the custodial parent/guardian, approval will not be granted.***

Procedures for riding a bus other than the student's home bus (One Day)

1. Must be for child care purposes or for emergency situations only.
2. Bus must not be at student capacity (there must be empty seats available).
3. Written permission is required from the custodial parent /guardian of the student desiring the change and is to be faxed, e-mailed or hand delivered to the student's school and must be approved through the Transportation Department. A daytime phone number must be included with the written permission, as a return phone call will be made for verification. ***If communication and verification cannot be made with the custodial parent/guardian, approval will not be granted.***

Out-of-District Transfers

In the case of an approved out-of-district transfer, it will be the responsibility of the custodial parent/legal guardian to provide transportation. However, bus transportation may be provided by Jefferson County Schools using existing bus routes based on the following:

1. Bus service would only begin two weeks after the start of the school year once all bus routes can be finalized. It will be the responsibility of the custodial parent/legal guardian to provide transportation.
2. Bus service will only be allowed provided the request does not create an overload on the bus serving that area.

If bus transportation is approved, it will be the custodial parents/legal guardian's responsibility to transport the students to the nearest bus stop in the proper district. The bus service can be terminated if the student becomes a behavior problem.

The custodial parents/legal guardian must contact the Jefferson County Schools Transportation Department before this service may begin.

Bus Rider's Handbook General Safety Rules

1. Obey the instructions of the bus driver.
2. Elementary, middle, and high school students must board the bus at their designated stop only.
3. Only students who are eligible to ride may be transported. Changes to a single day's routine may be made for emergency purposes only and must be arranged through the Transportation Department with details stated in writing and given to the bus driver.
4. DO NOT ask to ride home on another bus with a friend.
5. Ride only the bus to which you are assigned. Riding another bus requires written permission from the custodial parent/guardian of the student desiring the change.
6. Students are only allowed to get off the bus at their regular stop.
7. Getting off the bus at another stop requires approved written permission from the custodial parent/guardian of the student desiring the change.

Procedures for Waiting for the Bus

1. Be at your bus stop five (5) minutes before scheduled pick-up time. The bus is considered on time if it arrives as early as five (5) minutes before the posted time or as late as five (5) minutes after the posted time. Drivers will not wait or honk the horn.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, *form a line* and be prepared to *load immediately*.
4. Stand clear of the bus until it comes to a complete stop and the door opens.
5. If you miss the bus, go home immediately.
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a child misses the

- bus.
8. Students must follow campus procedures for boarding and riding the bus.
 9. Once the door of the bus has closed and the wheels have moved, no matter how slight, the driver will not reopen the door to allow students to board. This is to prevent injuries caused by students falling under the rear wheels while running to catch the bus.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your assigned seat. The bus will not move until all students are seated.
4. Elementary, middle, and high school students are to board the bus at their assigned bus stop.
5. After boarding the bus, the student is not to get off the bus except at the school. Unless the bus routes necessitate a scheduled student transfer onto another bus.

In-Transit Operation

1. Buses will not be driven on private property (business, etc.) unless authorized by Jefferson County Schools. Field trip buses are exempt from being driven on private property.
2. No student shall be allowed to ride or stand in front of either front passenger seat or white standee line.

Vandalism on the Bus

To ensure that school buses can serve our students for multiple years, littering, defacing, or damaging school buses is not tolerated. Students will be required to pay for damages they cause to the school buses and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct. Community service, with parent permission, supervised by campus administrators, and approved by the campus principal may be substituted for monetary restitution.

Prohibited Items

1. Tobacco.
2. Glass containers.
3. Alcoholic beverages.
4. Weapons, explosive devices, harmful drugs, or chemicals.
5. Matches or lighters.
6. Any item that might distract the driver or cause a disruption on the bus.
7. Laser pointers.
8. Projects or equipment that cannot be held safely in the student's lap and/or causing an obstruction of the student's face /head.

Departure from School

1. Bus departure time is set by the campus principal or designee. Buses will not depart from the school prior to that time. That designee will be responsible for the safety of all tardy bus students.
2. Once the door of the bus has closed and the wheels have moved, no matter how slight, the driver will not reopen the door to allow students to board. This is to prevent injuries caused by students falling under the rear wheels while running to catch the bus.
3. Parents are responsible for providing transportation home from school if a child misses the bus.
4. Parents should instruct their children on what procedures to follow if the bus is missed.
5. Students must follow campus procedures for boarding the bus when leaving school.

Getting off or Exiting the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Elementary, Middle, and High School students must get off the bus at their assigned bus stop.
5. Getting off the bus at another stop or riding another bus requires an approved written note from the child's custodial parents/ guardian of the child desiring the change.
6. Stay clear of the bus when the engine is running. Do not chase or hang onto the bus.
7. If any article drops or rolls near, or under, the bus - do not go after it. Go to the door and ask the driver for help.
8. Students should leave the bus stop after exiting the bus.

