

(Appendix P)

PARENT/STUDENT
TRANSPORTATION
HANDBOOK



RUIDOSO MUNICIPAL SCHOOL DISTRICT

“Where Excellence is Expected”

Lincoln County Transportation

(575)-378-4725

(The entire transportation handbook can be accessed on
the Ruidoso Middle School website)

LINCOLN COUNTY TRANSPORTATION

1. NO HORSE PLAY AT THE BUS STOP
2. NO HORSPLAY ON THE BUS
3. STUDENTS MUST KEEP NOISE LEVEL LOW SO STUDENTS CAN HEAR MESSAGES FROM THE BUS DRIVER.
4. STUDENTS SHOULD STAY SEATED AT ALL TIMES AND FACE FORWARD.
5. DO NOT CHEW GUM ON THE BUS
6. DO NOT STAND UP AND WALK INTO THE ISLE WHEN THE BUS IS MOVING.
7. NO FOOD OR DRINKS ON THE BUS. DO NOT EAT OR DRINK ON THE BUS.
8. KEEP FEET OUT OF THE ISLES
9. BE COURTEOUS ON THE BUS TO OTHER STUDENTS AND THE DRIVER.

SAFETY IS EVERYONE'S RESPONSIBILITY

Parents – Please read this handbook and discuss the bus rules with the student(s). Also, please sign the inserted *Bus Agreement Form* indicating you have received the *Transportation Handbook* and understand that a conference with the principal is required should your child(ren) be suspended from finding the bus. Please discuss the following with your child.

- How to walk safely to and from the bus stop;
- Where to go for help on the way to and from the bus stop; and
- How to behave safely at the bus stop. Please remind your student(s) that they are guest on private property when they are waiting at the bus stop.

Students – Please remember that the safest way to ride a bus is to sit properly, facing forward with your feet on the floor. Also remember that your driver must concentrate on traffic and driving the bus safely. Please cooperate by following the rules listed in this book. Talking in a normal tone of voice is acceptable, but yelling and screaming are not.

Lincoln Transportation Bus drivers are required to have 36 hours of pre-employment bus driving instruction that includes a defensive driving course and a first aid course. An additional 16 hours of instruction are required yearly. All school bus drivers have a Commercial Drivers License.

All other school specific rules and Board Policies and Procedures are in effect during student transportation on school buses.

ELGIBLE SCHOOL BUS RIDERS

A Ruidoso School District (RMSD) student will be provided transportation to his/her assigned school under the following criteria:

All students live within the Ruidoso Municipal School District boundaries are eligible for School Bus service. Certain areas within the district are not serviceable by school buses due to inadequate road construction. Parents may be required to transport their student to the nearest bus stop.

BUS DRIVER AUTHORITY AND RESPONSIBILITY

The driver has authority to suspend a student from the bus for a maximum of one trip after the student has arrived at the assigned stop or school for inappropriate and dangerous behavior.

SCHOOL BUS DISCIPLINARY PLAN –

Disciplinary plan – When a principal/designee receives a school bus incident report; the administrator may use the following disciplinary plan;

1st Offense: Consequences will be determined by the bus contractor and school administration by specific offense.

2nd Offense: Parental contact by administrator, 5-10 day bus suspension or long term bus suspension. Possible School consequence.

Additional Consequences: Parental contact by administrator. Possible semester suspension from bus services in addition to school consequences.

Note: A student's bus riding privileges may be revoked immediately for dangerous behavior.

Severe disruption and dangerous behavior will result in immediate suspension of transportation privileges. This may include, but is not limited to the following:

- Physical harm to any student
- Physical harm to the driver/attendant
- Physical harm to the bus
- Possession of a weapon, drugs, or alcohol
- Any form of sexual harassment.

In addition to the suspension of transportation privileges, a student may be suspended from school, and/or legal action against the student and/or parent/guardian may be taken.

Students receiving modified transportation services may be suspended from the bus. Any suspension for more than 10 cumulative days per school year of a student with a current IEP must be reviewed by the IEP committee.

If a resolution is not reached, a conference may be held with the principal/designee's supervisor, Lincoln Transportation may be used as a technical resource.

Students who are suspended from the bus are not necessarily suspended from school. Transportation to and from school for students are suspended from the bus is a parent responsibility.

NOTE: Anytime a student is suspended from riding the bus, a parent conference is required before the student's bus riding privileges reinstatement will be considered.

INCLEMENT WEATHER SCHEDULE:

The most common use of the abbreviated day schedule occurs when severe weather causes street conditions which would endanger the safety of students going to school. The abbreviated day schedule is a shortened school day which begins either **2 hours or 3 hours later** than the regular schedule and ends at regular time. Morning pick up times will also be **2 or 3 hours later depending on the school delay being followed on that day.**

BUS STOPS AND ROUTES

1. Notes from parent/guardians or principals authorizing the bus driver to drop-off a student at a point other than his/her regular stop must be submitted to the principal.
2. Students will not be required to walk a greater distance for each grade level as specified by State Statute.
3. Lincoln Transportation will accept phone call request to move bus stops when property damage is occurring at the stop location. All other requests to move or add bus stops to a route must be submitted to RMSD Superintendent in writing.
4. Complaints regarding route schedules or school bus stops will be addressed to Lincoln Transportation. Complaints regarding discipline on board school buses will be addressed to the principal.
5. Drivers will not transport any person who is not student or approved school personnel assigned to their bus while making regular routes.
6. Drivers will not give permission to anyone other than assigned students and/or approved school, transportation, emergency, or law enforcement personnel to board the bus.
7. If a student is at an a.m. stop but is ineligible for transportation, the student will be given a ride to school and the driver will notify the principal/designee.
8. In the p.m., the bus driver will not be required to wait more than seven minutes after the dismissal bell has rung. The driver and/or attendant will not be allowed to leave the bus to search unaccounted students. Once the bus departs, the driver will not stop in the loading zone or be expected to return to the school for students who are late for the bus.
9. The driver has the authority to assign students to seats

EVACUATION DRILLS

Student evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill.

