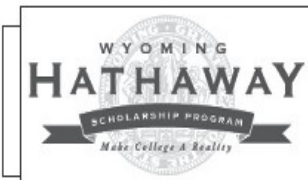


CCSD STUDENT BUSING HANDBOOK



The state of Wyoming provides Hathaway Merit and Need-Based Scholarships to all eligible Wyoming students attending the University of Wyoming or Wyoming community colleges.

CAMPBELL COUNTY SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT

Notice of Rights
Section 504 of the Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly known in the school as “Section 504” is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal assistance. In the public schools specifically, Section 504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

A student with a disability is one who has a physical or mental impairment that substantially limits one or more of their major life activities/major bodily functions such as reading, concentration, thinking, learning, walking, seeing, hearing, breathing, working and performing manual tasks, etc. Eligible students may be entitled to an accommodation plan that provides the student with the same opportunity to benefit from programs and services as afforded non-disabled students.

The purpose of the Notice is to inform parents and students of their rights at 34 CFR §104.36 of the Section 504 regulations:

- The school district must provide you with written notice of your rights. If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District’s Section 504 Office and they will assist you in understanding your rights.
- Under Section 504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met [34 CFR § 104.33].
- To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational need cannot be adequately met in the regular classroom, even with the use of supplementary aids and services [34 CFR §104.34].
- You have the right to be notified by the District prior to any action regarding the identification, evaluation, and placement of your child under Section 504 [34 CFR §104.36]
- You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation, and placement of your child under Section 504 [34 CFR §104.36]
- You have the right to an impartial due-process hearing to contest any action taken by the District with regard to your child’s identification, evaluation, or placement under Section 504 [34 CFR §104.36].
- You have the right to participate personally at the hearing and to be represented by an attorney if you wish to hire one. You also have a right to file a complaint with the Office of Civil Rights (OCR) or the Department of Education.
- If you wish to contest an action by the Section 504 Team by means of an impartial due-process hearing, you must submit a Request for Hearing to the District’s Section 504 Coordinator at the address below:

Lori Townsend
Section 504 Coordinator
1000 W 8th St, PO Box 3033
Gillette, Wyoming 82717-3033
Phone (307) 682-5171; Fax (307) 682-7941
E-Mail: section504@ccsd.k12.wy.us
Monday through Friday 7:30 a.m. to 4:00 p.m.

