

# **CHIMACUM / PORT TOWNSEND TRANSPORRTATION CO-OP**



## **2020 - 2021 SCHOOL BUS INFORMATION HANDBOOK FOR FAMILIES & STUDENTS**

**WELCOME to the Chimacum/Port Townsend Transportation CO-OP. This booklet was prepared by the Chimacum/Port Townsend Transportation CO-OP Transportation Department to provide useful information to parents and students. It includes information about student conduct, school bus rules, emergency evacuation procedures, bus passes, parent-driver communication and other important information. We enjoy working with the District's children, and we look forward to making their daily bus ride a safe and pleasant experience.**

## **Bus Garage / Dispatch: (360) 302-5811**

### **CHIMACUM/PORT TOWNSEND COOPERATIVE TRANSPORTATION**

#### **BUS CONDUCT**

All students attending Chimacum/Port Townsend Public Schools and meeting the eligibility requirements for bus transportation prescribed by the Districts are entitled to use the transportation facilities of the District's CO-OP. Any misconduct by a student which in the opinion of the bus driver is detrimental to the safe operation of the school bus or endangers the safety or welfare of fellow students may be sufficient cause for suspension of bus riding privileges.

The Superintendents are responsible for developing the necessary administrative rules such as authority over passengers, student riding privileges, procedures prior to loading, loading and unloading procedures and seat assignment, pupil conduct, bus safety, unacceptable hazards on the bus, etc. A copy of these regulations shall be issued to every bus driver and school principal. A copy of the regulations will be available to each student new to the District at the time and place of enrollment.

#### **Chimacum/Port Townsend Transportation Student Performance Purpose**

A. This Student Performance Code is applicable to all District students while being transported on any District vehicle, particularly school buses. Students being transported on District vehicles also remain subject to all District rules regarding student conduct

B. The Student Performance Code standardizes consequences for violations of reasonable rules and regulations. Discipline is intended to be progressive and corrective, giving students the opportunity to correct their behavior. However, severe disciplinary action, up to and including revocation of transportation privileges, may be imposed when a student continually disregards a rule or procedure, engages in conduct that violates more than one rule or procedure, or blatantly disregards the safety and well-being of others.

## Student Conduct on Buses

A. The driver has full authority of the bus and students. The students must obey the driver's directives promptly and willingly when such directives are consistent with District policy. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall cooperate and obey both the driver and the teacher, coach or other staff members.

B. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities to ride a different bus as per appropriate parent/guardian request. School authorities should verify the availability of extra seating space with the transportation and shall not issue bus passes for non-regular riders if it will cause any student to stand on the bus. Priority for ridership will be home to school and school to home. Students requiring transportation to non-district events will be granted when room is available.

C. No student shall be permitted to leave the bus except at his/her regular stop, unless by permission of school authorities as per appropriate parent/guardian request.

D. Each student may be assigned a seat. Permission to change seats is given by the bus driver. Students must remain seated at all times. **Student will load youngest to oldest from the front of the bus at all times. Kindergarten students will be assigned to the front seats NO EXCEPTIONS. Permission for an older sibling to ride with a younger sibling will be granted by permission only. Students will be seated in sections by school. High school in the back, middle school in the middle, and elementary in front.**

E. Outside of ordinary conversation, classroom conduct must be observed on the bus.

F. Students are to assist in keeping the bus clean by keeping their wastepaper and other trash off the floor. Students must also refrain from throwing refuse out the windows. Students may not eat on a school bus unless specifically authorized and supervised.

G. Students shall not smoke, light matches or lighters, or use any type of flame or sparking device on the school bus.

H. Students shall refrain from using vulgar or obscene language or gestures.

I. Students may lower the windows to the indicated mark. Students must keep their heads, hands, and arms inside the bus at all times whether the school bus is in motion or standing still. Students may not yell out the windows.

J. Students may not ride the bus with any item that may cause injury to another. Such items include but are not limited to sticks; heavy, sharp, or bulky objects; glass jars or other breakable containers; any type of firearms, straps, or laser pens; pins extending from clothing; and golf clubs. Musical instruments that block the aisle or deprive other students of a seat are prohibited. No animals, reptiles, fish, insects, or fowl are permitted on the bus, except service animals. (If in doubt as to any type of item, contact transportation or your driver in advance.) Special permission must be granted by school authorities to transport large items.

