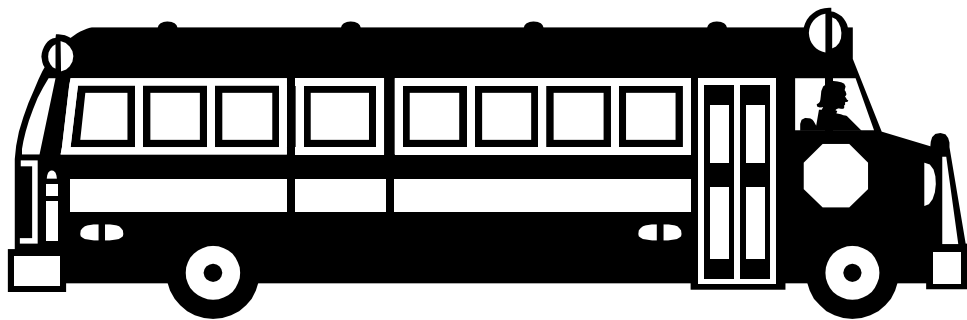


# **Platteville School District**

## **School Bus Transportation Handbook**



The goal of the Platteville School District and Warco Bus Service is to provide the students of this district with a safe and secure transportation program. This goal can only be achieved through the combined efforts of school and bus company, students, and parents. Involvement from all parties is critical to the success of the program.

The privilege of receiving transportation services is dependent upon meeting behavioral expectations. Because privileges can be revoked, student knowledge of expectations is essential. In order to keep students and parents better informed, we have created a transportation handbook which describes:

1. General eligibility requirements;
2. Behavioral expectations;
3. Consequences for not meeting behavior expectations.

Platteville School District has an Anti Bullying policy. District Policy 411.1 can be found on the district web site at [www.platteville.k12.wi.us](http://www.platteville.k12.wi.us) . Incidents will be reported to the principal for investigation.

If you have any questions about the information presented in this handbook or about the transportation program in general, please contact either of the following individuals:

Platteville School District  
Kristoffer Brown  
Business Administrator  
780 N. 2<sup>nd</sup> Street  
Platteville, WI 53818  
(608)-342-4000

Warco Bus Service  
Tom or Tim Hoffman  
Robin Sandlin  
785 Lutheran Street  
Platteville, WI 53818  
(608)-348-2751

We look forward to providing you a continued safe and positive transportation program.

*The School District of Platteville is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, or membership in the national guard, state defense force, or any other reserve component of the military forces of Wisconsin or the United States.*

## **ELIGIBILITY**

According to Board policy EEA, the following students shall be provided bus transportation services to and from school:

1. Students who reside outside the city limits and are two or more miles from school;
2. Students who reside in areas that school authorities have judged the walking route to school to be unusually hazardous;
3. Students with exceptional educational needs (EEN) in accordance with state law and established procedures;
4. Private school students in accordance with state law and established procedures.

School bus transportation will be limited to transporting the student from the student's home to school and from school back to the student's place of residence. The exception to this policy will allow a student to be discharged at a place other than his/her residence if the point of discharge is on a regularly scheduled bus route, and the requested stop will be the daily point of discharge. A request for this exception must be submitted in written form to the bus contractor at least one day prior to the requested exception.

In the event your student will not be riding on a given day, a courtesy call to the bus contractor with this information is greatly appreciated. Time saved from stopping only at the houses with riders contributes to an efficient bus run. Along this same line, if your student only rides occasionally, please contact the bus contractor when transportation is needed so a bus can be scheduled to stop.

## **VIDEO CAMERAS**

All buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation director, bus drivers, principals, police, and the District Administrator shall be authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. School administrators may authorize pupil services personnel to view segments of a specific tape if viewing the videotape is beneficial to their role in assisting the student.

## **CO-CURRICULAR TRIPS (Athletics, Music, Field Trips)**

Although the bus driver is ultimately responsible for the safety of all who ride the bus, an adult chaperone (school staff or parent) will always be on board during co-curricular trips. The school or parent chaperone is responsible for the management of the students on the bus, student attendance counts, and follow-up with parents and/or administrators concerning student behavior problems. Chaperones should check with the driver for driver expectations regarding noise level and student behavior. Students are expected to follow all school rules and expectations.

## **SCHOOL BUS RULES AND EXPECTATIONS**

### **Prior to Loading the Bus:**

1. Students have a responsibility to be at the designated stop on time. The driver cannot be expected to wait.
2. Students should stay well off the road while waiting for the bus.
3. Students should stay at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
4. If a student is not going to be on the bus, he/she should let the driver know in advance if possible.
5. Students will only be picked up at designated stops.

### **While on the bus:**

1. All rules of conduct that apply on school property also apply on the bus.
2. Students should not create any disturbance on the bus that may distract the driver's attention from his/her driving.
3. All students must be in their seats while the bus is moving.
4. Students should not throw anything in or out of the bus at any time.
5. Aisles should be kept clear at all times.
6. No part of the body should be extended from the window at any time.
7. The emergency door should be used only in an emergency.
8. The driver is delegated the same authority as the teacher to make and enforce rules for those for whom he/she is responsible.

### **After Leaving the Bus:**

1. If a student must cross the road after leaving the bus, he/she should wait for the driver's signal and then cross in front of the bus.
2. If a student lives on the side of the road on which the bus stops, he/she should move away from the bus immediately after getting off.
3. Students will be dropped off only at designated bus stops.

## **BUS DISCIPLINE REFERRAL PROCEDURES**

Proper student behavior is critical to the safe operation of school buses in our school district. The following procedure will be used in the event behavior expectations are not met.

### **1. Initial concern**

- a. The bus driver will talk with the student and ask for appropriate behavior.
- b. The bus driver may also choose to contact the student's parents.

