

Dear Parent/Guardian:

School bus service provided by the Sioux Falls School District for eligible elementary school students is a **privilege, not a right**, conditioned upon courteous behavior and obedience of established rules. It is the best means of getting students to and from school. The School District and School Bus, Inc. work together to see that this service is safe, efficient and a good experience for every student and the SBI drivers. The bus driver's primary purpose is to drive the bus safely.

### **SAFETY**

**SAFETY SHALL BE THE PRIMARY CONCERN IN TRANSPORTATION.** Under no circumstances shall economy, efficiency, or time schedules be emphasized to the extent that safety is compromised.

### **SCHOOL BUS DRIVER QUALIFICATIONS AND TRAINING**

South Dakota Law requires each driver to pass an FBI Background check, physical examination and to hold a valid commercial driver's license (CDL) with a passenger and school bus endorsement. Division of Motor Vehicles records of each driver are checked annually.

### **SCHOOL BUS EQUIPMENT**

The Department of Public Safety-Highway Patrol oversees the inspection of each vehicle annually to certify that it meets South Dakota Standards. In addition, the driver inspects the bus daily and the transportation garage inspects the bus every 3,000 miles.

### **ELIGIBILITY**

Students K-5 who live in designated bus areas are eligible for transportation. Students who are not eligible for transportation are not allowed to ride the bus for any reason. Students are only allowed to ride their designated bus.

If a new stop is required, transportation will normally be provided three school days after School Bus, Inc receives the request.

### **PICK-UP & DROP-OFF ADDRESSES AND PROCEDURES**

The student must be ready for pick-up at least five minutes prior to his/her scheduled pick-up time. Buses will not wait at a stop later than the scheduled pick-up time. Neither will a bus leave a stop prior to the scheduled pick-up time. The parent is responsible for assisting the student from the house to the bus in the a.m. and from the bus to the home in the p.m.

Students are limited to two addresses, one pick-up and one drop-off. The two addresses need not be the same. However, they must be the same pick-up address every a.m. (1st address option) and the same drop address every p.m. (2nd address option). Both addresses must be within the geographical attendance area of the student's bus zones.

Pick-up points for students eligible for transportation will be approved by the School District, taking into consideration the proximity of the school bus stop to the immediate neighborhood of the bus stop. Students will not be picked up or discharged at intermediate points.

Students will be picked up and dropped off at school at a point not requiring the crossing of any street.

### **RETURNING CHILDREN HOME AFTER SCHOOL**

Buses will depart from elementary schools five minutes after students are dismissed.

### **CHANGE OF ADDRESS**

If you move during the school year, you should contact your child's school in advance to ensure that your child's school bus service will not be interrupted.

### **ROUTE CHANGES --TRAVEL TIME DELAYS**

Children will be added and deleted from the bussing program throughout the year; therefore, time of pick-up and delivery may change from time to time.

In the event of bad weather/emergency closing, your child should know in advance where to go when school is dismissed early. The parent/guardian should listen to the radio or television, or access the district website, [www.sf.k12.sd.us](http://www.sf.k12.sd.us), for information about school closings or early dismissals. School officials will use their best judgment about school closings or early dismissals, but a parent has the right to keep children home or to pick up the children from school if they feel the weather requires this action.

The school will be contacted, and make all reasonable efforts to inform parents/guardians, should a breakdown occur that would delay the bus for an extended period of time.

**PERSONAL ARTICLES**

As a safety factor, a student will not be allowed to take any article on the bus that may cause an injury to him, or to others. Properly label student’s lunch boxes and school supplies. The parent/guardian is responsible for transporting all medications to the school.

**STUDENT RESPONSIBILITIES**

Students will:

- Ride on assigned buses and embark/debark at assigned stops.
- Conform to the same standards of conduct as expected of them in school. (Refer to Board Policies JK –Student Discipline, JIAA – Harassment and JFCE –Student Bullying.)
- Obey the bus driver and/or aide.
- Arrive on time according to the bus pick-up time.
- Remain on the sidewalk or out of traffic lanes while waiting for the bus.
- Respect the property of the residents while waiting for the bus.
- Stand a safe distance from the curb and wait until the door is opened and the driver signals to enter the bus.
- Remained seated while the bus is in motion.
- Sit in designated seats if assigned.
- Be quiet when the driver approaches a railroad crossing stop.
- Wait to cross the street until after the driver signals and must be at least ten feet in front of the bus when crossing the street.
- Follow cell phone guidelines: No pictures; no taking videos; no sharing devices; no distraction to driver or other students while riding the bus.

Students will not:

- Extend head or limbs out of the window.
- Throw anything out of the window.
- Use profane or indecent language or gestures.

- Bring animals or pets on the bus.
- Eat, drink, or use tobacco on the bus.
- Use emergency door except in cases of emergency or safety drills.
- Carry weapons, explosives, matches, or fireworks on the bus (Refer to SDCL 13-32-7).

**DISCIPLINE**

Student behavior is expected to conform to reasonable rules. Failure to comply with these rules and procedures will result in school principals contacting students and parents/guardians. Please familiarize your students with what is expected.

The School District’s “Rules of Student Conduct and Discipline” apply at bus stops and on school buses. Bus safety requires the cooperation of all involved.

For minor infractions of rules, the driver will give a verbal warning to the students involved. For repeated or major infractions, the driver will complete a student incident report and provide the report to the school principal. When necessary, building administrator(s) will be responsible for investigating and administering consequences for misconduct on the bus, according to the District’s progressive discipline plan, Policy JK/JK-R, which may include suspension of bus privileges.

**COMPLAINTS OR QUESTIONS**

Any parent/guardian who believes that the transportation services provided are not in compliance with Sioux Falls School District Policy and Regulation EE/EE-R should begin by contacting their principal. If unresolved at the building level, contact the supervisor of Transportation. If unresolved at the supervisor level, an appeal can be made to the Business Manager. School Board Policy KE –Public

Concerns and Complaints – further outlines the District’s complaint procedures. Sioux Falls School District policies are available at [www.sf.k12.sd.us](http://www.sf.k12.sd.us).

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With the School District personnel and parents working together, efficient bus transportation and safety of the children will be achieved.

Revised July 2020.



Sioux Falls School District 49-5



Visit our link: [www.sf.k12.sd.us/busschool](http://www.sf.k12.sd.us/busschool)

**ELEMENTARY  
REGULAR EDUCATION  
TRANSPORTATION**

Student \_\_\_\_\_

Bus # \_\_\_\_\_

Pick-up Time \_\_\_\_\_

Drop Time \_\_\_\_\_

Bus Stop Location \_\_\_\_\_