

Kansas City Kansas School District 500

School Bus Rider's Safety Handbook



Transportation Department
6126 Parallel Kansas City, Kansas 66102

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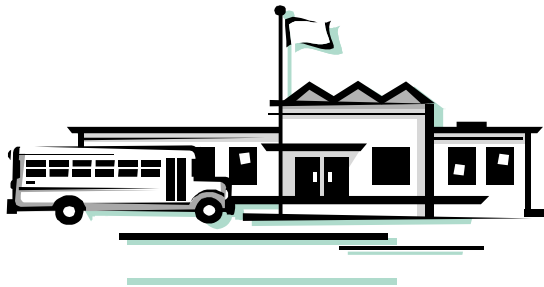
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All eligible students that ride USD 500 buses must fill out and return this form to the Bus Driver. Parents can obtain additional copies from the KCKPS web site or by asking the bus driver.

TRANSPORTATION STAFF



Director of Transportation

Lenora Miller

Associate Director of Transportation

Field Trip Coordinator
Special Needs Coordinator

Debbie Baker

Route Managers

Anita Rocha, Dee Thoele

Driver Trainer

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Safety

Sandy Schiller, Valencia Hunter

Dispatch

Linda Duncan, Sherri Tubbs

Dispatch Supervisor

Sandy Kiper

Secretary

Bus Maintenance Head Mechanic

Ron Utter (Days),
Barry Goodwin (Nights)

Dear Parents / Guardians and Bus Riders

This handbook is provided so all concerned will be familiar with Transportation expectations and procedures.

USD 500 offers the privilege of bus transportation for all eligible riders. Eligibility requirements are discussed in this handbook on page 6.

Members of our Transportation team are united with the National Safety Council and the American Red Cross to provide safe transportation for all students.

Eligibility for bus service is generally determined by distance from the school and by application of Board Policy. Our bus service goal is to enhance the learning and educational experience of each rider. Every effort will be made to provide a safe, comfortable and pleasant transportation service, while maintaining efficiency at all times.

We ask that you read and discuss the contents of this handbook with your student rider to promote a clear understanding of the responsibilities and expectations while riding the bus to school and or events.

Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parents / guardians.

USD 500 will not allow any person to negatively affect District 500 providing a safe ride to school.

Please complete the last page of this handbook and have your student return it to the bus driver during the first week of riding the bus.

Thank you for your cooperation and support regarding the care and safety of all our children.

Lenora Miller
Director of Transportation

GENERAL INFORMATION

Kansas City Kansas USD 500 School Bus Drivers

School Bus Drivers are selected, hired, and trained following a rigorous selection criteria along with a criminal history background check. All drivers are trained on site by the driver trainer. Each driver has earned a Class B Commercial Driver License including a School Bus and Passenger Endorsement, and air brakes. Drivers are required to pass a pre-employment drug test along with a physical and are subject to random drug and alcohol testing.

Each driver has successfully completed the mandatory school bus driver training class as well as periodic in-service safety training. Additionally, drivers are certified in Defensive Driving Skills, American Red Cross CPR and First Aid Course requirements.

USD 500 drivers are trained professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents / guardians and students. As a result of their dedication and professionalism, they expect courtesy and consideration from all students and adults.

RESPONSIBILITY OF THE TRANSPORTATION DEPARTMENT

- ✓ Maintain current bus schedules and rider information of all USD 500 buses.
- ✓ Meet with drivers at the beginning of each school year and monthly to discuss procedures and safety concerns.
- ✓ Investigate all complaints and safety concerns.
- ✓ Contact school principals when unsafe behavior is reported.
- ✓ Confer with students, parent, school administrator, and bus driver when appropriate.
- ✓ Assign consequences for unsafe behavior on the school bus.

ELIGIBLE RIDERS

ELEMENTARY

District 500 distance requirement for **Elementary student is 8/10 of a mile**. Elementary students who do not qualify under the District policy are allowed to walk to the nearest regular bus stop as long as they are not crossing a major street to get to the bus stop. Elementary student information should be submitted to the school on the designated form available at the school. Bus stop information is available at the school.