K. Students must keep their books and personal belongings out of the aisle and off of the emergency exit window ledge of the bus.

L. Students should limit talking to the bus driver when the bus is in motion.

M. No student shall sit in the driver's seat.

N. Students shall remain seated while the bus is in motion and shall not get on or off until the bus has come to a full stop.

O. Students shall leave the bus in an orderly manner. Students shall not cross the roadway without verifying that it is safe to proceed and signaled by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students must cross the roadway in front of the school bus only. Students may not cross the roadway behind a school bus.

P. Students must arrive at the bus stop five minutes before stop time and must not stand or play on the roadway while waiting for the bus to arrive.

Q. Students shall refrain from pushing and other forms of horseplay at the bus loading area. The principal or his/her designee shall provide supervision during bus arrival and departure times at his/her school.

R. Students are required to supply their correct name, address, and phone number upon request or they may be refused transportation services.

S. No aerosol cans are allowed on the bus.

T. No perfume, cologne, hairspray, nail polish, or scented products may be used while aboard the bus.

U. Telephone Use/Electronic Devices. Cell phone use is permitted on the school buses. No mechanical or electronic device shall be used to audio or video record any activity on district provided transportation without the express permission of the driver and administrative staff at Transportation.

V. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.

**\*\* Students or parents must reimburse the school district for bus damage caused by the student's misconduct.**

## **BE SAFE \* BE KIND \* BE COOPERATIVE**

### **Discipline Procedures**

A. Corrective action, if necessary, shall be consistent throughout the District according to the Progressive Disciplinary Actions.

B. When a student misbehaves on or about a school bus, the driver shall correct the student, and may advise the principal of the bus problem. Drivers are encouraged, where possible, to keep parents informed of a student's progress regarding any misconduct issues.

C. If the driver believes that supportive discipline from school and/or home may be warranted, the driver shall prepare a Student Performance Code Report. ~~The report will be entered into Skyward.~~ (Unless buildings want transportation to enter this information.

D. Upon receipt of a Student Performance Code Report, the school principal or his/her designee shall notify parents in writing or by telephone of the student's behavior and any disciplinary consequences.

E. Parents may appeal disciplinary decisions by contacting the school to arrange a meeting with the principal or his/her designee, the Director of Transportation, and the bus driver.

F. Discipline for special education students will be dealt with on a case-by-case basis **by the school Multidisciplinary Team.** (Wasn't sure if we had another terminology for this).

### **Progressive Disciplinary Actions**

The Student Performance Code is applicable to all District students while being transported on any district vehicle, particularly school buses. Students being transported on District vehicles also remain subject to all District rules regarding student conduct.

Student performance Code standardizes consequences for violations of reasonable rules and regulations. Discipline is intended to be progressive and corrective, giving students the opportunity to correct their behavior. However, severe disciplinary action, up to and including revocation of transportation privileges, may be imposed when a student continually disregards a rule or procedure, engages in conduct that violates more than one rule or procedure, or blatantly disregards the safety and well-being of others.

No student shall be disciplined nor shall his transportation rights be suspended or limited except for sufficient cause and with due process. Only duly authorized school administrator shall discipline or recommend suspension of a student.

**STUDENT BUS PASSES** Bus passes are required for students who wish to depart the bus at a different authorized stop or to ride a different bus to or from school. Passes for riding a bus other than a student's regular bus are issued on a space available basis only. Therefore, there is no guarantee that a pass will be approved. Schools issue bus passes. The procedure to obtain a bus pass requires a parent note. The school's office processes the request and issues either a Permanent or Temporary Bus Pass. No bus passes are issued the first two weeks of school or the last two weeks of school, except in emergencies.

**PRESCHOOL/KINDERGARTEN** The standard Chimacum/Port Townsend Transportation CO-OP procedure is that Preschool/Kindergarten students being transported by bus have a responsible person to receive them at their bus stop.