School Bus Safety Tips to Help Save Your Child’s Life

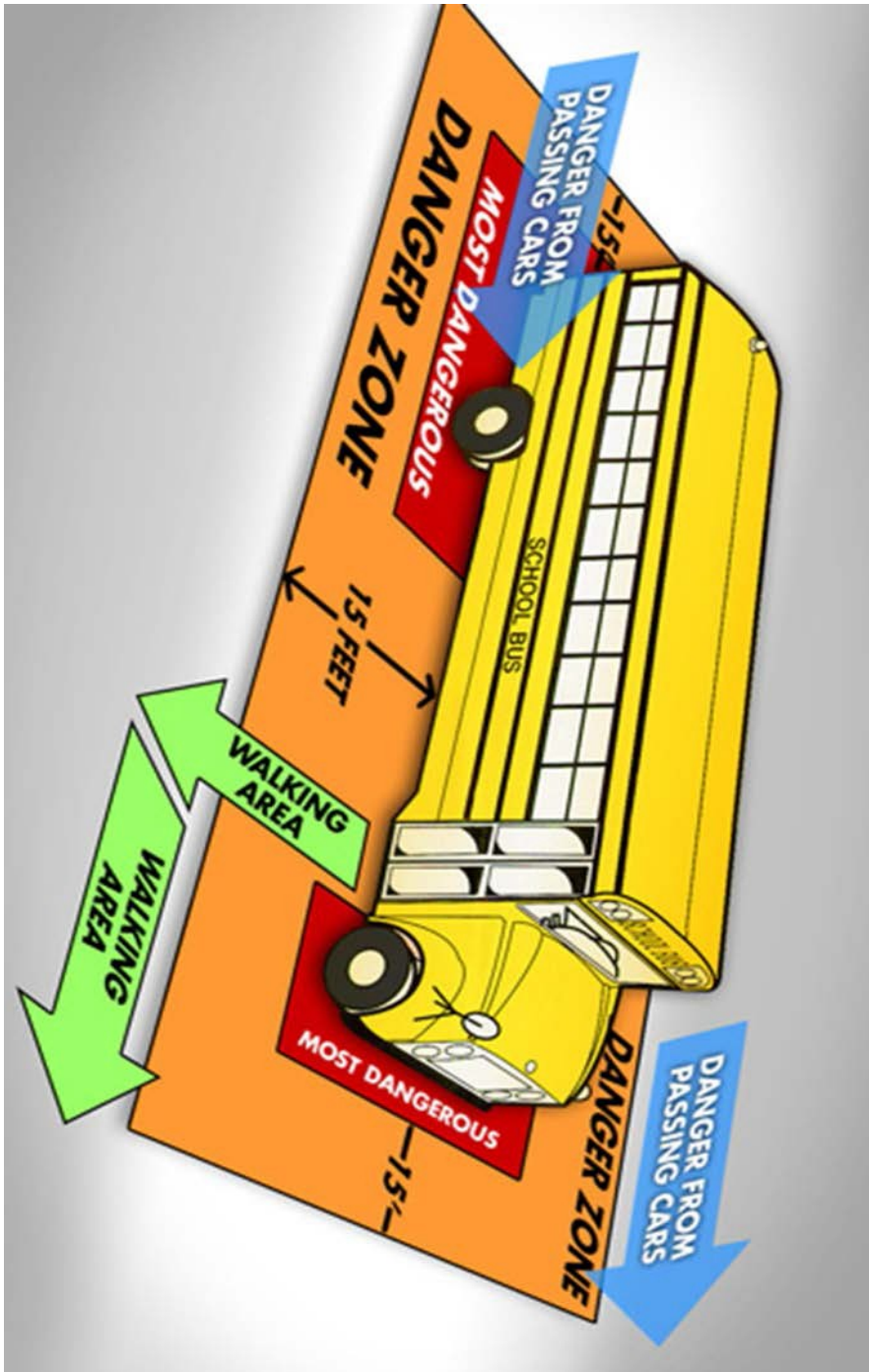


According to the NHTSA, riding in a school bus is the safest way for your child to travel to and from school. However, the “danger zone” when approaching or leaving the bus poses the greatest risk for children. They should be especially careful in the area’s in front, or on either side of the bus.

Children should also respect the bus driver and follow the rules while riding the bus and stay quietly seated on the ride to school. Here are a few school bus safety tips you can teach your child if he or she will be riding the bus to school this year:

School Bus Safety Rules

1. Do not get on the bus until the driver says it is safe to do so.
2. Ask the driver for help if you drop something while getting on or off the bus.
3. Once on the school bus, go directly to your seat and sit down, facing the front of the bus.
4. When exiting the bus, look around for cars before walking away or crossing the street.
5. Do not wait at the bus stop alone.
6. Use the handrails when getting on and off the bus.
7. If you miss the bus, don’t run after it!



CCSD TRANSPORTATION DEPARTMENT CONTACTS

OFFICE/DISPATCH-----682-4179
(Routes, Activities, Field Trips, & Safety Patrol info)

HOURS-----5:30 A.M. TO 6:00 P.M.

FAX NUMBER-----682-9592

WRIGHT TRANSPORTATION----- 464-1459

SUPERVISOR OF TRANSPORTATION-----682-4179
Keith Chrans (kchrans@ccsd.k12.wy.us)

ASSISTANT SUPERVISOR OF TRANSPORTATION -----682-4179
Melissa Hoppe (mhoppe@ccsd.k12.wy.us)

TRANSPORTATION ROUTE MANAGERS-----682-4179
Vicki Kissack (vkissack@ccsd.k12.wy.us)
Kris Keller (krkeller@ccsd.k12.wy.us)

AFTER HOURS ACTIVITIES-----682-5106

ONLINE BUS SCHEDULES-----www.infofinderi.com

HERE COMES THE BUS-----www.herecomesthebus.com
CCSD School Code: 87135

EDUCATIONAL SERVICES CENTER -----682-5171

ASSOC. SUPERINTENDENT FOR INSTR. SUPPORT -----682-5171
Dennis Holmes (dholmes@ccsd.k12.wy.us)

STATE TRANSPORTATION DIRECTOR----- (307) 777-6265

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BUS ROUTE INFORMATION

My Bus Route No. is: _____

My Bus Driver's Name is: _____

Driver Contact info: _____

My Bus Stop Location is: _____

The time I'm picked up in the a.m.: _____

The time I'm dropped off in the p.m.: _____

Transportation is proud to support our local school community and will strive to meet our goal to transport your children safely and on schedule.

Please take time to review the information within this handbook with your children.