SECONDARY

District 500 distance requirement for **High School / Middle School student is 1 ½ mile**. **Students that do not qualify under the District policy are not allowed to ride**. Eligible high school and middle school students will receive bus information by mail approximately a week before the opening of school. New student information should be submitted to the school on the designated form available at the school.

Eligibility measurement is determined along public roadways.

Schools may assign students to existing bus stops; however the transportation form and/or bus pass request must be submitted by the school to transportation for updating purposes.

If a stop is not available for the student, please do not board the bus until Transportation has notified you with bus information.

New Transportation information takes approximately 3 days to process. The Transportation Department will notify the school with bus information. Students requiring bus service through permits (transfers, baby sitting permit, etc.) must provide a copy of the permit with the transportation form at the school.

Parents should notify the **school** of any changes in information. Pick up times are estimated and may be changed or adjusted throughout the school year as necessary. Please have the students out 10 minutes before the pick up time. Parents are responsible for student transportation until information is processed.

RESTRICTED AREAS

USD 500 buses will not enter dead end streets or enter personal property except when approved by the Director of Transportation. Use of private property requires concurrence by the property owner.

SCHOOL BUS SAFETY

School buses are designed with many features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on that bench seat.

In order for this compartmentalization to work properly, proper seating is required. While seated, each student should face forward; the student's torso should be facing forward at all times, the student's back should be flat against the back of the seat and the student's bottom should be flat on the seat. Both feet and legs should be kept in front of their body.



VIDEO CAMERAS

Audio and video cameras are utilized on most buses to monitor behavior for the safety of all passengers. Parents / guardians with concerns may contact Transportation to request review of a particular bus ride event; however USD 500 school officials are the only ones to view the video.

FIELD TRIPS

All bus safety rules apply to riding the bus to school-sponsored events.

The bus driver has overall responsibility for the bus and safety of all passengers; however, the sponsor can assist the driver as well.

WEATHER RELATED SCHOOL CLOSING POLICY

When schools have to close due to extreme cold, snow or ice, all major radio and television stations will be notified by 6 a.m.

School closing information will be broadcast over a cooperative system formed by radio and television stations. Stations in the cooperative include:

KMBC-TV9

- KCTV-TV5
- WDAF-TV4
- KSHB-TV41
- KFKF, FM 94.1
- WDAF, FM 106.5
- KMBZ, AM 980
- KCUR, FM 89.3
- KBEQ, FM 104.3
- KMXV, FM 93.3

Other stations contacted:

KPRS, FM 103.3
LaGranD, AM 1350
La Playa, AM 1480

Unless covered by a special announcement, a general school closing also includes all special education classes and adult education classes.

If classes are canceled, the following personnel will be on duty unless otherwise stated: all administrators and supervisors, all 12-month employees, all campus officers, all custodial and maintenance staff, and all secretaries who work more than 186 days.

Should early dismissal be necessary during the school day, radio and TV announcements will be made and each school will be notified. Principals and teachers will be certain that no child is released until arrangements for proper supervision have been made.

INCLEMENT WEATHER CONDITIONS

School buses operate on any day that school is being held.

Emergency Management will keep the Transportation Department and the school district notified during inclement weather conditions.

- Keep in mind, buses may be detained as circumstances dictate, at the school or diverted to a safer location in the event of bad weather. Delivery of students will continue as appropriate conditions occur.
- Students should follow the driver's instructions, remain calm and quiet so the driver can receive proper safety information over the district radio.
- Parents are encouraged to meet the bus at their students designated bus stop to allow for orderly delivery of all students. Parents are discouraged from meeting the bus at other locations other than the designated stop.

BUS ACCIDENTS

Most bus accidents are minor in nature. The bus driver will notify the Transportation office and the Administrator on duty will respond to the scene. All students are required to remain with the bus and cannot leave even with parents, until released by the Police or Fire Department.

Parents are expected to cooperate with staff. Police / Paramedics each have important actions to complete to ensure that each student rider is safe and properly accounted for.

The school will be notified in the event of an accident. Notices will be sent home with the student at the time the minor accident occurs.

In the event of a serious accident, every attempt will be made to notify parent / guardian.