TRANSPORTATION OF LARGE ARTICLES

In transporting large musical instruments, school projects, or other large articles, the following apply:

1. The driver will not permit the transportation of any item that will block the aisle or exits of the bus.
2. No item will be placed in the driver's compartment.
3. All items carried by a student will be under his/her control at all times.
4. The size of an item should be such that it can be carried on the students lap or on the floor of the bus, in either case, it will not extend beyond or above the height of the seat in front of the student.
5. If space is available onboard the bus, a large musical instrument may be allowed if only one student is assigned to one seat, if the instrument case does not extend beyond the height of the seat backs, and if the instrument case is placed on the floor next to the window on the school bus.
6. Some students may need the assistance of oxygen or mechanical ventilation devices during their bus ride. All equipment must be secured so that it does not become detached from the individual dispensing unit or become a projectile in the event of an impact. Health plans for students who are technologically dependent will be attached to their modified transportation form.

PARENTS'/GUARDIANS' RESPONSIBILITIES:

1. Encourage their children to learn and obey the school bus safety rules and to exhibit appropriate student conduct as described in district documents pertaining to student transportation.
2. Instruct their children about their assigned bus stop and advising them to leave the bus only at their assigned stop.
3. Ensure that their children are at the assigned stop five minutes before the scheduled arrival of the bus.
4. Kindergarten students must have a parent at the bus stop, or the student will be returned to school or Central Office.
5. In Addition, Parents/guardians:
 - a. May be held responsible for any observed acts of vandalism of private property by their children while on the bus or at the bust stop. Restitution may be pursued by law enforcement agencies.
 - b. Will not be transported to or from school on the bus.

The Parent/Guardian of students who have been approved for modified transportation services will:

1. Cooperate in the completion of the RMSD transportation form by providing emergency phone numbers and addresses of responsible emergency such as illness, injury, or abbreviated school day due to inclement weather.
2. Allow at least 3 to 5 days to implement any changes in pick-up and/or drop-off locations. The driver is not allowed to change or modify a bus.
3. Have the student ready to board the bus at the assigned pick-up time.
4. Cooperate by ensuring students have clean diapers if they are not toilet trained and that colostomy bags are not filled to capacity before boarding the bus. Transportation will not be provided for students who are soiled or have full bags before boarding the bus.
5. Transport their student when exceptional situations arise which call for a deviation from established bus service (e.g., the student needs to be dropped off at a different address temporarily).
6. Transport their student in the event of bus suspension.
7. Make arrangements to have a responsible person meet the bus when it is indicated on the RMSD Modified Transportation form that a student cannot be left unattended.
8. Notify Lincoln Transportation in advance (one full school day, if possible) or signal the bus when it arrives in the event the student does not plan to attend school on a specific day.

STUDENT RESPONSIBILITIES:

Arriving at pickup point:

1. Be on time.
2. If you have to walk along the road, walk on the left side facing traffic.
3. Walk on the shoulder of the road where possible, and not on the traveled portion.
4. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

5. Line up single file parallel to the roadway, with younger student in front, so they can board first.
6. Wait until the bus comes to complete stop before attempting to get on board.
7. Board the bus quickly but without crowding or pushing.
8. Never run on the bus.
9. Go directly to your assigned seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

10. The bus will not move until all passengers are seated.
11. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
12. Keep your books and /or other items on your lap or put them under the seat.
13. Keep the aisle clear.
14. Do not talk to the driver except in case of emergency.
15. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
16. Never stick hands, arms, head, or feet out of the windows of the bus.
17. Do not open windows without the driver's permission.
18. Do not throw anything in the bus or out of the window.
19. Do not touch the emergency door or exit controls or any of the bus safety equipment.
20. Do not discard refuse in the bus.
21. Eat at home or school, but not on the bus.
22. Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

23. Neither tobacco nor alcoholic beverages are allowed in a school bus.
24. Insects, reptiles, or other animals shall not be transported in a school bus.
25. No weapon, explosive device, harmful drug, or chemical shall be transported.

Exit from the bus:

26. Do not push or crowd when leaving the bus.

Crossing the highway:

27. If you must cross the road, walk to a point about ten (10) feet in front of the bus, and do not cross until you can see that the driver has indicated that it is safe to do so.
28. As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
29. Cross at right angles, never cross the highway diagonally.
30. Walk briskly across the road, but do not run.
31. Never cross the road behind the bus.

Accident or other emergency:

32. In case of an accident or emergency, older students would help the driver to maintain order and assist younger students.
33. Stay in the bus unless otherwise directed by the driver.
34. If you have to leave the bus, stay in a group and obey the driver's instructions.

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