Bus Stop Safety:

10 foot "danger" rule

Approach bus only when doors are open and driver indicates

Never chase after a bus

Bus Safety:

Stay seated

Keep aisle clear

Use handrails on/off bus

Bus Behavior:

Face forward

Use quiet voices

Follow the driver's/aide's directions

Students who intentionally damage the bus (including seats, seat belts, windows, etc.) will be required to pay for this damage and may lose busing privileges.

Students loading and unloading must have clear access to the aisle. Sitting students will keep feet and knees out of the aisle. Blocking the aisle creates a safety hazard and may result in the loss of bus privileges.

ITEMS NOT ALLOWED ON THE BUS:

Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples are firearms, knuckles, knives, chains, clubs, etc.

Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm or intimidate. Examples are belts, combs, pencils, files, scissors, spray aerosol etc.

A Student who has caused injury to another person with a weapon, intended or unintended, will be subjective to disciplinary and/or legal action. (District Policy 5260)

Possession of a weapon on school property, on a school bus, or at any school-sponsored activity is prohibited. A student found to be in possession of a weapon on school premises before, during or after school, or at any school-sponsored activity, will be subject to disciplinary and/or legal action. (District Policy 5260)

LARGE MUSICAL INSTRUMENTS & BIG PROJECTS:

Instruments will be accommodated wherever possible, but it may depend on the bus. Large instruments such as bass fiddles, tubas, or large drums are too big for the bus unless special circumstances exist.

FIELD TRIPS

Students are expected to follow the same rules as regular bus rides, generally the teacher or sponsor will be in charge of students while on field trips.

ACTIVITIES

Travel activity information will be handled by STARR Communications 682-5106. Activity bus drivers are at the buses one (1) hour before departure time and at the school 15 minutes before the scheduled departure time. Drivers relay information into this number one (1) hour before return and upon arrival. The CCHS activity office phone number is 687-0369. The TBHS activity office number is 685-5623.

Trips that are not set up through the Transportation Department will not be listed with Transportation trips and all information from that trip will be the responsibility of the individual taking the trip (such as a teacher, or a coach taking the school suburban on a trip or community groups).

“GETTING STUDENTS TO SCHOOL READY TO LEARN” “TRANSPORTING OUR STUDENTS INTO THE FUTURE”

The Transportation Department of Campbell County School District takes this mission very seriously. The personnel of the department know what part they play in this role. We look forward to working with our community in providing a service of which we are proud and trust.

Campbell County School District is committed to the safe and timely transporting of all Campbell County students eligible to ride a bus. The policies and procedures for the Transportation Department are set by the Board of Trustees. Busing is not a required service and is the decision of the local Board as to the extent it will be provided, walking and bus rider areas have been established, including student behavior management procedures to maintain order on the bus. Certain high traffic student crossing areas will have safety patrol personnel to help students cross, or busing available.

Written copies of Board policies for busing are available upon request or available online from the CCSD website. The policies establish busing services as part of the Campbell County School District. Department operating procedures more directly affect day to day operations. Transportation department staff works very closely with each school. The State of Wyoming Department of Education does have a direct involvement in local busing and does establish minimum standards for buses and rules of operation, including types of roads traveled and walking distances.

School busing necessitates with a large number of students in a short period of time. The community benefits from this form of mass transit which transports students in a timely and safe manner. In order to meet the challenge of providing this essential service, rules are necessary to keep the system running efficiently and keep all aspects under control. Every attempt is made to keep rules to a minimum while maintaining student and staff safety as well as encouraging parental involvement. The department will communicate with parents to insure you have the means and opportunity to address concerns and have knowledge of changes that affect you and your students.

Please remember that communication is necessary to provide the best service possible. If you have concerns or questions, please do not hesitate to call us. The sooner we are aware of a problem, the more timely we can be working on it. Transportation personnel take their job very seriously and realize that we have been entrusted with transporting your children. We give you our commitment to do the best job possible.

Drivers must maintain a C.D.L. (Commercial Driver's License), D.O.T. physical, driving record documentation; participate in a drug & alcohol testing program, and continued training and education in driving and student behavior management as part of the District's commitment.

PARENT INFORMATION

Buses, as an extension of school district property, are subject to district policies and procedures. We may utilize video on the buses as necessary to assist in bus safety. Please contact the Transportation Department with any questions.