PARENT'S RESPONSIBILITY

Read and discuss with your student(s) the contents of this bus rider's handbook. If you have any unanswered questions or concerns, contact Transportation.

Please inform your student(s) of the bus number, name and location of their bus stop.

Please have your student(s) at the bus stop at least 10 minutes prior to the actual departure time. It is recommended you wait with your child at the bus stop. If you cannot be at the stop, and the bus is late, instruct your students to return home and contact their parent / guardian for instruction.

Please discuss what a privilege it is to ride the school bus and how it helps your family. The attire and behavior on the school bus is the same as in the classroom and is discussed further in the Code of Conduct handbook.

Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus.

Once you have covered the safety information with your child, complete, sign, and return the bus rider's contract found on the last page to the bus driver within the first week of riding the school bus.

The parent is responsible for the transportation of their student(s) to and from school during suspension from any bus. This includes field trips and late activity buses.

LATE ACTIVITY BUS STOPS

ACTIVITY BUS PASSES are required for all students riding activity buses. Student must be participating in a school-approved activity such as sports, cheerleading, tutoring. Students who do not meet distance qualifications for regular transportation are NOT eligible for Activity bus transportation. Activity passes are issued by the school the day of the event.

- Activity stops are **located by area** and must accommodate the entire school boundary. In most cases, **these stops will not be the same as the student's regular bus stop.**

SPECIAL NEEDS TRANSPORTATION

In order to qualify for Special Needs transportation, the assigned School I.E.P. team must determine that special transportation is needed as a related service.

Regular Education students with temporary medical conditions or injuries may qualify for temporary Special Needs Transportation. Each case will be determined by the team, based on needs.

Special needs students should not board the activity bus unless approved by transportation due to bus stop availability. Drivers cannot add stops or changes to the route. Contact transportation for assistance.

PRESCHOOL PROGRAM

Parent must provide information to the school on a completed Transportation Request Form in order to initiate bus service. Bus stops will be routed as close as possible to the home or in centralized locations.

Bus service will start as soon as possible after Transportation receives the paperwork, processes the request, and contacts the home. This process takes a minimum of three days; however, allow at least a week or two at opening of school.

A change thereafter in a child's delivery or pick up place requires at least three days. Notify the school, the school will notify Transportation, and Transportation will notify the home when the change is processed.

The bus driver must see a parent / guardian or adult before letting the student off the bus. If no parent / guardian are seen, the student will remain on the bus and be returned to school. If it happens more than one time, it could result in the student not being able to ride the bus.

If a student isn't riding, it is the parent's responsibility to notify the Transportation Dispatch to advise us not to go to the pickup point.

If the bus comes by three consecutive days and the student doesn't ride, the bus driver will place the stop on hold unless you notify Transportation. Students should be ready and waiting for the bus at least 10 minutes prior to pick up time.

EXPECTATIONS OF ALL STUDENT RIDERS

All riders are expected to follow the guidelines of the District 500 Student Code of Conduct handbook, the procedures contained in this handbook, and the instructions of the bus driver.

Riders are expected to board and exit at their designated pick up or delivery point. Any changes must be processed first through the school. Schools will then notify Transportation. Parents should allow three days for processing.

All students are expected to be on their side of the street at the designated bus stop 10 minutes prior to pick up. The school bus will approach the bus stop and utilize the amber traffic warning lights signal to alert other drivers of the bus stop. When the red lights are activated, the student may cross the roadway if needed and board the bus. The bus driver will make a complete stop within the regularly scheduled time and proceed to the next pick up point if no students are visibly present at the bus stop.

All riders are expected to wait respectfully and quiet at the bus stop until the school bus arrives. Designated stops may be moved to a location farther away from the students' house if students fail to respect the neighbors' property and/or if vandalism is reported.

All riders are expected to return home after drop off. Buses will make every effort to be on time but unfortunately some delays occur, especially in inclement weather. If you experience repeated delays, contact Transportation.

All riders during the first week of riding are expected to turn in the Rider's Contract form located in the back of this handbook. Failure to return the form may result in loss of riding privileges. Please contact Transportation if any of the information provided needs to be updated.