**LOADING SCHOOL BUS PROCEDURES** Student will load youngest to oldest from the front of the bus at all times. Kindergarten students will be assigned to the front seats **NO EXCEPTIONS**. Permission for an older sibling to ride with a younger sibling will be granted by permission only. Younger students riding with a sibling will not be allowed to sit past the middle of the bus.

**PARENTS RIDING BUSES** Only students and staff of the Chimacum/Port Townsend Transportation CO-OP are allowed to ride the school bus. However, parents of Chimacum/Port Townsend District students may occasionally be given permission to ride the bus to/from school if they are assisting in a classroom. Permission must be pre-approved through Transportation and the school office. The school will then issue a bus pass to the parent. To ride a school bus for any other reason, approval must come from Transportation Management.

**PARENT COMMUNICATION WITH THE BUS DRIVER** Due to safety reasons and time challenges, boarding a school bus to talk to the bus driver or a student is prohibited. It is best to contact the bus driver through the Transportation Department. This will ensure that the driver has adequate time to discuss your needs and concerns. Clarification of the rules and procedures should be directed to the Transportation Supervisor.

**CAMERAS** The district and bus driver's goal is to increase safety while transporting students to and from school. Cameras on the bus are a tool to help improve student conduct.

**MECHANICALLY SAFE BUSES** Chimacum/Port Townsend school buses are inspected by the Washington State Patrol twice per year. All district buses meet or exceed Federal and State specifications.

**BUS DRIVER TRAINING PROGRAM** To ensure a safe bus ride for your students, each bus driver is an authorized Washington State School Bus Driver who has completed an extensive training program consisting of classroom and on the road training. Each driver has completed a drug screen and has undergone an extensive background check, including State and Federal fingerprinting clearance.

## **EMERGENCY EVACUATIONS**

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. **Usually students remain on the bus during an emergency; however, two situations do require the bus to be evacuated:**

### **FIRE OR DANGER OF FIRE:**

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire.

Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustible materials should be considered as “danger of fire,” and students should be evacuated.

### **UNSAFE POSITION:**

In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined, immediately, whether it is safe for passengers to remain in the bus or to evacuate.

## **EMERGENCY EVACUATION DRILL**

In compliance with WAC392-145-080, an emergency evacuation drill will be completed within the first six weeks of each school semester for all students riding school buses except those excused by the regulation. Students excused from the drill will be orally instructed three times per year. Drills will be held at school bus loading zones only. Students riding field trip buses will receive verbal reviews of emergency procedures at the beginning of each field trip.

The Emergency Evacuation Drill will proceed as follows. The driver will:

- ❖ Provide a short explanation of why it is necessary to conduct exit drills.
- ❖ Shut off the motor, set the emergency break, and place the bus in Park or Neutral depending on the bus type.
- ❖ Instruct reliable students about use of the 2-way radio.
- ❖ Put the microphone outside the window and turn key to accessory, if needed/possible.
- ❖ Instruct students on getting emergency help.
- ❖ Instruct students on setting highway warning reflector devices.
- ❖ Instruct students on removing the first-aid kit.
- ❖ Instruct students on use of the fire extinguisher.
- ❖ Instruct and assign students to open Exit door (s).
- ❖ Explain which windows are “kick out” windows.
- ❖ Assist students in leaving via the exit door (s).

**Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performance of his/her duties.**

## FACTS TO LEARN AND SHARE

- The National Academy of Sciences, the U.S. Department of Transportation and other authorities agree that **school buses are the safest form of transportation** for getting children to and from school.
- Some **480,000 school buses carry 26 million children** – more than half of America’s schoolchildren – each day, rarely with any serious accident.
- **Safety features** including the color and size of the school buses, height, reinforced sides, cross view mirrors, and flashing red lights crossing arms and stop sign **ensure children are protected and secure on and off the bus.**
- **School bus drivers are highly trained professionals** who have your child’s safety in mind. They receive **specialized training** in student behavior management, loading and unloading, security and emergency medical procedures.
- **Drivers participate in** pre-employment and random **drug/alcohol testing**, as well as frequent **driving record checks**, and submit to **background checks** and periodic **medical exams** to keep their Commercial Driver’s License (CDL) with a School Bus Endorsement.
- The **school bus industry operates** by a set of **safety, security, health and driver qualification guidelines** that meet, and in some cases exceed, federal and state laws, and ensure that school buses are the safest mode of transportation for our nation’s schoolchildren.

