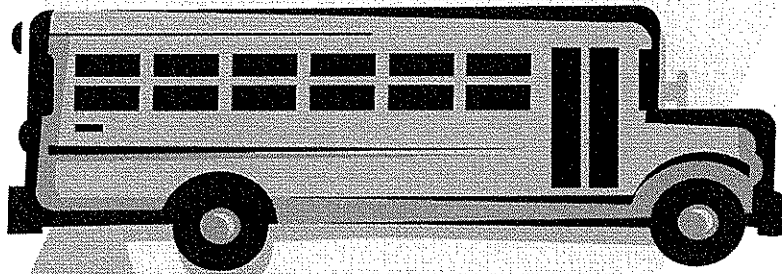


**STUDENT TRANSPORTATION
HANDBOOK
2011-2012**

AUGUST 2011



**Unified School District # 410
Hillsboro-Durham-Lehigh**

**416 S. Date Street
HILLSBORO, KANSAS**

Keith Goossen, Transportation Supervisor

Office Phone – (620) 947-3184

Home Phone – (620) 367-8391

Riding / Not Riding Calls – (620) 947-3297

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TRANSPORTATION INFORMATION

Transportation is provided by Unified School District #410 to all students living outside the city limits of Hillsboro.

U.S.D. #410 covers 232 square miles with an approximate enrollment of 650 students. About 40% of these students are transported in school owned vehicles.

U.S.D. #410 owns 35 buses and vans, has approximately 10 daily routes traveling 790 miles per day, or 173,965 miles per year. This total includes buses and vans that travel on activity trips. (Miles based on 2010-2011 school year.)

BUS PROCEDURES

A. Bus Safety Rules.

1. Be courteous, do not use profane language.
2. Do not eat or drink on regular routes.
3. Keep the bus clean.
4. Co-operate with the driver.
5. Do not tamper with or damage the bus, or the equipment.
6. Stay in your seat. Keep head, hands and feet inside the bus and to yourself.
7. Do not fight, push or shove.
8. Do not bring pets on the bus.
9. Tobacco, firearms/weapons will not be allowed on the bus.
10. The bus driver is authorized to assign seats.

B. Bus Conduct Report

No driver can be expected to be a safe driver when riders who misbehave take attention from the road. So that parents may know when drivers are having problems a Bus Conduct report will be sent to the parents. For certain types of behavior, a student may lose bus-riding privileges for the first offense.

A copy of the report is below:

BUS CONDUCT REPORT HILLSBORO USD #410		STUDENT'S NAME		GRADE	DATE OF INCIDENT
		BUS NO.	A.M. P.M.	DRIVER'S NAME	
NOTICE TO PARENTS					
1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.					
DRIVER'S REPORT					
<input type="checkbox"/>	VIOLATION OF SAFETY PROCEDURES	EXCESSIVE MISCHIEF	EATING - DRINKING - LITTERLING		
<input type="checkbox"/>	DESTRUCTION OF PROPERTY		RUDE - DISCOURTEOUS - ANNOYING		
<input type="checkbox"/>	FIGHTING - PUCHING - TRIPPING	SMOKING	UNACCEPTABLE LANGUAGE		
PRELIMINARY ACTION:		PRESENT ACTION AND RECOMMENDATIONS:			
<input type="checkbox"/>	CHECKED STUDENT'S FOLDER	STUDENT REGRETS INCIDENT, COOPERATIVE			
<input type="checkbox"/>	HELD CONFERENCE WITH STUDENT	RECURRING INCIDENTS WILL BE REPORTED			
<input type="checkbox"/>	SENT PREVIOUS REPORT HOME	STUDENT DENIED BUS PRIVILEGE UNTIL			
<input type="checkbox"/>	TELEPHONED PARENT	STUDENT PLACED ON PROBATION			
		STUDENT SUSPENDED			

G. Destination Changes

Pupils will load and unload from their assigned bus at regular established stops, unless written permission is granted to be let off at other stops along an existing route. Buses will not take children to destinations off the regular route. A written request must be presented to the driver. If none is received, the student will remain at school or be returned to school and the parent contacted. This contact can be made by either the school office or the driver.

If an emergency arises during the school day, you may want to make arrangements for someone to be at your home when your children arrive there or you can make arrangements for someone else to pick up your children at school.

Students who are not regularly assigned to a bus may only ride as the guest of a rider. The parent of the bus student or the parent of the guest, must make a written request with the bus driver for the guest child to be on the bus. **Limit** - one guest per family.

H. Student Living Outside the District

Students living out of the district will be picked up at a point in the district that is most convenient for the district. Parents must make written request with the Transportation Supervisor, Keith Goossen before the pickup is to begin.

I. Not Riding

It is very important that anyone not riding the bus on any given day, inform the bus driver or contact the transportation office at (620) 947-3184

J. Vandalism

Students are encouraged to help care for the bus. Willful damage or destruction to any part of the bus is prohibited. An effort is always made to discover who committed the act of vandalism. The student or parent will be held responsible to pay for any damage.