All riders are expected to carry items in their lap when possible. Drivers may assign seating arrangements if needed. Students may be required to sit up to three per seat. Most USD 500 buses can safely transport up to three students per seat totaling 65 passengers. Students who have excessively large or heavy band instruments, back packs, sport bags, and school projects may not be able to safely ride the bus and other arrangements may be necessary.

Riders are expected to go directly to their seat and prepare for the ride, sitting on their back pockets and facing the front at all times. Sitting sideways, extending legs out in the center aisle, sitting on back packs or facing backwards creates a hazardous situation.

Riders are expected to follow safety procedures while riding on any USD 500 bus. Students should not eat or drink while on the school bus (choking hazard). All candy, gum, food, pens, pencils, and any other objects should be left in the back pack.

RIDING PROCEDURES FOR ALL RIDERS

Eligible riders are expected to board and or exit the bus at the designated stop assigned. Using other bus stops may result in loss of riding privileges. The designated stop is identified within the route as the closest stop to the home.

Students should practice good citizenship while waiting for their bus to arrive and respect the property of their neighbors. Parent supervision at the bus stop is encouraged at all times.

The bus drivers are not permitted to add stops or move stops. If you need your bus stop location to be considered for a change for safety reasons, contact Transportation about your concern.

Substitute drivers are used to drive your school bus when the regular driver is absent. They will use the approved route and will make every effort to stay on schedule but may occasionally run late.

The same behavior expected in school should be displayed at all designated stops.

BOARDING AT THE BUS STOP

As the school bus is approaching, students should begin forming a single line and be ready to board the bus. Stand on the side walk or 10 feet away from the roadway while waiting for the bus.

No student should ever approach the bus until the bus has completely stopped.

The driver will open the door and motion for the students to load. Once on the bus, go directly to your seat. Pushing and shoving is very dangerous and may result in loss of riding privileges.

Any area within 10 feet of a school bus is considered “The Danger Zone”. Students within this area are in a place where they may not be seen. Instruct the student to exercise great caution.

AT THE SCHOOL

All students should remain seated until the bus has completely stopped and the bus is secured. Each school has a particular time to un-load and students should follow the directions of the driver.

When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in a loss of riding privileges.

Any article found on the bus by the bus driver will be retained for the student for the next few days. If the item is not claimed, the item can be collected at the Transportation Department.

Students should never use the emergency exits unless directed by the driver. Emergency doors, windows, and roof hatches are available only during evacuation procedures and emergencies.

Students who need to exit the bus at the school earlier than the approved unloading time must have a note signed by the school Administrator.

When students are released from the school they are expected to go directly to their bus. Buses will depart from the school 7 minutes after dismissal unless otherwise instructed by school officials. Once the driver has shut the door, students are not to chase after the bus or run along side of the bus. Students are to return to the school and make special arrangements. Transportation may not send the bus back to the school until a bus becomes available.

Students who are moving in or around the buses while they are parked are in “The Danger Zone” of the bus so extra caution must be exercised. Once the students board the bus, they are expected to stay on the bus and be seated.

EXITING AT THE BUS STOP

As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured.

No student should ever walk down the aisle of the bus while the bus is moving. Stay seated until the bus comes to a complete stop.

The driver will open the door once the bus is stopped. The amber warning lights signals will be activated before the bus stops. Once the bus is stopped and the door is opened, the red warning lights signals will be activated signaling all traffic to stop. The driver will allow adequate time for each student to un-load. All students crossing in front of the bus should watch the driver for assistance.

Any area within the 10 feet of the bus is considered "The Danger Zone". All students should immediately walk away from the bus as they un-load. No one should ever stand, walk, or cross the street directly behind the school bus (due to the blind spots).

Students are expected to exit at their designated bus stop only. Students who wish to use a different bus stop must have a signed emergency pass issued from the school.

CAUTION.....CAUTION.....CAUTION.....CAUTION

Be alert for vehicles that do not stop when the bus is loading or un-loading students. Each day drivers carelessly run through the red lights flashing on school buses stopped for children. Please instruct your student to look before stepping off of the bus as well as while crossing roadways.