### School Bus Safety Tips

#### *For Students*

- Be alert to traffic. Check both ways for cars before stepping off the bus.
- Make eye contact with the bus driver, and wait for the bus driver’s signal before crossing the street.
- Walk in front of the bus; never walk behind the bus to cross the street.
- While waiting for the bus, stay in a safe place away from the street.
- Before leaving the sidewalk, look for the flashing red lights.
- Never go near or under the bus to retrieve something you’ve dropped.

#### *For Parents*

- Have your child ride the school bus to and from school instead of driving or riding with teenage drivers.
- Review the safety tips with your child regularly.
- Get to know the parents of other riders. You will learn about the other children who are riding along with your child.
- Team up with other parents to get involved and monitor bus stops and bus routes. Voice concerns immediately to your school district.
- Attend “back to school” nights and tour your child’s school bus.
- Get to know your school’s transportation coordinator and your child’s bus driver. He or she is a trained professional who sees your child every day.
- Keep phone numbers handy in case the bus is delayed or in the event of an emergency.

# Bus Behavior Referral

Chimacum/Port Townsend Transportation Services Student Performance Code Report

Student \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Date \_\_\_\_\_ Time of Offense \_\_\_\_\_ Bus Stop \_\_\_\_\_

Driver \_\_\_\_\_ Bus Route # \_\_\_\_\_

Incident Resolved - Information Only <input type="checkbox"/>	Unresolved - Referred to Administrator for action <input type="checkbox"/>
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## Location

<input type="checkbox"/> Bus	<input type="checkbox"/> School Loading	<input type="checkbox"/> Bus Stop
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## Problem Behavior

<input type="checkbox"/> Refusing to give name <input type="checkbox"/> Refusing to sit in assigned seat <input type="checkbox"/> Eating / drinking on bus <input type="checkbox"/> Littering <input type="checkbox"/> Spitting <input type="checkbox"/> Tripping <input type="checkbox"/> Roughhousing <input type="checkbox"/> Throwing items <input type="checkbox"/> Hitting <input type="checkbox"/> Standing / moving while bus in motion <input type="checkbox"/> Unsafe behavior _____	<input type="checkbox"/> Spraying or using perfume / deodorants <input type="checkbox"/> Public display of affection (PDA) <input type="checkbox"/> Crossing behind bus <input type="checkbox"/> Defiance / disrespect <input type="checkbox"/> Inappropriate or vulgar language <input type="checkbox"/> Visually offensive material <input type="checkbox"/> Aggressive behavior <input type="checkbox"/> Possession of combustibles <input type="checkbox"/> Tobacco / e-cigarettes	<input type="checkbox"/> Drugs / alcohol <input type="checkbox"/> Vandalism / destruction of property <input type="checkbox"/> Fighting <input type="checkbox"/> Verbal assault <input type="checkbox"/> Physical assault <input type="checkbox"/> Sexual assault <input type="checkbox"/> Harassment, intimidation, bullying (HIB) <input type="checkbox"/> Theft / Robbery <input type="checkbox"/> Incest exposure <input type="checkbox"/> Weapon
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Description of Incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Previous action(s) taken by driver / transportation	School action / consequences
<input type="checkbox"/> Counseled student in line / queue <input type="checkbox"/> Assigned Seat <input type="checkbox"/> Parent contact – Date: _____ <input type="checkbox"/> Student/Parent met with Transportation	<input type="checkbox"/> Conferenced with student <input type="checkbox"/> Parent conference <input type="checkbox"/> Assigned seat: (dates) _____ <input type="checkbox"/> Suspended: (dates) _____ <input type="checkbox"/> Expelled <input type="checkbox"/> Other: _____

Comments: \_\_\_\_\_  
 \_\_\_\_\_