K. Activity Bus Trips

All USD #410 transportation policies are in effect when riding an activity bus. The following guidelines also apply to activity trips:

The sponsor or coach will assist the driver in the supervision of students while riding an activity bus. The sponsor or coach shall also be responsible for the student's actions during the game or activity. The sponsor and/or driver have the right to recommend denial of a student's activity bus privileges indefinitely for misconduct on the trip. The bus driver will then fill out a Bus Conduct Report to be turned in to the building principal who may deny a student's activity bus riding privileges indefinitely.

There are two ways that a student shall be given permission not to return on the school bus from an activity:

1. A parent or guardian (only) must speak directly with the bus driver at the activity withdrawing the student from the return bus ride.
2. A written request to withdraw the student from the return bus ride is:
 - signed by the parent or guardian,
 - presented to the principal in advance of the scheduled trip,
 - has the principal's signed approval on the note, (this note will be phone-verified by the principal's office with the parent), if the parent cannot be reached, approval will not be given,
 - is presented to the bus driver prior to departing on the trip.

Routes for activity trips will be planned ahead of time with the transportation supervisor and drivers involved and will not change to accommodate students.

Any student living along the planned activity route may be picked up by or depart from the bus at his/her home, at the Lehigh City Building, or the Durham Baptist Church. Any other pick up or departure point along the planned route requires the parents of the student to be present. For either a pick up or a departure from the bus along the planned activity route to occur, a written request signed by the parent or guardian must be presented to the principal in advance of the scheduled activity trip. The principal must approve the request, sign it and the approved request must be presented to the driver prior to departing on the trip.

The building principal may assign a sponsor(s) to activity and field trips to assist the driver in the supervision of students.

On activity trips only the following special provisions also apply:

- Walkman radios and/or tape/CD players using ear phones will be allowed.
- Food and drinks are permitted as long as all trash is placed in the container provided.

THE SCHOOL BUS STOP LAW:

Most people know that they are supposed to stop when a school bus is loading or unloading passengers, but do you know the details:

Yellow flashing lights indicate the bus is going to stop. You **MUST STOP WHEN THE RED LIGHTS ARE FLASHING AND THE STOP SIGN IS OUT.**

A federal law requires that **ALL BUSES MUST STOP** at all railroad crossings.

The intent of a recent change in the law is to require fewer stops by the general public. In fact, school bus drivers often want other vehicles to proceed on past so they can more safely open the door and discharge passengers. Most drivers prefer to have other traffic completely out of the way before letting children off the bus.

Required stop or not, always be especially cautious when near a stopped school bus.

Should you have any difficulty understanding any instructions in this handbook, please contact Keith Goossen for clarification. Thank you for your cooperation. Our first concern is for the safe transportation of your children.

L. Weather - Emergency School Closing

Emergency school closings are broadcast over the following radio & TV stations:

Radio Stations

- | | | | |
|-----------|----------|----------|-----------|
| KFDI | -AM 1070 | FM 101.3 | - Wichita |
| KFH/KXLK | -AM 1330 | FM 105 | - Wichita |
| KSAL/KYEZ | -AM 1150 | FM 94 | - Salina |
| KJRG/KOEZ | -AM 950 | FM 92.3 | - Newton |
| KKRD | | FM 107.3 | -Wichita |

Television Stations

- | | |
|------|------------|
| KWCH | Channel 12 |
| KAKE | Channel 10 |
| KSNW | Channel 3 |

USD 410 Website

www.usd410.net

M. Emergency Evacuation Drills

Emergency evacuation drills are conducted with USD #410 students on a yearly basis.

N. Bus Schedules

(1) Lehigh Students:

7:18 a.m. Marion St. & Schmidt Ln.

7:20 a.m. City Building

(2) Durham Students:

7:08 a.m. Durham Baptist Church

O. Know Your Driver

Following is a list of drivers for the 2011-2012 school year and their phone numbers. Be sure to become acquainted with your driver. Problems are best nipped in the bud when both parties feel free to call each other.

Regular Route:

Steve Glahn	382-2908	Marion
Milford Klaassen	947-3460	Hillsboro
Lee Albrecht	947-3425	Hillsboro
Kenny Pankratz	732-3181	Durham
Charles Rempel	947-3773	Hillsboro

Oasis Route

Eldon Funk	947-4777	Hillsboro
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Kindergarten Route

Clara Frick	732-3698	Durham
Sheila Nuss	947-2680	Hillsboro

Substitute Drivers

Clara Frick	732-3698	Durham
Tim Isaac	947-3685	Hillsboro
Charlene Pschigoda	947-5990	Hillsboro
Harris Ewert	947-3602	Hillsboro
John McMinn	947-5776	Hillsboro

Pre-School Route

Ronda Wiens	947-3532	Hillsboro
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Transportation Supervisor

Keith Goossen	947-3184	(Office)
	367-8391	(Home)