Students should never touch the school bus while they are walking away. Students should never try and retrieve any item that may end up under the school bus. Also, cross all streets at the intersections while walking to or from the bus stop, obey all traffic signals and signs along the way.

STUDENTS REQUESTING TO RIDE A DIFFERENT BUS HOME OR TO SCHOOL WITH A FRIEND OR TO ANOTHER LOCATION

All students that need to ride home or to the school with a friend are required to have an emergency one day pass. Passes are available at the school and must be signed by the school administrator.

Students without an emergency pass will not be permitted to ride the bus home and will be released to school personnel.

EMERGENCY EQUIPMENT

School buses are equipped with standard emergency equipment such as a Fire Extinguisher, reflective triangles, Blood Borne Pathogens Spill Kit, First Aid Kit and a seat belt cutter.

Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of those handles.

Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation.

Students who tamper with these exits may lose riding privileges. The driver will ask the students to correct the situation. If the student fails to follow the directive, the student will receive a discipline card from the driver which may result in a loss of riding privilege.

EMERGENCY EVACUATION

Practice emergency evacuation drills are performed every semester of the school year in the am drop off time at the school. Every rider must participate unless special instructions are designated by school staff.

Students must stay calm and quiet; be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear.

Follow the driver's instructions. They are in charge of the bus and have been trained to take actions to protect all students.

The following procedure will be used for evacuation in an emergency situation under the direction of the driver:

- The rider nearest the door will open the emergency door, exit, and hold it open.
- The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
- Evacuation will start with the seat closest to the door.
- The third rider to exit will act as the guide and will lead the other students to a safe place, usually 50 giant steps away from the bus.
- Once outside the bus, follow the guide, stay together, and follow the driver's instruction as safe, quick, and as complete as possible.
- Buses with side doors will follow the same process starting from whichever side (back or front) is closest to the danger.
- The driver is usually the last person off the school bus.

The driver is trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus. The safest place is where we want the students to be.

EXPECTED CONDUCT ON ALL SCHOOL BUSES

ASSIGNED SEATING – Drivers may exercise the right to assign student seating arrangements. Moving from seat to seat is not permitted during the bus ride.

ELECTRONIC DEVICES – Students who allow their electronic devices to become a distraction or disruption on the school bus will be asked to put the device away. Failure to do so may result in a discipline card from the driver. Bus drivers are not responsible for lost items or stolen items while on the bus.

CARRY ITEMS – All carry items must be kept in the student's lap while riding the bus. Very large and heavy items may be challenged to safely board and exit the bus. If the item cannot be held in the student's lap or seating space is limited on the school bus, they will not be permitted to bring it on the bus. All sport supplies and balls, etc must be contained in a bag at all times to avoid any unnecessary disorder.

EXCESSIVE NOISE - All students are expected to go directly to their seat and prepare for the bus ride. Screaming, talking loudly, singing, or making loud noises on the bus creating a disruptive situation will not be tolerated. Riders should talk only to their seatmate or the person next to them, as conversation should be kept as quiet as possible.

DISRUPTION OF TRANSPORTATION – Students are expected to follow safety procedures while riding the school bus to or from the school. Each student is expected to follow the USD 500 Code of Conduct Handbook while riding the bus. If the behavior is not allowed in the classroom, it is not allowed on the bus.

FIGHTS – Drivers are not required to physically break up fights on the school bus, however, the driver will verbally instruct the students to stop, and notify Dispatch for assistance. The driver will instruct the students who are not fighting or involved to keep them out of harms way. A student, who has been threatened, bullied, or harassed, should immediately notify their parent, bus driver, teacher, or school Administrator. Drivers may pull the bus over at a safe location to speak with students about behavior and safety guidelines.

ITEMS PROHIBITED ON A SCHOOL BUS FOR SAFETY REASONS

Gun or gun like toy	Glass containers	Animals
Knife (any size)	Water Balloons	Insects / Fish
Brass Knuckles	Lighters / Cigarettes	Paint balls
Laser pointers	Firecrackers	Alcohol
Stink bombs	Rubber Bands / Clips	Aerosol Sprays

STEPS TO STUDENT CONSEQUENCES FOR RIDER BEHAVIOR

Step 1: Each student will be given an opportunity to correct or change their behavior with a verbal warning from the driver.

