

## **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.

Buses with wheelchair lifts, seat restraints and Child Safety Restraint seats are available to transport special needs students.

### **ELIGIBILITY**

The School District will provide transportation for students in special education whom the Individual Education Program (IEP) team determines is eligible, as a result of their disability, and cannot access special education services without the provision of Transportation as a Related Service. After the IEP team has determined that a child needs special transportation services, a request is sent to School Bus, Inc. to make bussing arrangements by the school staff.

Transportation will normally be provided three school days after School Bus, Inc receives the request, allowing time to reroute the bus and notify current students and families of changes in pick-up and drop-off times. Students who are not eligible for transportation are not allowed to ride the bus.

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

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 and drop-off 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.

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 school bus provides "curb to curb" service. Drivers will not sound the bus horn. 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. The school bus driver/ assistant will be ready to assist the student on and off the bus. A parent/guardian is encouraged to notify School Bus, Inc. before the pick-up if the child will not be riding the bus that day. Students will be picked up and dropped off at school at a point not requiring the crossing of any street.

### **RETURNING STUDENTS HOME AFTER SCHOOL**

Buses will depart from elementary and high schools five minutes after students are dismissed and eight minutes after middle schools dismiss. The parent/guardian is responsible to identify authorized individuals to be at the designated stop with a form of identification when the bus arrives to receive the child. The identified and authorized individual will sign as receiving the student. If an emergency should arise, the parent/guardian is responsible for having another authorized adult(s) to receive the student. If authorized adults are not available, call the school, identify the individual/s to add to the authorization list, and have the individual at the designated stop with identification.

Should no one be at the designated stop to meet the student when the bus arrives after school, the following procedures will be followed: The bus will return your student to school, the principal will contact the parent/guardian to transport the student home. Identification will be required prior to releasing the child. After the first occurrence, a \$10 service fee will be charged and Child Protection Services will be contacted.

### **ROUTE CHANGES – TRAVEL TIME DELAYS**

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

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.

### **STUDENT ILLNESS**

Please notify School Bus, Inc., 334-6644, when your child is not planning to go to school. You should also call your school principal to inform them of your child's absence.

### **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.

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

## STUDENT RESPONSIBILITIES

Students will:

- Ride on assigned buses.
- Conform to the same standards of conduct as expected of them in school. (Refer to Board Policies JK –Student Discipline, JAA – 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.
- 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).

## BUS BEHAVIOR AND DISCIPLINE

Student behavior is expected to conform to reasonable rules. Failure to comply with these rules and procedures will result in school principals or program supervisors 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.

For students with transportation as a related service on their IEP, the Individuals with Disabilities Education Act procedural safeguards will be applied if the student's bus behavior violates the rules of conduct.

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 or program supervisor. 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.

## 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 self, or to others. Properly label student's lunch boxes and school supplies. Per policy JLCD/JLCD-R once the proper form is on file with the school, any student may transport and self-administer emergency medications. Parents of elementary students must transport stock medications. Students in 6-12 with the proper form on file with the school, may transport and self-administer medications. Possession is limited to the dose(s) necessary during school hours or the school event or activity for one day. Students in 6-12 may transport stock medication to be checked in at the school when prior arrangements have been made with the nurse or the principal. Misuse of medications will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy.

## COMPLAINTS OR QUESTIONS

Concerns or questions about transportation as a related service should be referred to the school principal for the IEP team to convene and address. If unresolved the parent may contact the Special Services District office for clarification (367-7689).

The Parental Rights for Special Education distributed at the IEP meeting outline further processes if concerns are not resolved.

Any parent or 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).



Sioux Falls School District 49-5



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

## SPECIAL EDUCATION TRANSPORTATION

Student \_\_\_\_\_

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

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

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

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