PARENT NOTIFICATION SYSTEM "HERE COMES THE BUS"

www.herecomesthebus.com School Code: 87135

If your student is assigned to a bus there is access to the "Here Comes the Bus" app. It will allow parents to track the bus, receive notifications as well as bus arrival & departure from the stop. Please call the Transportation Department for set up help.

ALTERNATE BUS REQUESTS

A note signed by a parent is required if a student is not to get off at the assigned stop. This is to ensure that your child is where you expect them to be. We are committed to being at assigned stops, both a.m. and p.m., on time. Prohibiting abductions and traffic-related accidents, which might occur should students walk home from the wrong stop, all enter into this request for notes from parents. Students are assigned to the bus stop closest to their address.

Friends of students riding home with bus students will need a note from each child's parent giving permission.

Guest on the Bus Program is available for parents to ride the bus. Please contact the Transportation Department for more information.

CANCELING A BUS RIDE

Transportation does not require parents to notify dispatch if your student will not be riding the bus. Generally buses pick up multiple students at each stop or need to make all of the stops to stay on schedule.

However if you live in a rural area and your student is the only child at the stop and you are able to notify dispatch or your driver that your student will not be riding it is appreciated.

BUS STOPS

Students are expected to be at the bus stops on time and this expectation must be enforced. If they are late and the bus must wait, a bus discipline form will be sent home so parents are aware of the concern. We request that students be at the stops five (5) minutes before the bus arrival, but we will also take into consideration inclement weather conditions.

There are four basic bus rules that are posted on every bus, if students can follow these four rules there shouldn't be any issues.

1. Follow the driver's/aide's instructions.
2. Stay seated, face forward, and keep the aisle clear.
3. Keep hands and feet to yourself.
4. Talk quietly. Foul language and unruly behavior is not permitted.

Bus drivers have a very important job to perform and for the safety of our students. Sometimes there may be a need for drivers to have a few additional rules or assigned seating to manage their route.

CCSD utilizes a progressive step system for student misbehavior that has occurred on the bus:

1. Verbal warning(s)
2. Written Warning(s)
3. Loss of bus privileges (1 day to multiple days)

Bus discipline reports may be sent home for you to review and sign. Please contact transportation with any questions. These steps generally will be used in order but can be adjusted or skipped depending on the severity and context of infraction. If we have transported a student to school every effort will be made to transport the student home and consequences will start the following day.

Drivers are to report all disciplinary problems to the Transportation office and/or parents using the Bus Discipline Report as soon as possible. If the problem persists, additional reports should be filed and the driver should discuss the matter with a supervisor.

Any time a bus conduct report is filled out there should also be a call to the parent from the driver, this is very important if a student has lost bus riding privileges.

A driver may refuse to allow a student on the bus if there is evidence that the student will endanger the other students or the driver. Possession of a dangerous weapon would be an example of grounds for denying a student access. If a student is denied entrance onto a bus, the driver will report this immediately to the office and complete a Bus Conduct Report.

A school bus is an extension of the class room. Transportation will collaborate with school personnel with student behavior management. A student who creates a serious behavior infraction/safety violation may be taken off the bus by personnel in a school or in route by a supervisor or law enforcement official.

Fighting will generally result in both parties involved losing bus privileges. Hitting or tripping is unacceptable behavior.

When this occurs at a school, the student should return inside the school and make the appropriate calls. Parents/guardians should have in place appropriate remedies should the student miss the bus at their stop and discuss these with the student.

Once inside the bus, the student is to proceed directly to their seat and be seated so all students may get onto the bus in a timely manner. Assigned seating is recommended/supported on all school buses. If the student leaves the bus after entering it, they may be left behind as the bus will not wait for them to return.

Students are allowed 5-10 minutes to load onto the bus after school. This short loading period is necessary to maintain schedules between secondary and elementary routes in the afternoon. Students who are late will be left behind and will have to go back into the school and arrange for a ride.

Windows will be up on the sidewalk side of the bus during loading after school. This is to prevent the negative interaction (spitting and grabbing) that may occur as other students pass along the outside of the bus. Violation of this rule can result in loss of riding privileges. Street-side windows may be open as needed. After the bus pulls away from the stop, the other windows may be open. Students will not be allowed to hang any part of their body out of a bus window or throw anything out of a window.

Harassment issues, especially student-to student will be dealt with and monitored on the bus. Student rights dictate a respectable and safe ride home. These can be difficult issues to address and require good communication between district personnel and parents and students. Seat assignments of elementary buses are made with a maximum of three to a seat. Secondary buses seat assignments are made with a maximum of two to a seat. Students are not allowed to stand while the bus is in motion.