Pre-Kindergarten and Kindergarten Programs

The Jefferson County Schools' transportation procedure requires that a parent or designated adult be at the school bus stop in the afternoon to receive his or her child. If a parent or designated adult is not present to receive the child, she or he will be returned to the child's school (unless circumstances at the school prohibit this, then the student will be taken to the Transportation Department).

Grades One and Two

For students in grades one and two, it is strongly recommended that a parent or designated adult be at the school bus stop in the afternoon to receive his or her child.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. NEVER CROSS THE ROAD BEHIND THE BUS.
4. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections when possible. Obey all traffic signals and signs on the way home.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. Students are not to leave the scene of a bus accident (even with parents) until authorized by school authorities. This procedure accounts for all students.
4. The following procedures will be used for evacuation in an emergency situation:
 - a. Follow the driver's instructions completely.
 - b. Driver will designate evacuation helpers.
 - c. Leave the bus in single file as quietly as possible.
 - d. Go to the designated safety zone.

Bad Weather

During inclement weather the decision to close or delay schools will normally be made prior to 5:30 A.M. School closing will be announced on the radio, television, Jefferson County Schools Cable Channel 18, and the Jefferson County Schools Website: <http://boe.jeff.k12.wv.us/status>

Isolated Early Release

For grades Pre-Kindergarten to five, when school is released early due to isolated occurrences such as power outages, no water service, no electricity, etc., Jefferson County Schools' transportation procedure requires a parent or designated adult to be at the bus stop to receive his or her child. "Isolated occurrences" is defined as a non-weather related early dismissal which affects a minimal number of schools. In such cases, a diligent effort will be made to contact parents or designated adults as soon as the decision to close school early due to isolated occurrences is made. If a parent or designated adult is not present at the school bus stop to receive the child, the child will be returned to his /her school (unless circumstances at the school prohibit this; then the student will be taken to the Transportation Department).

Emergency Forms and Contacts

Parents/guardians are encouraged to have an alternate child care plan in place. It is equally important to keep parental and emergency contact information current with each child's school(s) and the Transportation Department. This information should be listed on the Student Information Form provided to every Jefferson County Schools' student. Further, the information should also be listed on the Student Transportation Form which is distributed to all students riding the school bus. *Schools do not send updated information to the Transportation Department.

Extracurricular Trips

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.
4. The bus must return clean from the trip.
5. If a student's bus privileges are suspended from one bus, privileges are also denied for all buses, including extracurricular trips.

Bus Discipline

<p>Level I</p> <ul style="list-style-type: none"> A. Anti-Social Conduct B. Bus Misconduct C. Disobedience D. Inappropriate display of affection E. Inappropriate dress and grooming F. Leaving the bus without permission G. Possession of inappropriate personal property H. Tardiness I. Technology abuse J. Tobacco possession K. Trespassing 	<p>Level II</p> <ul style="list-style-type: none"> A. Bullying/Harassment/Intimidation B. Failure to serve assigned discipline C. False identification D. Forgery E. Fraud F. Gambling G. Gang activity H. Insubordination/unruly conduct I. Direct disobedience J. Loitering K. Theft or possession of stolen property L. Physical fighting
<p>Level III</p> <ul style="list-style-type: none"> A. Alcohol possession or use B. Defacing school property C. Willful disobedience of school personnel D. Hazing E. Possession of a controlled substance F. Physical altercation G. Profane language H. Theft I. Threat of injury or injury J. Violation of school rules or policies 	<p>Level IV</p> <ul style="list-style-type: none"> A. Assault /Battery on a school employee B. Felony C. Possession of a controlled substance D. Sale of a controlled substance E. Possession of a firearm or weapon

Conduct on the Bus

Level I - Discipline Violations

1. First offense - 1st Phone Call: Driver will call parent and ask for their help.
2. Second offense - 2nd Phone Call: Driver will move the child and call the parent again and ask for help. This phone call will inform the parent that the

behavior did not change and the student and parent can expect a write-up. The second occurrence from this list moves student to a Level II and a write-up.

Level II and Level III Discipline Violations

1. First write-up for persistent Level I behaviors: Student will receive a warning and the parents /guardian will be called.
2. First write-up for Level II /Level III behavior and 2nd and subsequent persistent Level I offenses: Student will be suspended from the bus for three to five days and parent will be called and notified in writing.
3. Second Level II /Level III offenses: Student will be suspended from the bus for six to ten days and parent will be called and notified in writing.
4. Third Level II /Level III offenses: Student may be suspended from the bus for the remainder of the school year and parent will be called and notified in writing.

Level IV Discipline Violations

Student will be referred to the base school for disciplinary action. (Possible school expulsion.)

The school administrator has the authority to skip levels of discipline for major infractions. Any infraction of bus rules that could possibly endanger the lives of the students or cause a bus accident will result in the immediate removal of bus transportation privileges. Also note that in addition to the loss of bus privileges, students committing Level II, Level III, and Level IV offenses on a bus may face criminal proceedings as well as further disciplinary consequences in accordance with the Student Code of Conduct.