### **2. First referral**

- a. The school administrator will meet with the student and discuss the problem.
- b. A plan to correct the problem will be established.
- c. The school administrator will contact parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- d. A copy of the referral and related information will be sent to the bus company supervisor.

### **3. Second referral**

- a. The school administrator will meet with the student and discuss the problem.
- b. A meeting may be scheduled between the school administrator, parent, bus driver, and student to develop a plan of action.
- c. The school administrator will contact parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- d. A copy of the referral and related information will be sent to the bus company supervisor.

### **4. Third referral**

- a. The school administrator will meet with the student to discuss the problem.
- b. In most cases, the school administrator will issue a three (3) day suspension from the bus. This information will be communicated to the bus company, the student, and the parent. This suspension may begin immediately.
- c. The school administrator will meet with the student and parents (optional) after the three (3) day suspension to establish a plan of action.
- d. The school administrator contact parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.

- e. A copy of the referral and related information will be sent to the bus company supervisor.

#### **5. Fourth referral**

- a. The school administrator will meet with the student to discuss the problem.
- b. In most cases, the school administrator will issue a five (5) day suspension from the bus. This information will be communicated to the bus company, the student, and the parent. This suspension may begin immediately.
- c. The school administrator will meet with the student and parents (optional) after the five (5) day suspension to establish a plan of action.
- d. The school administrator will contact parents, identifying the plan of action and warning the students and parents of the consequences of future referrals.
- e. A copy of the referral and related information will be sent to the bus company supervisor.

#### **6. Additional referrals**

- a. The school administrator will meet with the student to discuss the problem.
- b. The school administrator may repeat the five (5) day suspension any number of times as outlined in the consequences for the fourth referral.
- c. The school administrator may **revoke the student's transportation privileges** for a time period not to exceed the current school year. In the event a student's bus privileges have been revoked and he/she feels the rules have been wrongfully applied, the student may put such grievance in writing and submit it to the Administrator involved. Upon request, a meeting will be set by the Administrator to hear and discuss the grievance. If the student is not satisfied, an appeal may be made to the Superintendent of Schools for a final resolution.

### **MISCELLANEOUS**

1. Students wishing to bring guests home on the bus need to bring a parent permission note to the driver in advance.
2. If a student causes damage to the bus, he/she will be held financially responsible.
3. If a student's transportation privileges have been suspended or revoked, the student is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.

4. If a student's academic privileges have been suspended, the student's transportation privileges are also suspended.
5. A severe behavior such as, but not limited to fire crackers, injury to a fellow student, or gross disrespect and defiance of the driver may result in a suspension of services, revocation of services, or a police referral on a first or second referral.
6. Students may not bring water, squirting devices, smoke bombs, fire crackers, or any other item that may distract the driver's attention from his/her driving and jeopardize the safety of others.
7. Behavior on School Buses at the end of the year –

*Problems arising on the trip to school:* School personnel will contact the parents of those students informing them that they will need to pick up their children at school that day as we will not transport them home.

*Problems arising on the trip home from school:* School personnel will contact the parents of those students and follow-up action will be taken.

8. We are very concerned with the potential danger caused by the throwing of snowballs, rocks, or materials at school buses. Please note these legal standards that come into play:

State of Wisconsin Statutes

*346.94 Miscellaneous Prohibited acts*

THROWING MISSILE IN VEHICLE. No person shall throw any missile, circular, or pamphlet at the occupants of any vehicle or throw or place any missile, circular or pamphlet in or on any vehicle, whether or not the vehicle is occupied.

Platteville City Ordinance

*"Chapter 41 - Offenses Endangering Public Safety"*

THROWING OR SHOOTING...STONES OR OTHER MISSILES. "No person shall throw or shoot any object...snowball, stone...or any other missile or projectile of a similar nature by hand or by any other means at any person or at or into any building or motor vehicle in the City of Platteville."

Penalties for violation of this ordinance may result in issuance of a Municipal Citation with a fine of \$50.00 or greater after the first offense.

9. Students are not allowed to possess or use tobacco products on school property. The school bus is considered school property. Please note the legal standard that comes into play:

Platteville City Ordinance

“Chapter 41 – Purchase or Possession of Tobacco Products Prohibited – State of Wisconsin Statute 938.983”

“No person under 18 years of age may possess any cigarette or tobacco product.”

Penalties for violation of this ordinance may result in issuance of a Municipal Citation with a fine of \$98.30 or greater after the first offense.



## **HINTS FOR MAINTAINING STUDENT DISCIPLINE**

1. Only issue an order you can enforce or intend to enforce.
2. Disciplinary directives should stimulate desired behavior rather than check bad behavior. Example: Say, “please sit down” rather than “stop walking around.”
3. Give the student time for reaction after disciplinary directives are given.
4. Be friendly and show interest in each student as a person.
5. Make it pay to behave by complimenting good behavior and cooperation.
6. Never use any form of physical force when dealing with a child.
7. When you ask a student to do something, explain the reason for your request.
8. Be positive, constructive, firm and assertive in all of your dealings with students.
9. Don’t lose your temper and become hostile by judging the misconduct on how it annoys you.
10. Remember that a sense of humor is a valuable resource when working with students.
11. Look for a student’s good qualities.
12. Always separate the child from the behavior. Praise the child and discipline the behavior.
13. Avoid “judgments” and “labels” when disciplining a child.
14. Avoid power struggles.
15. Set a good example yourself.
16. Greet students with a smile and say their name.
17. Remember that parents read the incident reports and comments should be limited to observable behaviors. We should not comment to the student’s character.  
Appropriate example - The student would not sit in his seat. Inappropriate example - The student is such a bad kid. He never listens, and he wouldn’t sit in his seat.