Step 2: Failure to correct the behavior will result in a written warning from the driver and generate a call to the home or school to initiate involvement.

Step 3: If similar behavior continues, the driver will report the activity on a second written warning. The Director of Transportation will determine the appropriate bus suspension consequences to the school. The school is responsible for notifying the home regarding suspensions.

Step 4: If the previous consequences prove ineffective and the disruptive or unsafe behavior continues, parent must arrange a conference with the Transportation Director to determine if riding privileges will continue.

Step 5: If similar behavior continues, bus riding privileges will be revoked for the remainder of the school year and transport will become parent responsibility.

**USD #500 KANSAS CITY, KANSAS TRANSPORTATION DEPARTMENT
6126 PARALLEL KANSAS CITY, KANSAS 66102
PHONE: (913) 627-3100FAX: (913) 627-3142**

The first requirement for bus safety is an orderly bus. The school bus is considered as an extension of the classroom rules, regulations and procedures to assure safe, courteous and efficient transportation services is consistent with the Board Policies in this Code of Conduct.

Therefore, temporary suspension of a student's riding privileges because of improper conduct may be ordered by the Director of Transportation and/or the school principal and or designee for Director of Transportation.

In the interest of maintaining property safety standards, the bus driver may issue discipline notices to any student, whom creates a disturbance or violates safety rules specified herein:

Illustrations of improper conduct:

- a. Failure to remain seated at all times except when entering or leaving the bus.
- b. Loud conversations, shouting, obscene language or gestures not properly suited to a classroom.
- c. Scuffling, fighting, jostling, or otherwise creating a disturbance or disorder.
- d. Extending hands, heads or objects from the bus.
- e. Throwing any object including paper or trash either within the bus or out of the bus.
- f. Creating any hazard, damage or unnecessary delay of the bus before entering, while on, or after leaving the bus.
- g. Physical or verbal abuse toward the bus driver.
- h. Tampering with any of the operating equipment including sitting in the driver's seat or opening the emergency door.

Every student shall be seated and drivers may assign seats. Seating may be three pupils per seat in a 39-inch seat and two per seat in a 26-inch seat. Bus capacity shall be determined by allowing 13 inches of seat width per individual times the number of 39-inch seats (3 passengers) and 26-inch seats (2 passengers) per bus. If the bus is at capacity any larger objects including musical instruments that cannot reasonably be held on the lap on the bus are subject to being removed.

Students may be requested to sit in an assigned seat. Students should board the bus at the stop on the reverse side of this letter. Be at the assigned stop 10 minutes before the listed time. Bus stops will be placed on hold if a student does not ride for 3 consecutive days; parents must call to reinstate the bus stop. Expect route times to vary for the first weeks of school as students are added and routes are adjusted. Elementary students may obtain bus stop information from the school office. Bus stops remain virtually the same from year to year. Elementary students are not required to have a pass.

In the unlikely event that your student is a passenger on a bus that is involved in an accident the following practice will be implemented: 1) Students will always be questioned regarding any injuries they might have received as a result of the bus accident. 2) Written notification will be sent home with your student advising you that they were a passenger on a bus involved in a minor accident.

Overall behavior of students riding district #500 buses has been excellent. We sincerely hope this effort will continue. Any questions concerning transportation should be directed to the Transportation Office.

Sincerely,

Director of Transportation

USD 500 KANSAS CITY KANSAS PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT

Student's Name (Print)

School

Grade

Bus #

Home Address City State Zip Code

We have read and discussed the School Bus Riders Safety Handbook and we agree to abide by the rules. I / We give permission for the student's information to be maintained by the Transportation Department to be used for Safety and Student Management Purposes.

Student's Signature

Date Signed

Parent / Guardian Name (Print)

Parent / Guardian Name (Signature)

Date Signed

Email Contact: _____

Home # _____ Work #: _____

Cell: _____ Other #: _____

Please complete and return this contract to the bus driver within the first week of riding. If the driver does not receive it, a discipline card will be issued and riding privileges will be affected.