Inappropriate use of cell phones/electronics is prohibited.

STUDENT BEHAVIOR MANAGEMENT

Good student behavior management requires the cooperation of the school principal, Transportation Office, bus driver, bus assistant, parent, and student. The driver is responsible for maintaining student behavior management on the school bus.

The problems for everyone begins when a bus driver waits an additional minute or two for each student to get to the bus and after 15 or more stops, the students up at the end of the routes consequently, have to wait 15 to 30 minutes for the bus. Also, most in-town buses run two runs, a secondary and an elementary. Please help us to stay on schedule by having your student at the bus stop on time. Generally, elementary will have more stops than secondary.

Student behavior and situations that occur at the bus stops will be the responsibility of parents unless the event occurs while the driver is pulling up and actually sees the occurrence. If the driver observes a problem, appropriate actions can be taken including loss of bus privileges. Vandalism at bus stops will result in the loss of bus privileges and possible criminal charges.

Wyoming Department of Education establishes walking distances for students depending on age. WDOE also regulates the type and conditions of roads school buses travel on.

SEAT BELTS

CCSD is in the process of replacing all buses to be equipped with seat belts. Per WY State bus replacement rules, a limited amount of buses are eligible for replacement each year.

Non seat-belted buses safety is based on the concept of "compartmentalization". Under this theory, students are better protected by the strength of the bus, distance between the seats, and padding in the seats and surrounding area rather than belted in the seat.

Students are required to wear seat belts on a bus so equipped and loss of bus privileges will result if students refuse to do so.

SNOW DAY PROCEDURES

Special snow day procedures will be implemented when necessary. This is a five (5) step system:

1. Selected route delayed busing-Schools open as scheduled, but selected routes delayed by either one or two hours, depending on route and severity of weather.
2. Selected route cancellations-Schools open as scheduled, but selected routes canceled. Parents may transport students but are encouraged not to.
3. Delayed school start or early release-School start delayed by two hours or released two hours early.
4. Selected School Closures.
5. County wide school closure.

** In all situations, inclement weather routing may be implemented**

The decision will be announced on local radio and television stations as near to 5:30 a.m. as possible. Parents will also be contacted directly from CCSD Administration via an automated telephone calling system used by the district for parent notification. In order for the system to work efficiently, please make sure your student's contact information is updated as needed.

The parent/guardian always has the right to make the decision to not send their child to school.

INCLEMENT WEATHER ROUTING

Inclement weather or unimproved roads may result in buses not being able to meet the normal schedule which will necessitate that some buses may run inclement weather routes. Your bus driver will send home an inclement weather route procedure for your area. Inclement weather information is also posted on the school district's web site (campbellcountyschools.net). It is the parent's responsibility to get the students to the adjusted stop.

BASIC BUS RULES

STUDENT AND PARENT INFORMATION

Follow the driver's/aide's instructions.

1. Stay seated, face forward, and keep the aisle clear.
2. Keep hands and feet to yourself.
3. Talk quietly. Foul language and unruly behavior is not permitted.
4. Students will be required to maintain silence at all railroad crossings.

EATING AND DRINKING ON THE BUS

Food and beverages may not be allowed on daily local busing for safety reasons. Exceptions may be allowed for confirmed medical health conditions. (CCSD Policy 5128-R)

BUS STOP SAFETY (refer to page 10)

1. Arrive at the bus stop five minutes early.
2. Stand at least 10 feet away from the edge of the road.
3. Wait until the bus stops, the door opens, and the driver says it's ok before stepping onto the bus.
4. Be careful that clothing with drawstrings and book bags with straps or dangling objects do not get caught in the handrail or door when exiting the bus.
5. Walk in front of the bus; never walk behind the bus
6. Walk on the sidewalk or along the side of the road to a point at least 10 feet ahead
7. Be sure the driver can see you and you can see the driver.
8. Stop at the edge of the bus and look left-right-left before crossing.
9. Tell the bus driver if you drop something beside the bus. Should you try to pick it up, the bus driver may not see you and drive away.
10. Students should only get on and off at assigned stops.

Students are to form a line as the bus pulls up and are not to push or shove each other for the obvious reason that pushing and shoving can result in injury or a student getting pushed under the wheels of the bus.

Please ask your students never to chase after a bus to get on it. We are extremely concerned that a student may fall, or in some manner, not be seen and be injured by the moving bus. The student has missed the bus once the doors are shut, and the bus is moving away from the parked position.